

BASIC EDUCATIONAL DATA SYSTEM (BEDS)

APPLICATION

Required Addendum to BEDS Report: New Applicants

Nonpublic schools applying for a new BEDS code must submit this addendum (application) and required documents described on page 2, along with the annual BEDS report.

The New York State Education Department's (NYSED) Office of Nonpublic School Services uses the BEDS code to recognize the existence of nonpublic schools and to facilitate the delivery of programs, services and resources that nonpublic school students are entitled to receive from their school district of residence. Guidance and contact information is at: www.p12.nysed.gov/nonpub. Data reported on this form are also used to verify the accuracy of information submitted to the NYSED Office of Grants Management for nonpublic school Mandated Services Aid (MSA). To be eligible for MSA, all required reports must be submitted by the established due date. See guidance and contact information at: www.p12.nysed.gov/nonpub/mandatedservices.

ENTER SCHOOL NAME AND ADDRESS IN THIS AREA

ADMINISTRATOR OF NONPUBLIC SCHOOL

Name: _____

Title: _____

Signature: _____

Phone: _____

Email: _____

Date: _____

DOCUMENTS REQUIRED WITH APPLICATION FOR A NEW BEDS CODE

A. Any nonpublic school seeking a BEDS Code for the first time or requesting a change in their BEDS Code must submit the following to:

**New York State Education Department
Room 876 EBA - Office of Nonpublic Schools
89 Washington Avenue
Albany, New York 12234**

1. A Copy of the school's Certificate of Incorporation and any amendments thereof (a filing receipt does not qualify);
2. A Certificate of Occupancy or Certificate of Compliance for all school buildings; and
3. A current Fire Inspection for all school buildings dated within the current calendar year

B. If the nonpublic school will be participating in the Child Nutrition Program, the school must be a non profit as evidenced by providing a copy of their 501C3 which identifies the name of the Local Education Agency (LEA) and school name and a certificate of incorporation to operate a school if the 501C3 does not identify the school name. In addition, their Vendor Registration number or a completed substitute W9 form used to apply for the required vendor number must be submitted.

C. Prior to the opening of a new nonpublic school, the nonpublic administrator should contact the superintendent of the public school district, in which the nonpublic school is located, to inform her/him of the existence of school and invite her/him to visit the facility. It is also important to invite the superintendent to visit the school once it is operational. The public school officials should be assured that the students attending the nonpublic school are provided with an appropriate and adequate educational program, needed to establish "Equivalency of Instruction."

The administrator of the new nonpublic school should provide the superintendent of the public school district with the following:

1. Copies of all the documents requested above in Sections A and B;
 2. A copy of the school calendar for the coming year, including start and end times of the daily program;
 3. The enrollment at each grade level;
 4. The names and addresses of all the students who will be attending the school;
 5. A description of the curriculum and a list of the courses and subjects which will be offered;
 6. A copy of any license, credentials and certifications of the Educational Director;
 7. A description of the testing program which will be administered by the school; and
 8. A description of the students records retention plan.
- D. The nonpublic school administrator should maintain detailed records documenting contact, including visitation, with the local public school superintendent or administrator.