



## 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 (Student Information Repository System) are calculated for public schools and districts, and for charter schools. Nonpublic schools, including Article 81 schools, will not see BEDS (Basic Education Data System) enrollment verification reports in L2RPT (Level 2 Reporting) 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 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 based on 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 ESEA [Elementary and Secondary Education Act] Title 1, School in Improvement Status)
- 7000 (Transferred under ESEA, Persistently Dangerous School)
- 7011 (Transferred under ESEA, 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, 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 (New York State Education Department) 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” (example: 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 (EOY) 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. These L2RPT BEDS Day Enrollment Verification Reports become available for districts and schools with data in SIRS:<br><br>Supplemental Counts for State Aid Calculations (SIRS-312)<br>Location of Enrollment and Student Subgroup (SIRS-313)<br>District of Residence (SIRS-314)<br>District Pre-K (SIRS-316)<br>Enrollment in Public and Charter Schools by Resident District (SIRS-319) |
| January                    | Districts and charters verify data contained in all BEDS Enrollment Verification reports for data extracts supplied to State Aid for use in preliminary aid projections.<br><br>Snapshot enrollment reports reflect the preliminary data included in the January State Aid extract. IRS transmits total BEDS enrollment by grade as well as   |

| When                  | Event  |
|-----------------------|--|
|                       | Supplemental Counts for State Aid calculations from the January snapshot for each district to State Aid for use in projections and some current year aid calculations.   |
| January through March | SIRS Reports 312, 313, 314, 316 and 319 will continue to refresh weekly based on the most current data available.  |
| March/April           | Districts and charters verify data contained in all BEDS Enrollment Verification reports for data extracts supplied to State Aid for use in preliminary aid projections.<br><br>Snapshot enrollment reports reflect the preliminary 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 State Aid for use in projections and some current year aid calculations. |
| May through August    | SIRS Reports 312, 313, 314, 316 and 319 will continue to refresh weekly based on the most current data available.  |
| August                | Final BEDS enrollment refresh.   |

## 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 the [State Aid 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 (Boards of Cooperative Educational Services)
- 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 (Committee on Special Education) 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                                       | Criteria for Determining   |
|---------------|---|---|--|
| a             | Incarcerated Youth in Correctional Facilities | Only the district where the correctional facility is located. | District of location of jail: SEDREF Institution Type 10 (Government Agency), SubType 1 (Jail). Grade level: K, KH, KF, 01-12, 13, 14. Entry code: 0011. |

| Report Column | Column Description   | Who Sees These Students  | Criteria for Determining   |
|---------------|--|--|--|
| b             | Resident Students Enrolled in Approved AHSEP Programs – This District  | Only the district where the student resides.   | Entry code: 5654. Location of enrollment within district of residence.   |
| c             | Resident Students Enrolled in Approved AHSEP Programs – Other Provider   | Only the district where the student resides.   | Entry code: 5654. Location of enrollment <b>not</b> within district of residence.  |
| d             | Resident Students for whom district is paying or could be charged tuition: Other Districts   | District where student resides.<br><br>( District where the student is <i>enrolled</i> will see the student in Column “i” as a non-resident student.) <sup>1</sup>   | Not counted in “a” as Incarcerated Youth. Grade level: K, KH, KF, 01-12, 13 or 14. Entry codes: 0011, 5544, 7000, 7011. Location of enrollment: Public school district not equal to district of residence.                 |
| e             | Resident Students for whom district is paying or could be charged tuition: Full-time BOCES   | District where student resides.  | Not counted in “a” as Incarcerated Youth. Grade level: K, KH, KF, 01-12, 13 or 14. Entry codes: 0011, 5544, 7000, 7011. Location of enrollment: BOCES.   |
| f             | Resident Students for whom district is paying or could be charged tuition: Student with disabilities (various) 4201, Special Act Districts | District where the student resides.<br>Students enrolled in: Special Act district, nonpublic, or State-supported school as a special education placement.<br><br>(Special Act Districts see their students in Column “i”.) | Grade level: K, KH, KF, 01-12, 13 or 14. Disability code not equal to 5786 and Primary Setting codes: SA01, SA02, SA03, SA04. Location of enrollment: “Other Schools Serving Students with Disabilities” or “Special Act”. |
| g             | Resident Students for whom district is paying or could be charged tuition: Students with disabilities at NYSSB or NYSSD                    | District where student resides.<br><br>(Schools for Blind or Deaf see their students in Column “i”.)   | Grade level: K, KH, KF, 01-12, 13 or 14. Disability code not equal to 5786. Locations of enrollment: 180300877197 or 411800877482.   |
| h             | Resident Students unable to be present in school, instructed at Home/Hospital  | District where student resides.  | Grade level: K, KH, KF, 01-12, 13 or 14. Location of enrollment: ending in 0777 (Homebound).   |
| i             | Students not resident in this district and for whom tuition is or could be charged: Resident of NYS  | District where student is enrolled.<br><br>( District where the student <i>resides</i> will see its residents in Column “d”). <sup>2</sup>   | Grade level: K, KH, KF, 01-12, 13 or 14. Entry code: 0011. Homeless Indicator: NO. Location of enrollment not equal to District of residence. District of residence not equal to 80034366.                                 |

| Report Column | Column Description   | Who Sees These Students   | Criteria for Determining   |
|---------------|--|---|--|
| j             | Students not resident in this district and for whom tuition is or could be charged: Reside outside NYS           | District where student is enrolled.   | Grade level: K, KH, KF, 01-12, 13 or 14. Entry code: 0011. Homeless Indicator: NO. Location of enrollment not equal to District of residence. District of residence: 80034366. |
| k             | Students not resident in this district participating in voluntary Inter-District Urban-Suburban Transfer Program | District where student is enrolled.<br>(The district where the students reside (Rochester) will see students in Column "d" as attending other public school districts.) | Grade level: K, KH, KF, 01-12, 13 or 14. Entry code: 0011. Location of enrollment not equal to District of residence. Program code: 2618.                                      |

<sup>1</sup> Parentally-placed students are excluded from column "d".

<sup>2</sup> Parentally-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 [Pre-K] to grades 12, ungraded elementary and ungraded 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 UPK students who are in Community-based Organizations (CBOs) and who have been reported with a Location Code ending in "0666".

Note: BEDS enrollment does not include preschool (PS) students, AHSEP (Alternative High School Equivalency Preparation Programs) 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 presents district totals for Pre-K and will differentiate Half- and Full-day Pre-K as well as UPK students versus Pre-K students not funded by UPK money. Data in this report are used to monitor UPK programs.

Students are grouped by age: 3-year-old, 4-year-old or Other Age on or before December 1st. The following districts will use December 31<sup>st</sup> as the age threshold.

**Table 3: Districts using December 31<sup>st</sup> as the age threshold**

| DISTRICT NAME               | BEDS CODE              |
|-----------------------------|------------------------|
| BUFFALO CITY SD             | 140600010000           |
| ELMONT UFSD                 | 280216020000           |
| HALF HOLLOW HILLS CSD       | 580405060000           |
| MAMARONECK UFSD             | 660701030000           |
| MINEOLA UFSD                | 280410030000           |
| NEW ROCHELLE SD             | 661100010000           |
| NYC COMMUNITY DISTRICTS-ALL | ALL NYC CSD BEDS CODES |
| PLAINVIEW-OLD BETHPAGE CSD  | 280504060000           |
| SOMERS CSD                  | 662101060000           |
| WHITE PLAINS CITY SD        | 662200010000           |

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 UPK students who are in 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 CBOs 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 4: Data Elements Unique to the SIRS-316 Report for District Pre-K**

| <b>Program Description Field Name</b>  | <b>Pre-K Program Code <sup>3</sup></b>   | <b>UPK Setting Code <sup>3</sup></b>   |
|--|--|--|
| 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)                         |
| 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   |
| Pre-K Students NOT Funded by UPK Money   | 990  | none   |
| UPK students who are not residents of this district and for whom tuition is or could be charged. | UPK (code 902) students for whom district of enrollment location does not match District of Residence. | UPK (code 902) students for whom district of enrollment location does not match District of Residence. |

<sup>3</sup>Grade 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, NYS School for the Blind or NYS 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 5: SOURCES OF DATA IN VERIFICATION REPORTS**

| Common Field Names in BEDS Verification Reports (SIRS 312, 313, 314, 316, 319)        | In SIRS Report #:       | In SIRS Template: | In SIRS Template Field:      | SIRS Template Field #: | Codes/Notes  |
|---|-------------------------|-------------------|------------------------------|------------------------|--|
| Grade   | 312, 313, 314, 316, 319 | School Entry/Exit | Enrollment Grade Level       | 8                      | See SIRS Codes and Descriptions > Grade Level Codes and Descriptions in <a href="#">SIRS Manual</a> (all codes but PS, GD)                                     |
| Gender  | 312, 313, 314, 316, 319 | Student Lite      | Gender Code                  | 11                     | Male, Female, Nonbinary  |
| Ethnicity   | 312, 313, 314, 316, 319 | Student Lite      | Hispanic Ethnicity Indicator | 42                     | Y/N  |
| Ethnicity   | 312, 313, 314, 316, 319 | Student Lite      | Race 1, 2, 3, 4, 5           | 12, 43-46              | American Indian/Alaska Native; Asian; Pacific Islander; Black; White; Multiracial <sup>4</sup>   |
| Economically Disadvantaged <sup>6</sup>   | 312, 313, 314, 316      | Programs Fact     | Program Code                 | 5                      | 0198   |
| ELL (English Language Learner) / ELL Eligible <sup>6</sup>                            | 312, 313, 314, 316      | Programs Fact     | Program Code                 | 5                      | 0231   |
| Former ELL <sup>6</sup>   | 312, 313, 314, 316      | Programs Fact     | Program Code                 | 5                      | Determined at Level 2. Generated if the student was reported as 0231 in either of the four prior school years and is not ELL in the current year. <sup>5</sup> |
| Disability / Disability Status / Former SWD (Students with Disabilities) <sup>6</sup> | 312, 313, 314, 316      | Programs Fact     | Program Code                 | 5                      | See SIRS Codes and Descriptions > Program Service Codes and Descriptions in <a href="#">SIRS Manual</a> (all Type of Disability codes but 5786)                |
| Migrant / Not Migrant <sup>6</sup>  | 312, 313, 314, 316      | Student Lite      | Migrant (Migrant Indicator)  | 48                     | 0330   |
| Homeless / Not Homeless   | 312, 313, 314, 316, 319 |                   |                              |                        |  |
| In Foster Care / Not In Foster Care   | 312, 313, 314, 316, 319 |                   |                              |                        |  |
| Parent In Armed Forces  | 312, 313, 314, 316, 319 |                   |                              |                        |  |

<sup>4</sup> Students counted as **Hispanic or Latino** if Hispanic Ethnicity Indicator = YES regardless of race or races reported. Students counted as **Multiracial** if Hispanic Ethnicity Indicator = NO and two or more races are reported. Students counted as **Asian or Pacific Islander** if Hispanic Ethnicity Indicator = "NO" and Asian or Hawaiian is reported.

<sup>5</sup> Students counted as **Formerly ELL** if they achieve proficiency on both Listening & Speaking and Reading & Writing modalities of the New York State English as a Second Language Achievement Test (NYSESLAT) in either of the four previous school years.

<sup>6</sup> Represents sensitive data and only visible to the district of responsibility