



P-12  
Information and Reporting Services  
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Fall 2013

**TO:** BEDS Coordinators (BOCES)  
**FROM:** Ellen Martin  
**SUBJECT:** Personnel Forms for the 2013-14 Basic Educational Data System (BEDS)

**The Administrative manuals for Teachers and Non-teachers, the NCLB Fall 2013 Supplement, all memos, notes and correspondence pertaining to this BEDS mailing are available on our website: (<http://www.p12.nysed.gov/irs/>) under Data Collection - BEDS.**

Enclosed please find all necessary forms and related materials for the 2013-14 Basic Educational Data System (BEDS). Included are:

1. A supply of forms titled *Educational Personnel Data Form—Teachers* (brown mark- sensitive forms) and assignment code booklets (green) for use by teachers.
2. A supply of forms titled *Educational Personnel Data Form—Non-teaching Personnel* (blue mark-sensitive forms) and assignment code booklets (red) for use by non-teaching personnel.
3. The number of green teaching and red non-teaching assignment code booklets has been reduced. The booklets will have to be shared by staff or can be printed from our website.
4. Assurance Form for BEDS Personnel Data Forms.

We suggest the following general procedures with respect to the personnel forms.

1. Prior to **BEDS Day (Wednesday, October 2, 2013)** in your BOCES, distribute a memorandum to all professional staff members informing them of the date, time and place forms will be completed as well as the items of information they will be asked to verify or enter on the forms.
2. When BEDS Day is held in your BOCES, be sure that all professional employees are asked to attend a forms completion session and complete the appropriate form. In general, two sessions should be held – one for teaching and one for non-teaching staff members.
3. The superintendent or their designee must certify that teachers have correctly reported whether they received “high quality professional development” in 2012-13 and whether they are highly qualified to teach each core course assignment. Please see the “NCLB Fall 2013 Supplement” for further information.

## **RETURN OF FORMS**

1. Please return all forms (including the district superintendent's assurance form) to the following address:

BEDS Project  
New York State Education Department  
Room 174 EBA  
Washington Avenue  
Albany, New York 12234

2. All forms should be returned by **Friday, October 25, 2013.**

## **QUESTIONS**

If you have any questions, please feel free to call (518) 474-7965 or e-mail [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov)

Enclosures