



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY  
12234

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To: District Superintendents  
Superintendents of Public Schools  
Principals of Charter and Other Public Schools  
Nonpublic School Administrators

From: Jeff Baker

Subject: Guidance on Reporting District of Residence in the Student Information  
Repository System

In response to requests from the field, this memo is to notify colleagues that the District of Residence is a required field for all student records in the Student Information Repository System (SIRS) beginning with the 2011-12 school year. This data element is necessary to ensure that State aid is appropriately allocated to a student's home district (i.e., District of Residence). All schools and districts that enroll students or that report students to the SIRS are expected to have procedures in place for determining and recording the District of Residence for each of their enrolled or reported students. Attached is guidance that has been developed and that will be inserted into the SIRS documentation. As this is the first year for the reporting of District of Residence on every student record, the Department welcomes comments and suggestions on how the attached guidance may be improved upon. Please forward any comments and suggestions to [Dataquest@mail.nysed.gov](mailto:Dataquest@mail.nysed.gov).