

2013-14 May Statement of Certification of Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day Verification Report

All Districts must verify the following 2013-14 BEDS Day Enrollment Report in L2RPT:

SIRS-323 Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day Verification Report

The 2013-14 May Statement of Certification of Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day Verification Report form is used to certify the accuracy of this 2013-14 BEDS Day Enrollment Report as of the June 2, 2014 data refresh. The certification form must be downloaded from the Information and Reporting Services Portal (IRSP - <http://portal.nysed.gov>). Information on accessing and using the IRSP can be found at <http://www.p12.nysed.gov/irs/irs-portal/>.

This certification form must be completed by the Superintendent and uploaded to the IRSP no later than June 6, 2014.

Please follow these instructions when completing the 2013-14 May Statement of Certification of Free and Reduced Price Lunch Eligible Students Enrolled on BEDS Day Verification Report form:

1. download the certification form from the IRSP and save it to your computer,
2. **DO NOT** print and scan this form, it is designed to be filled out electronically,
3. check the box which best describes how you certify the data,
4. enter the name of your district,
5. enter your institution's 12-digit BEDSCODE,
6. type your name (**DO NOT** physically sign this form),
7. check the appropriate box for Title of Certifying Official,
8. enter current date,
9. save the form,
10. upload the form to NYSED using the IRSP.

The final extract of free and reduced price lunch eligible students enrolled on BEDS Day from SIRS for the 2013-14 school year will occur on August 22. Certification deadline will be August 29.