



Basic Education Data System (BEDS) Day Wednesday - October 5, 2011

BEDS day will be here soon!

NOW is the time to get ready to report the **actual** numbers of students enrolled in Universal PreK.

The number of students in your application was a *projection*. The BEDS number must represent an *accurate* number of students enrolled in UPK. The district's UPK grant will be adjusted to match the actual enrollment, not to exceed the maximum allowable UPK grant.*

PLEASE NOTE: Pre-K counts used for State Aid purposes for 2011-12 will be taken from items 1d, 1e and 1f of the BEDS District Summary Form. Pre-K students will be reported in the Student Information Repository System (SIRS) for 2011-12, however Pre-K counts obtainable from SIRS will not be used for State Aid purposes until student record details necessary for State Aid purposes have been fully implemented and proofed by all parties.

To avoid common errors, administrators need to communicate with school district staff responsible for BEDS reporting. To assist districts in this process, we offer the following recommendations:

- Count all UPK students enrolled in both public school *and* community based organizations (CBOs).
- Review and explicitly follow the attached directions for completing **Items 1d, 1e and 1f** – the sections that represent data on Pre-K students. This will help the UPK program staff provide the information to the person responsible for filing the BEDS report in a manner that improves the accuracy of the data submitted.

Please contact the Office of Early Learning at (518) 474-5807 or by email at oel@mail.nysed.gov with any questions you have about BEDS reporting.

* *The Maintenance of Effort (MOE) provision is established in statute. Section 3602-e (11) of Education Law provides that “where the district serves fewer children during the current year than in the base year, the school district shall have its apportionment reduced in an amount proportional to such deficiency.” The MOE for 2010-2011 can be found on line 38 of each district’s 2010-2011 Universal Prekindergarten Aid (UPREK) Output Report. The Report may be accessed at <http://stateaid.nysed.gov/>.*

DIRECTIONS FOR COMPLETING ITEM 1d for PRE-K STUDENTS

NOTE: Pre-K enrollment in Part 1a will cumulate automatically as Parts 1d, 1e and 1f are **submitted online**. It is important for 1a to be a reasonable total of all Pre-K students.

Distribute the total number of Pre-K students into the specified Pre-K programs. No student should be counted more than once. Students reported in any Pre-K program must be four years of age on or before December 1 or otherwise eligible to attend kindergarten next school year.

- Students should be reported in Universal Pre-K Programs (including prior TPK funded programs) funded pursuant to Section 3602-e of Education Law. UPK students in district classrooms and taught by district staff should be reported in the section(s) for district classrooms. UPK students in classrooms operated under contractual agreement with other eligible agencies should be reported in the section(s) for Community-Based Organizations (CBO). If this district has a contractual agreement with a BOCES to provide Universal Pre-K educational services, these students should be reported in the CBO sections(s).
- "Other Pre-K Programs" seen on the BEDS form as “**Number of preK students NOT funded by UPK dollars**” should include programs operated by the district under (but not limited to) the following funding sources: Even Start, Migrant Education, Native American Education, Federal and State Magnet Schools, local tax levy (district funding), special legislation funding, and Pre-K Special Education funding pursuant to Section 4410 of Education Law.
- Four-year-old children who receive pre-school special education services for four hours or less per day pursuant to Section 4410 of Education Law should be counted in Other Pre-K Programs only if they are not enrolled in Universal Pre-K Programs.

SAMPLE ITEM 1d: Distribute the total number of students to be reported in the Pre-K section of Item 1a into the following:

	Universal Pre-K Funded Students (including former TPK Programs)		Number of PreK Students NOT Funded by UPK Money
	Number of UPK Students in District Operated Classrooms	Number of UPK Students in CBO Operated Settings	
Half – Day			
Full – Day			

DIRECTIONS FOR COMPLETING ITEM 1e FOR PRE-K STUDENTS

Enter the number of Universal Pre-K students reported in Item 1d who are not residents of this district and for whom tuition is or could be charged. This count includes non-resident Pre-K students reported in Item 1d who are enrolled in Universal Pre-K Programs operated by this district or by other eligible agencies (CBOs) under a contractual agreement with this school district through funding sources other than UPK. **UPK funds are intended to serve only children who are residents of the district.**

SAMPLE ITEM 1e:

- e. Enter the number of **Universal Pre-K Students** reported in Item 1d **who are not residents** of this district and for whom tuition is or could be charged

DIRECTIONS FOR COMPLETING ITEM 1f FOR PRE-K STUDENTS

Distribute the total number of UPK students reported in the CBO operated settings of item 1d according to the type of CBO placement.

SAMPLE ITEM 1f:

Enter the number of UPK students reported in 1d who are in the following Community-Based Organization settings, **i.e. the number of UPK students who are receiving their instructional program from each type of CBO provider:**

CBO Setting:	Number of Students	CBO Setting:	Number of Students
Day Care Center		Special Ed 4410 Preschool	
Head Start		Nonpublic School	
Family (Incl. Group) Day Care		Museum	
Nursery School		Library	
BOCES		Other	