

<p style="text-align: center;">ACYF</p> <p style="text-align: center;">Administration on Children, Youth and Families</p>	<p>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families</p>	
	1. Log No. ACYF-IM-HS-06-04	2. Issuance Date: May 1, 2006
	3. Originating Office: Head Start Bureau	
	4. Key Word: Program Information Report	

## INFORMATION MEMORANDUM

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

**SUBJECT:** Head Start Program Information Report, 2005-2006

### INFORMATION:

The 2005-2006 Head Start Program Information Report (PIR) data collection will begin Monday, May 15th. All Head Start and Early Head Start grantees and delegate agencies that served children for any length of time during the 2006 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

Beginning in 2006, all programs are required to submit the PIR through the online PIR Reporting System at <https://www.pirweb.net>. The Internet-based PIR Reporting Website was first piloted in 2003 and has been a successful reporting option for the last two years. 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.

### 2006 REPORTING INSTRUCTIONS AND USER MATERIALS AVAILABLE ONLINE

Reporting instructions and user materials are currently available for download at [www.xtria.com/pir2006](http://www.xtria.com/pir2006). Available materials include:

- 2006 PIR Form (for reference only)
- 2006 PIR Summary of Changes
- 2006 PIR Users' Guide
- 2006 PIR Quick Start Guide & FAQs for Web Users

## **DUE DATE**

**The deadline for submission of the 2006 PIR is August 31, 2006.** 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 or [pirweb@xtria.com](mailto:pirweb@xtria.com) for further assistance.

Thank you for your participation in this important reporting process.

/ Channell Wilkins /

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Associate Commissioner  
Head Start Bureau