

2013-14 April Statement of Certification of BEDS Day Enrollment Verification Reports

All Districts and Charter Schools must verify the following 2013-14 BEDS Day Enrollment Reports in L2RPT:

SIRS-312 BEDS Day Enrollment Verification Report for State Aid Calculation

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

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

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

The 2013-14 April Statement of Certification of BEDS Day Enrollment Verification Reports form is used to certify the accuracy of the 2013-14 BEDS Day Enrollment Reports as of the March 31, 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 or Charter School Leader and uploaded to the IRSP no later than April 4, 2014.

Please follow these instructions when completing the 2013-14 April Statement of Certification of BEDS Day Enrollment Verification Reports 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 or charter school,
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 initial extract of free/reduced price lunch eligible students from SIRS for the 2013-14 school year will occur on May 30. Certification deadline will be June 6.

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