



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

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To: State Aid Designees

From: Brian Cechnicki  
Director of Education Finance

Date: July 19, 2018

Subject: **Final Review and Correction of fall 2017 Enrollment and Free & Reduced Price Lunch (FRPL) Counts Affecting your District's State Aid**

In August 2018, the Office of Information Reporting Services (IRS) will finalize the SIRS and BEDS Online files containing fall 2017 enrollment and free and reduced price lunch (FRPL) counts used for State Aid purposes. After this time, districts will no longer be able to revise these counts. This data directly affects the amount of State Aid received by your district. Please review the fall 2017 enrollment and FRPL counts currently on file with the Department to ensure the data is accurate.

**Inaccurate fall 2017 free or reduced price lunch counts for students in kindergarten through grade 6 must be revised in SIRS no later than the week of August 14<sup>th</sup> in order to view data in the final L2RPT refresh before SIRS is closed on August 24, 2018. (Please consult your Level 1 data center for processing deadlines.)**

Only fall 2017 BEDS Day enrollment counts may be revised. Prior year enrollment and FRPL counts are no longer subject to change.

To review data aggregated to the district level, please access the Three Year Enrollment Summary Report available on the Information and Reporting Services Portal (IRSP – <http://portal.nysed.gov>). This report displays the fall 2017 BEDS Day enrollment and FRPL counts and the two prior years for comparison purposes. The data included in the report comes from both Student Individual Repository System (SIRS) and BEDS Online. The SIRS system contains reports (L2RPT Verification Reports) to facilitate your review. These L2RPT reports can be used to drill down into the SIRS data records associated with the aggregated counts displayed on the Three Year Summary Report.

Information on accessing and using the IRSP can be found at: <http://www.p12.nysed.gov/irs/irs-portal/>. Please contact your district's Data Coordinator to facilitate revisions to your district's SIRS data.

**NOTE:** Charter school and nonpublic school enrollment data is reported to the Department by those schools, not your district. If charter school and/or nonpublic school fall 2017 enrollment counts are incorrect, please contact the school(s) Data Coordinator to request revisions be made to SIRS (for charter schools) or BEDS Online (for nonpublic schools).

Please contact Ellen Martin in the Office of Information Reporting Services (IRS) for assistance with data changes. [ellen.martin@nysed.gov](mailto:ellen.martin@nysed.gov) / (518) 474-7965)

Thank you in advance for your efforts to ensure the accuracy of the enrollment and FRPL data used to calculate your district's State Aid.