



L2RPT Report Guide

SIRS-312 BEDS Day Enrollment Verification Report for State Aid

SIRS-313 BEDS Day Enrollment Verification Report by Location of Enrollment & Student Subgroup

SIRS-314 BEDS Day Enrollment Verification Report by District of Residence

SIRS-316 BEDS Day Enrollment Verification Report for District Pre-K

SIRS-319 BEDS Day Enrollment in Public and Charter Schools by Resident District

Student enrollment counts from SIRS are calculated for public schools and districts, and for charter schools. Nonpublic schools, including Article 81 schools, will not see BEDS enrollment verification reports in L2RPT at this time. These enrollment counts are used for many purposes including: State aid calculations, generating targeted federal program aid, Limited English Proficient (LEP) student counts for Part 154, reporting in New York State Report Cards and to the media and general public upon request, and Universal Pre-K (UPK) grant allocations.

Student enrollment counts are calculated from SIRS as of BEDS Day each year. BEDS Day is the first Wednesday in October because it is expected that by this date in the school year, returning and new student registrations have been processed and stable enrollment counts can be obtained. BEDS Day provides a point in time when student enrollment counts can be complete, unduplicated and comparable.

BEDS enrollment is determined solely on the basis of enrollment and the consequent expectation of attendance in a specific school or district. Though the district of reporting responsibility and the district of residence usually correlate highly with the school or district of enrollment, they do not directly determine the BEDS enrollment. Students may be the reporting responsibility of one district but enrolled in another; likewise, students may be residents of one district but enrolled in another. **If a student is enrolled in a specific school, the student is counted as part of the BEDS enrollment, regardless of any other qualifying or disqualifying factors, such as where the student lives and other demographic or program service considerations.**

Students reported in SIRS with any of the following Reason for Beginning Enrollment codes are included in the BEDS enrollment count:

- 0011 (Enrollment in building or grade)
- 0022 (Foreign Exchange Student) (with exception of SIRS-312)
- 5544 (Transferred under NCLB Title 1, School in Improvement Status)
- 7000 (Transferred under NCLB, Persistently Dangerous School)
- 7011 (Transferred under NCLB, Victim of a Serious Violent Incident)

To be included in the BEDS enrollment count, a student's beginning enrollment date must be on or before BEDS Day, and the ending enrollment date must be on or after BEDS Day.

For all BEDS Day enrollment reports, the total student enrollment (All Students) is provided as well as enrollment by student subgroup. While the student enrollment count is as of BEDS day, accountability subgroup status is determined using program service data reported anytime during the school year (school year

snapshot). That is, if a student was a member of an accountability subgroup or program category (e.g. disability, LEP, economic status etc.) at any point in the school year, then that student will be counted as a member of that subgroup for that school year. For example, a student enrolled in grade 9 on BEDS day who was identified by the district committee on special education as a student with a disability on December 1 will be reported as a student with a disability in the BEDS enrollment count for that school year and school and school district.

Because BEDS day occurs at the beginning of the school year, but student enrollment, program and assessment records are updated in SIRS beyond the end of the school year, NYSED extracts and stores BEDS Day enrollment counts at certain designated dates during the school year and stores these extracts in a duplicate report referred to as a snapshot report. Snapshot records are stored in L2RPT and are available to a district or school user in the BEDS reports designated with a report extension of “.1”. (Ex. January snapshot of SIRS 313 will be SIRS 313.1)

Following the snapshot date, schools and districts will be able to continue loading student records into SIRS, adding and/or updating student subgroup and program facts to account for the fluid nature of their information and student bodies. The BEDS Enrollment Verification reports will continue to be available in L2RPT following the snapshot and will be refreshed weekly, while the aggregate and student level detail reports from the set of data available in SIRS as of the snapshot date are available in the snapshot reports (designated by “.1” report extension).

The first use of the BEDS enrollment is in January, when total district enrollment is supplied for use in State aid projections. Once the BEDS enrollment data have been supplied for State aid use, they are considered public information and will be provided to any requestor on demand. Those requestors may include, but are not limited to, the State’s Division of Budget, other school districts, the media, the NYS High School Athletic Association, and the inquiring public. The BEDS enrollment that has been released prior to the final reporting deadline and certification for any school year has been and will continue to be labeled as preliminary when released.

The January snapshot will be used as the source of the BEDS enrollment, albeit preliminary, until a March/April snapshot replaces the January snapshot as the preliminary source of BEDS enrollment. Once replaced by the March/April snapshot, the January snapshot will have no other use other than as documentation of what BEDS enrollment by grade for each district was provided to the Department’s State Aid Unit in January.

Districts and charter schools will be required certify their BEDS enrollment for the End of Year snapshot of student enrollment records in SIRS.

Schools and districts should secure copies of their BEDS enrollment data as contained in the BEDS Enrollment Verification Reports for both the January snapshot as well as the March/April snapshot, keeping in mind that the March/April snapshot replaces the January snapshot as the preliminary enrollment count. The March/April snapshot will then be replaced by an end of year snapshot. As noted earlier, the purpose for districts and charter schools of securing copies of their January and March/April snapshot of data is to have a record of what data were provided to the Department’s State Aid Unit.

Table 1: BEDS Enrollment Reporting Cycle in SIRS for a given school year

When	Event
First Wednesday in October	BEDS Day
October	Districts begin loading student enrollment, demographic, and program data to SIRS. L2RPT BEDS Day Enrollment Verification Reports become available for districts/schools with data in SIRS: Supplemental Counts for State Aid Calculations (SIRS-312) Location of Enrollment and Student Subgroup (SIRS-313) District of Residence (SIRS-314) District Pre-K (SIRS-316) Enrollment in Public and Charter Schools by Resident District (SIRS-319)
January	Deadline for districts and charters to verify data contained in all five BEDS Enrollment Verification reports for extract of data that is supplied to SED State Aid office for use in preliminary aid projections. Snapshot enrollment reports will now reflect the data included in the January State Aid extract. IRS transmits total BEDS enrollment by grade as well as Supplemental Counts for State Aid Calculations from the January Snapshot for each district to the Department’s State Aid Unit for use in State aid projections and some current year aid calculations. IRS transmits Universal PreK (UPK) enrollment to the Department’s State Aid Unit and the Office of Early Learning.
January through March	SIRS Reports 312, 313, 314, 316, and 319 will continue to refresh weekly based on most current data available.
March/April	Districts verify the total BEDS enrollment for each report. Snapshot enrollment reports will now reflect the data included in the March/April State Aid extract. IRS transmits total BEDS enrollment by grade as well as Supplemental Counts for State Aid Calculations from the March/April Snapshot for each district to the Department’s State Aid Unit for use in State aid projections and some current year aid calculations. *
May through August	SIRS Reports 313, 314, 316, 312, and 319 will continue to refresh weekly based on most current data available.
August	

Descriptions of Reports

SIRS-312 Report for State Aid

This report presents student counts that are used in State aid calculations. In general terms, the majority of state aid is reserved for students based on where they are enrolled; however, textbook and transportation aid is reserved for students based on their district of residence. For textbook and transportation aid, non-resident enrolled students are excluded, while resident students enrolled outside of the district are included. Additional information about State Aid is available on their [website](#).

The majority of students in this report fall into two general categories: 1) resident students who are enrolled outside of the district, and 2) non-resident students who are enrolled in the district.

General examples of such students are:

- Resident students placed by the district outside of the district, including special- education placements

and students enrolled full-time at BOCES

- Resident students unable to attend school and served by the district in home or hospital settings
- Non-resident students who are enrolled in the district either by CSE or parental choice
- Incarcerated youth in correctional facilities served by the district.

The table below shows which district(s) will see which students in the current scheme in the “BEDS Enrollment Verification Report of Supplemental Counts for State Aid Calculations.” Additional reports and details will be developed based on need.

Table 2: BEDS Enrollment Verification Report of Supplemental Counts for State Aid Calculations scheme

Report Column	Column Description	Who Sees These Students
a	Incarcerated Youth	The district where the correctional facility is located will solely see all such students.
b	Residents in GD – District	The district where the student resides will solely see its own resident students.
c	Residents in GD – Other	The district where the student resides will solely see its own resident students.
d	Residents in Other Districts	The district where the student resides will see its own resident students in Column “d” as enrolled in some other district. The district where the student is enrolled will see the student in Column “i” as a non-resident student. ¹
e	Residents in BOCES	The district where the student resides will see its own resident students in Column “e” as enrolled in a BOCES. BOCES may see them later based on future BOCES reporting requirements for the Repository.
f	Residents in 4201, SpActs	The district where the student resides will see its own resident students in Column “f” as enrolled in a Special Act district, a nonpublic, or State-supported school as a special education placement. Special Act districts will see these students in Column “i” as non-residents.**
g	Residents at Rome/Batavia	The district where the student resides will see its own resident students in Column “g” as enrolled in the school for the Deaf or Blind; the school for the Blind or Deaf will see its students in Column “i” as non-residents.
h	Residents Home/Hospital	The district where the student resides will solely see its own resident students in Column “h” as home-bound or hospital-bound.
i	Non-residents – In - NYS	The district where the student is enrolled will see these students in Column “i” as non-residents. The district where the student resides will see its residents in Column “d” as resident students attending other public school districts, unless the students are parentally placed outside the home district. ²
j	Non-residents – Out - NYS	The district where the student is enrolled will solely see these students in Column “j” as non-residents.
k	Inter Distr Urb/Sub Transfer	The district where the student is enrolled will see these students in Column “k” as non-residents. The district where the students reside (Rochester) will see these students in Column “d” as resident students attending other public school districts.

¹Parentally placed students are excluded from column (d).

²Parentally placed students are included in column (i).

SIRS-313 Report by Location of Enrollment and Student Subgroup

This report presents counts of students by grade (pre-kindergarten to grades 12, ungraded elementary and secondary) for All Students and for the student subgroups of gender, race/ethnicity, disability status, English proficiency status, and economic status.

Data in the District BEDS Total will be recognized as official BEDS grade-by-grade enrollment for all **districts**. This total is arrived at by adding the comparable cells for each school in the district plus the Universal Pre-kindergarten (UPK) students who are in Community-based Settings (CBOs) and who have been reported with a Location Code ending in "0666".

Note: BEDS enrollment does not include preschool (PS) students, AHSEP enrolled students (GD), homebound students (Location Code ending in "0777"), home schooled students (Location Code ending in "0888"), or out-of-district placement students.

SIRS-314 Report by District of Residence

This report presents counts of enrolled students by grade and by their District of Residence. The District of Residence is the district that a school-age child is entitled to attend based on the location of the child's residence. District of Residence is used in calculations for textbook and transportation aid. It also provides insight about the districts where charter school students reside.

In this report, if all enrolled students are residents of the district in which they are enrolled, then the report will show one "detail" row with all enrolled students appearing as residents of that district and one "All Students" row that will be the same as the detail row. However, if students are from multiple districts of residence, the report will show multiple rows displaying counts of students for each district of residence as well as a row for all students combined. For example, if the "All Students" count is "100", "95" of these students are residents of district A, "4" students are residents of district B, and "1" student is a resident of district C, the report will have four populated rows: one showing "95" enrolled students as residents of district A, one showing "4" enrolled students as residents of district B, one showing "1" enrolled student as a resident of district C, and the "All Students" row showing the sum of the data in the rows for districts A, B, and C.

The counts displayed in the "All Students" rows of the report by District of Residence and the "BEDS Enrollment Verification Report by Location of Enrollment and Student Subgroup" will be the same. The report by District of Residence will be viewable for both individual schools as well as for the District BEDS Total.

District of Residence is used to determine which students should be counted in the following general categories that appear with more specificity in the "BEDS Enrollment Verification Report of Supplemental Counts for State Aid Calculations:"

- Resident students enrolled outside of the district and for whom the district is paying or could be charged tuition
- Non-resident students enrolled in the district and for whom tuition is or could be charged

SIRS-316 Report for District Pre-K

The BEDS Enrollment Verification Report for District Pre-K (Pre-Kindergarten) presents district totals for Pre-K and will differentiate Half- and Full-day Pre-K as well as Universal Pre-K (UPK) students versus Pre-K students not funded by UPK money. Students will be grouped by age: 3-year-old, 4-year-old or Other Age on or before

December 1st. New York City, Buffalo City, and White Plains City SD will use December 31st as the age threshold. Data in this report are used to monitor UPK programs.

The district total for pre-kindergarten will be a sum of pre-kindergarten students reported as enrolled in any school in the district plus the Universal Pre-kindergarten (UPK) students who are in Community-based Settings (CBOs) and who have been reported with a Location Code ending in "0666".

The district's UPK grant coordinator should be consulted by district staff who enter information into the district's Student Management System (SMS) to ensure that the correct students are reported as UPK using the summary of reporting requirements that follow.

It is important for funding received under a State Universal Pre-K grant that Pre-K students are reported with a correct Pre-K Program Type and UPK Provider Type if the Program Type is UPK:

- Pre-K students who are supported by Universal Pre-K funds and located in district-operated classrooms must be reported with a Pre-K Program Type of 902 and a UPK Provider Type of 1309.
- Pre-K students who are supported by Universal Pre-K funds and located in classrooms operated by Community-based Organizations (CBO) must be reported with a Pre-K Program Type of 902 and ONE of the UPK Provider Types of 1320 through 1419.
- Pre-K students who are not supported by Universal Pre-K funds should be reported with a Pre-K Program Type of 990 and NO UPK Provider Type.

Table 3: Data Elements Unique to the SIRS-316 Report for District Pre-K

Field Name in Verification Report	Pre-K Program CD ¹	UPK Setting CD ¹
Total Pre-K Students	902 or 990	any or none
UPK Funded Students in District Operated Classrooms	902	1309
UPK Funded Students in CBO Operated Settings	902	one of: 1320, 1331, 1342, 1353, 1364, 1375, 1386, 1397, 1408, 1419 (see below)
Pre-K Students NOT Funded by UPK Money	990	none
Location of CBO-placed Students		
Day Care Center	902	1320
Head Start	902	1331
Family (including Group) Day Care	902	1342
Nursery School	902	1353
BOCES	902	1364
Special Ed 4410 Preschool	902	1375
Nonpublic School	902	1386
Museum	902	1397
Library	902	1408
Other	902	1419
UPK students who are not residents of this district and for whom tuition is or could be charged.	Any UPK (program code = 902) student for whom the district of enrollment location does not match the District of Residence.	

¹Grade Level Code must also be either "PKH" or "PKF"

SIRS-319 BEDS Day Enrollment in Public and Charter Schools by Resident District

This report presents counts of resident students by grade and by school district or charter school of enrollment. Resident students enrolled in schools within district of residence as well as resident students enrolled in schools outside of district of residence are included. Counts reflected in this report were determined based on student enrollment records reported in SIRS by this district, another public school district, charter school, N.Y.S. School for the Blind or N.Y.S. School for the Deaf indicating this district as the student's district of residence.

This report is provided as an informational report as these counts may have consequences for district State Aid Allocations. Questions about the accuracy of these counts should be directed to the charter school where the students are enrolled, or to the district with reporting responsibility.

In this report, if no resident students are enrolled in charter schools or school districts other than the district of residence, the report will be blank.

Table 4: SOURCES OF DATA IN VERIFICATION REPORTS

Data Elements Common to BEDS Verification Reports (SIRS 313, 312, 314, 316, 319) Field Name in Verification Report	SIRS Report # Found In:	SIRS Template Found In:	Field in SIRS Template Found In:	Field # in SIRS Template	Codes/Notes
Grade	313 316 314	School Entry /Exit	Enrollment Grade Level	8	See “Grade Level Codes and Descriptions” in “SIRS Codes and Descriptions” in the SIRS Manual . (All grade codes except for PS and GD)
Gender	313 312	Student Lite	Gender Code	11	Male, Female
Ethnicity	313 312	Student Lite	Hispanic Ethnicity Indicator	42	Y/N
		Student Lite	Race 1, 2, 3, 4, 5	12, 43-46	American Indian/Alaska Native; Asian; Pacific Islander; Black; White; Multiracial ¹
Disability Status ³	313 312	Programs Fact	Program Code	5	See “Program Service Codes and Descriptions” in “SIRS Codes and Descriptions” in the SIRS Manual . Any code for Type of Disability except 5786.
Limited English Proficient ³	313 312	Programs Fact	Program Code	5	0231
Formerly English Language Learner***	313 312	Programs Fact	Program Code	5	Determined at Level 2. Generated if the student was reported as 0231 in either of the two prior school years and is not LEP in the current year. ²
Economically Disadvantaged ³	313 312	Programs Fact	Program Code	5	0198
Migrant Status/ Migrant ³	313 312	Student Lite	Migrant (Migrant Indicator)	48	0330

¹ Students are counted as **Hispanic or Latino** if Hispanic Ethnicity Indicator = YES regardless of race or races reported. Students are counted as **Multiracial** if Hispanic Ethnicity Indicator = NO and two or more races are reported. Students are counted as **Asian or Pacific Islander** if Hispanic Ethnicity Indicator = NO” and Asian or Hawaiian is reported.

² Students are counted as **Formerly ELL** if they achieve proficiency on both the Listening & Speaking and the Reading & Writing modalities of the New York State English as a Second Language Achievement Test (NYSESLAT) in either of the two previous school years.

³ Represents sensitive data and only visible to the district of responsibility.