

## Head Start Program Information Report, 2006-2007

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
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### INFORMATION MEMORANDUM

**TO:** Head Start and Early Head Start Grantees and Delegate Agencies

**SUBJECT:** Head Start Program Information Report, 2006-2007

#### INFORMATION:

The 2006-2007 Head Start Program Information Report (PIR) data collection will begin Monday, May 7th. All Head Start and Early Head Start grantees and delegate agencies that served children for any length of time during the enrollment year are required to submit a PIR. New programs that had not yet begun serving children are not required to report.

The PIR is an important source of comprehensive data on Head Start programs at the national, regional, and program level. It provides information about the number of children served, staffing, program services and activities, and other areas of importance to national policymaking. PIR information is also used by the Administration for Children and Families to respond to Congressional and public inquiries about the program. PIR information is essential for compiling the Biennial Report to Congress on the Status of Children in Head Start Programs, a report required under the Head Start Act.

#### ONLINE PIR REPORTING SYSTEM

In 2007, all programs are required to submit the PIR through the online PIR Reporting System at <https://www.pirweb.net>. Online reporting is the most efficient and timely way to collect your program information. Programs that complete their reports online have the added benefit of receiving immediate access to informative summary reports, including Performance Indicator, Enrollment and Health Services statistics.

Alternative reporting methods will be arranged on an exception basis only for those programs that do not have the technical capabilities to report via the web.

#### 2007 REPORTING INSTRUCTIONS AND USER MATERIALS AVAILABLE ONLINE

Reporting instructions and user materials are also available download at <https://www.pirweb.net>.

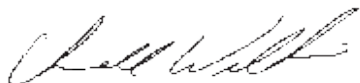
#### DUE DATE

**The deadline for submission of the 2007 PIR is August 31, 2007.** Part-year programs are encouraged to submit their reports earlier while program staff members are still available to provide any necessary information.

#### CONTACTS FOR ASSISTANCE

If you have any questions concerning your PIR, please contact Xtria at 1-866-868-0719 for further assistance.

Thank you for your participation in this important reporting process.



Channell Wilkins  
Director  
Office of Head Start