

Table of Reporting Responsibility for Preschool-Age and Prekindergarten Students

INITIAL Referral Only

SWD who Does NOT participate in PK/UPK

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
<p>1) A preschool-age student who does not participate in a Pre-K or Universal Pre-K program referred to the CPSE or CSE for an initial evaluation to determine eligibility for special education. Only school districts that are required to report data on the timely evaluation of preschool and school-age children for special education eligibility or on the timely transition of children from Early Intervention to preschool (SPP Indicators 11 and 12) are required to report this type of an enrollment record. See definition of “initial evaluation for special education” in the glossary.</p>	<p>Not applicable (Accountability)</p> <p>District of residence (Instructional)</p>	<p>District of residence</p> <p><i>Location: 0000 (County)</i></p>	<p>District of residence (Reason for Beginning Enrollment Code 4034)</p> <p><i>ENTRY DATE: Date of Referral</i></p> <p><i>END Enrollment on Date Determination was made (can be found in the Process Tracking of IEP) with 140: Special Education eligibility status determined or determination process stopped for any reason</i></p> <p>GRADE LEVEL: PS</p>	<p>District of residence BEDS code</p>
<p>2) A preschool-age student with a disability who resides in the district, does not participate in a Pre-K or Universal Pre-K program and who will receive or does receive special education services from:</p> <ul style="list-style-type: none"> a) an employee of a school district in a district building, the student’s home, or in another location; b) an employee of a BOCES, in a BOCES building, the student’s home or in another location; c) an employee of an approved private school for students with disabilities in that school’s building, the student’s home, or another location; d) an employee of a Section 4201 State-supported school in that school’s building, the student’s home, or another location; e) an independent service provider employed by the county in the student’s home or in another location; f) an employee of New York State School for the Blind (NYSSB) or New York State School for the Deaf (NYSSD) in these schools’ building, the student’s home, or another location. 	<p>Not applicable (Accountability)</p> <p>District of residence (Instructional)</p>	<p>District of residence</p> <p><i>The start date on the 0011 enrollment and the 5786 TOD program service should be the same, AND start the day after the determination is made</i></p>	<p>The 0011 must be reported for preschool-age students the day after they are found eligible for special education services, regardless of when the services begin.</p> <p><i>If the student is waitlisted for services and is not attending in a building, use the DOR BEDS code + 0777 location until the time the student is placed.</i></p> <p><i>End 0011/0777 enrollment with 153 on the day before services start</i></p> <p><i>Start a new 0011 at the location of services, on the date the IEP/services start</i></p> <p><i>Do NOT add 0011 enrollment for students continuing in EI</i></p>	<ul style="list-style-type: none"> a) If the student attends a school building, use the school building BEDS code; if the services are provided at home or another location, or the student is not yet receiving services, use the first 8 digits of the district of residence BEDS code and “0777” as the last 4 digits b) BOCES BEDS code c) Approved Private School BEDS code d) 4201 School BEDS code e) County BEDS code f) NYSSB or NYSSD BEDS code <p>For c and e, see Location Codes for Approved Special Education Services</p>

UPK - District

UPK – Head Start etc.

Description of Students	Accountability or Instructional Responsibility	CSE/CPSE Responsibility	Who Will Report Data to SIRS and Using What Code (i.e., District of Responsibility)	Location/BEDS Code (i.e., Building of Enrollment)
<p>3) A preschool-age student who resides in the district and participates in a</p> <p>a) district-operated Pre-K or Universal Pre-K program;</p> <p>b) BOCES-operated Pre-K program under a Universal Pre-K contract with a school district with the BOCES acting as an Other Eligible Agency (i.e., Community-Based Organization – CBO);</p> <p>c) BOCES-operated pre-K not under a Universal Pre-K contract.</p>	<p>District of residence (Instructional)</p> <p>Not applicable (Accountability)</p>	<p>District of residence</p> <p><i>Report PS TOD if found eligible</i></p> <p><i>UPK Program Facts:</i> 902 - Universal Prek Program (umbrella code) 1309 - District-Operated (specific code)</p>	<p>District of residence (Reason for Beginning Enrollment Code 0011)</p> <p><i>GRADE LEVEL: PKF or PKH</i></p>	<p>a) District building BEDS code</p> <p>b) First 8 characters of the district code followed by “0666” signifying CBO-placed UPK</p> <p>c) BOCES code</p>
<p>4) A preschool-age student with a disability or a preschool-age student who is referred to the CPSE for determination of eligibility for special education services who resides in the district and attends a UPK or Pre-K program operated by another school district or charter school.</p> <p><i>Ex: Rochester School for the Deaf</i></p>	<p>District of residence or charter school (Instructional)</p> <p>Not applicable (Accountability)</p>	<p>District of residence</p> <p><i>Program Facts:</i> 902 - Universal Prek Program (umbrella code) <i>Setting code other than 1309</i></p>	<p>District of residence (Reason for Beginning Enrollment Code 5905)</p> <p>District or charter school in which student is attending Pre-K or UPK (Reason for Beginning Enrollment Code 0011)</p> <p><i>GRADE LEVEL: PKF or PKH</i></p>	<p>BEDS code of the school the student attends or, if a UPK program contracted by the district, the first 8 digits of the district BEDS code and “0666” as the last 4 digits</p>
<p>5) A prekindergarten student who attends a school within the school district of residence or a UPK program contracted by the district.</p>	<p>District of residence (Instructional)</p> <p>Not applicable (Accountability)</p>	<p>District of residence</p> <p><i>Report PS TOD if found eligible</i></p> <p><i>UPK Program Facts:</i> 902 - Universal Prek Program (umbrella code) 1331 - Head Start UPK</p>	<p>District of residence (Reason for Beginning Enrollment Code 0011)</p> <p><i>GRADE LEVEL: PKF or PKH</i> <i>Must be 4 or under and not turning 5 by Dec 1 of that SY</i></p>	<p>BEDS code of the school the student attends or, if a UPK program contracted by the district, the first 8 digits of the district BEDS code and “0666” as the last 4 digits</p>

<p>6) A preschool student with a disability who is transitioning to Kindergarten, will not receive extended school-year services and was enrolled in a UPK program or another PK program.</p>	<p>District of residence (Instructional)</p> <p>Not applicable (Accountability)</p>	<p>District of residence</p>	<p>District of residence (Reason for Beginning Enrollment Code 0011)</p>	<p>There are three options to report these students in July and August:</p>
<div data-bbox="1241 298 1570 764" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>For options 1 and 2, the student will be reported with the grade PKF or PKH from July 1-August 31, and will also require the UPK programs to be reported.</p> </div> <div data-bbox="1612 228 1942 878" style="padding: 10px;"> <p>1) If the UPK program was run by the district and the district chooses to continue to report the location where the student attended the UPK program, the BEDS code of the school the student attends</p> <p>2) If the UPK program the student attended is contracted by the district and the district chooses to continue to report the location where the student attended the UPK program, the first 8 digits of the district BEDS code and “0666” as the last 4 digits.</p> </div>				
<div data-bbox="1241 1062 1570 1268" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>For option 3, the student will be reported with the grade PS from July 1-August 31</p> </div> <div data-bbox="1612 922 1942 1490" style="padding: 10px;"> <p>3) If the district does not choose to report the location where the student attended the UPK program, the first 8 digits of the district BEDS code and “0777” as the last 4 digits.</p> <p>For options 1 and 2, the student will be reported with the grade PKF or PKH from July 1-August 31.</p> <p>For option 3, the student will be reported with the grade PS from July 1-August 31.</p> </div>				