BASIC EDUCATIONAL DATA SYSTEM

2011-12

ADMINISTRATION MANUAL

EDUCATIONAL PERSONNEL DATA FORM

NON-TEACHING STAFF
(Pink Form)

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Information and Reporting Services
Albany, NY 12234

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INTRODUCTION

Please read this manual in its entirety before Information Day.

This manual is divided into two sections.

The first section contains general instructions concerning the Basic Educational Data System (BEDS), while the second section contains basic rules and specific directions for completing each item on the pink mark-sensitive personnel data form.

The second section of this Administrative Manual should be ***read aloud*** at the start of the actual session.

Please familiarize yourself with the contents of this Administrative Manual well in advance of Information Day (October 5, 2011).

If you have any questions concerning these instructions, please contact a representative of the Office of Information and Reporting Services at (518) 474-7965.

CHANGES FOR 2011-2012

The number of Assignment Code Booklets printed and mailed this year has been reduced due to fiscal constraints, we ask teachers to share them.

There is two new non-teaching assignment codes for 2011-2012:
0719 Online Learning Coordinator; 0720 AIS/RTI Coordinator

GENERAL INSTRUCTIONS
FOR FORMS ADMINISTRATORS

In preparing for Information Day, please plan to have available the following:

1) ***A large classroom or cafeteria*** with sufficient clean, hard, and smooth writing surfaces to accommodate all members of your group;

2) *An* ***adequate supply of sharpened #2 pencils with erasers*** to distribute to any member of your group who needs them; and

3) ***A chalkboard*** for illustrating how to complete certain items on the form and for writing down the chalkboard notes.

This manual is designed to provide instructions for completing pink Basic Educational Data System mark-sensitive personnel forms by all non-teaching professional staff employed by this District. Each non-teaching staff member who was employed in your School District last year and completed a mark-sensitive personnel form should receive a pink mark-sensitive form with his/her name and other demographic and professional information preprinted on side 1 of the form. All other non-teaching staff members, including those individuals new to your District and others not receiving a preprinted form, should receive a blank pink mark-sensitive form that must be completed in its entirety. Every non-teaching professional should have access to one pink assignment code sheet for a single District.

IMPORTANT:

> Preprinted mark-sensitive forms for persons who are no longer employed in your District ***must be discarded***. Under no circumstances should these forms be used as “extra” forms for new personnel. Extra forms have been provided for new non-teaching employees, and additional pink forms are available upon request from the Office of Information and Reporting Services at (518) 474-7965.

Persons having both teaching and non-teaching duties should complete one green mark-sensitive form for their teaching assignments and one pink mark-sensitive form for their non-teaching assignments. Personnel who work exclusively with non-public school students ***should not*** complete personnel forms.

Per diem substitutes, others not employed on a regular basis, and teachers working exclusively with non-public school students ***should not*** complete a personnel form. Certified and non-certified teaching assistants ***should not*** complete a mark-sensitive personnel form.

Personnel working in your District, but employed by a Board of Cooperative Educational Services (BOCES) ***should not*** complete forms in your School District. These individuals must complete a special form in their respective BOCES.

Personnel who work exclusively with nonpublic school students ***should not*** complete personnel forms.

Personnel forms ***should not*** be completed for non-teaching staff on a leave of absence. If a long-term substitute has been hired to fill the position, that individual should complete a new personnel form reporting the appropriate assignment information.

If a non-teaching staff member on a leave of absence returns during the school year, he/she should complete the BEDS personnel form upon return, thereby fulfilling the yearly regulatory requirement of completing a BEDS personnel form (subdivision p of section 80.2 of the Regulations of the Commissioner of Education). He/she will then have a preprinted BEDS personnel form for the upcoming school year.

If forms are to be administered separately to new and continuing non-teaching staff, all of the text beginning on page 4 should be read aloud to the non-teaching staff. All of the text except references to “preprinted information” should be read aloud to new staff and continuing staff not receiving forms with preprinted information. Directions for the completion of question 9 “Current Annual Salary” on side 1 and all items on side 2 should be read aloud to both new and continuing non-teaching personnel.

IMPORTANT:

> If you have any individuals in your group who should have received a mark-sensitive form containing preprinted information, but did not, please advise each respondent to complete a blank pink mark-sensitive form in its entirety.

CHALKBOARD ILLUSTRATIONS

IMPORTANT:

Be sure to prepare illustrations on the chalkboard for the following items before the session begins:

1). "BEDS School Code (see page 7 of this manual). The School BEDS Code can be found on the cover of School Data form that is included in the BEDS package. Transfer the 12 digits of this code to the 12 squares drawn on the chalkboard as follows:

2). ***Left-Justified Responses*:**

S	M	I	T	H	J	O	N	E	S			

3).***Right-Justified Responses:***

0	7	0	0	0	0

If a joint form completion session is held for all schools in your District, please make sure all individuals use the proper code for their respective school. The codes for other schools in this District should be transferred to the chalkboard from the School Data Forms provided for those schools.

All non-teaching professional staff in a school should use the School BEDS Code printed on the cover of the School Data Form for that school, except for non-teaching staff who work in more than one building. For these individuals, the first eight digits are the same, but the last four digits are recorded as all zeros, indicating that they work in the central office.

GENERAL DIRECTIONS
(SHOULD BE READ ALOUD)

Today is Information Day at our School and at every other public school district and BOCES in New York State. The data collected on Information Day is the basis of an automated information system designed to accurately collect and process important educational data and make them readily available for use in schools, the Education Department, the Legislature and educational research. As many of you know, this information system is entitled ***Basic Educational Data System***, commonly referred to as ***BEDS***.

The purpose of this session is to provide you with general directions for updating and completing a BEDS Non-Teaching Personnel Form. At this time everyone here should have a pink mark-sensitive Educational Personnel Data Form for non-teaching professional staff and access to a pink non-teaching Assignment Code Listing that must be used when answering question number10.

The need to report accurate and complete data from everyone in this room is critical, since BEDS data is used in employee contract negotiations, the School Report Card, the Annual Report to the Governor and the Legislature (Chapter 655 Report), and in other State and Federal school accountability reports. Therefore, reporting complete and accurate information is the best way to ensure that your District's data is accurately represented.

Side 1 of the mark-sensitive form contains response areas for reporting professional and demographic characteristics. Those of you who are new to this District this year, and others not receiving a preprinted form should complete all of the items on a blank form. All personnel, new or returning, must complete question 9 "Current Annual Salary" on side 1.

Side 2 of the pink mark-sensitive form contains response areas for the reporting of non-teaching assignment information. All personnel must complete at least one assignment block, but no more than four non-teaching assignment blocks in their entirety, depending upon the number of non-teaching assignments you have this year, as of today's date.

Next, we will review some basic rules to be followed when completing your pink personnel form. You will then be given specific instructions for the completion of each item.

A. UPDATING PREPRINTED PERSONNEL INFORMATION

Those of you who are returning non-teaching employees in this District should have a form with information preprinted in boxes above each of the response areas for the first eight items on side 1. This is the information you reported for these items last year. ***Please do not re-grid any entries for these items unless the information is blank, incorrect or asterisks appear in the box.*** Please note that question number 6 "Educational Experience" has been updated automatically to include the current year.

For example, if your date of birth is correct as printed, you need not make an entry. If your date of birth is blank, incorrect, or if asterisks appear in the box, please enter the correct information in the response area below the title of the item and grid the corresponding numbers.

Question number 9***, Current annual salary*** cannot be updated automatically and must be completed by everyone unless your salary contract is still under negotiation. If your salary is in negotiation, please leave the salary field blank.

Those of you who are ***new*** to this District this year, and others not having preprinted forms, must complete all 9 items on side 1.

Side 2 contains response areas for reporting your assignment information. No preprinted information appears on side 2. Therefore, **everyone must** complete side 2, using up to four assignment codes to report your assignment information. Do not complete two pink BEDS forms.

B. GRIDDING IN REPONSES

All entries on the mark-sensitive form must be made with a sharpened #2 pencil. When filling out this sheet, place it on a clean hard smooth surface to prevent stray marks from appearing on the form and to maintain the integrity of the data. Please, answer only those preprinted questions that are blank, identified by asterisks, incomplete, or inaccurate. If preprinted data are correct, please do not re-grid the form. If you wish to make a change to a question you previously answered, please completely erase any mark you wish to remove. Incomplete erasures may cause the machine reader to interpret responses incorrectly.

To make corrections to existing data in questions numbered 1 to 8, or to answer questions numbered 9 and 10, you must first ***print*** your responses in the blank squares at the top of each item. Next, you will need to fill-in the mark-sensitive circles that correspond with your handwritten response.

Each mark-sensitive circle to be filled should be blackened with a sharpened #2 pencil, using a circular motion, until the entire circle is filled. ***Do not mark outside of the circle***. Note that columns on the form are alternately shaded to distinguish between columns. Please fill-in all columns in sequence whether they are shaded or not.

C. RIGHT-JUSTIFYING NUMERIC RESPONSES

All items requiring numeric responses (questions, 1, 3, 4, 5, 6, 7, 8, 9, and 10) must be ***right-justified***, meaning that the last digit of your response should occupy the ***far right-hand square***. All empty squares should be to the left of your response and must be filled with **zeroes**. For example, if the month of your birthday is September, you must code your response "09" in question 8, or if your salary is $70,000, report it as 070000 in question number 9. Remember, ***the last digit in any numeric response must be in the extreme right-hand column***.

D. LEFT-JUSTIFYING ALPHABETIC RESPONSES

Your name ("Last Name," "First Name" and "MI"), is the only item on this form requiring a left-justified response and it is question number 2 on side 1. The first letter of your last name should be entered in the extreme ***left-hand*** square of the response field. The same procedure should be followed when you grid in your first name. ***Grid only changes to your name***.

Remember to first print your responses in the blank squares provided at the top of each item. Then blacken the mark-sensitive circles that correspond with your handwritten responses.

SIDE 1 INSTRUCTIONS

1. SCHOOL BEDS CODE

Those of you who are new in this District should print the numbers in the squares from left to right as they appear on the chalkboard. Those of you with preprinted forms should compare the school BEDS code preprinted on the document with that shown on the chalkboard. If the School's BEDS code is accurate as reported, please do not re-grid.

If you work in more than one school building or in the district's central office, fill in the first eight digits as they appear on the chalkboard and fill-in the last four squares with zero.

Those of you with preprinted forms should make no entry for school code on the mark-sensitive form unless the code is incorrect on the document (e.g., this year's building assignment is different from last year).

2. NAME

Those of you with preprinted forms should check the accuracy of your name as it appears on the mark-sensitive form. Make no entry unless your name is incorrect as printed on the form. First name and last name must be updated independently of each other.

For all non-teachers who must make an entry in the name field, the general instructions for filling out the name blocks are as follows:

- The name fields are the only fields on the form that must be ***left-justified***. The first letter of your last name must appear in the extreme left-hand square of the response area allocated to last name.

- If your last name contains more letters than the 13 squares provided, you should fill them in with the first 13 letters of your last name. Do not run your last name into the first name block. For example, if your last name contains 15 letters, only the first 13 letters should be entered. The same principle applies to your first name. If you have a hyphenated last name such as Smith-Jones, please enter the data as Smithjones.

- If you use an ***initial*** in place of your first name, as in "J. Robert Jones," you should print the initial in the first square provided for the first name. Then ***skip a square*** and print your middle name.

- You should write your middle initial in the square labeled "MI." If you have ***no middle name***, you should leave the middle initial square ***blank***.

3. SOCIAL SECURITY NUMBER

If we matched your social security number to the TEACH record last year then you should receive a preprinted form that contains only the last 4 digits of your social security number. If it is correct, do not re-grid the social security number.

Those of you ***without*** preprinted forms, or that received preprinted forms that contain a complete social security number that did not match the TEACH record, please enter and grid your complete social security number on the green form. Remember to print your Social Security Number before blackening the appropriate mark-sensitive circles.

4. GENDER

If you have a preprinted form, check to be sure your correct gender is entered. Everyone else should first write the correct code letter – "M" for male or "F" for female – in the square provided just below the title of the item, and then blacken the appropriate mark-sensitive circle.

5. DEGREE STATUS

This item calls for the reporting of the highest degree you hold ***at this time***. The degree status for those whose highest degree is a one-year normal school certificate would be "Freshman year completed," while those with a two-year normal school certificate would be "Sophomore year completed."

School-nurse teachers, when reporting degree status, should enter one of the following codes:

Code 2 (Sophomore year completed) if you have a two-year hospital diploma;

Code 3 (Associate's Degree) if you have an Associate's Degree;
Code 4 (Junior year completed) if you have a three-year hospital diploma; and

Codes 5-9 if your degree status is "Bachelor's Degree" or higher, report the appropriate code.

Those of you who have preprinted forms should not make an entry on the mark-sensitive form unless the preprinted degree status is incorrect, blank or has asterisks.

6. EDUCATIONAL EXPERIENCE

The first segment of this item is "Years in the District." A very important point to remember for the first segment is that this year counts as ***one full year*** of experience in this District. The first segment on a preprinted form already includes the current year. Please verify that the current year is included on your form. Those of you without preprinted forms who must complete the first segment should remember to ***right-justify*** your response and fill-in the blank space to the left with a ***zero*** if you have fewer than 10 years of experience in this district.

The next segment entitled "Total - (Including Nonpublic)" will consist of all years of educational teaching experience, including other public school districts, nonpublic schools, BOCES, and college or university experience. The total years educational experience in this District must be less than or equal to the total years of educational experience.

7. NUMBER MONTHS/PERCENT OF TIME EMPLOYED BY THIS DISTRICT

The first part of question #7, "Number of Months Employed Per Year" refers to whether you are currently employed on a 10-month, 11-month or 12-month basis. Even if you receive your salary over a 12-month period, the entry should be the number of months you are expected to ***be on the job for 2011-2012.*** The second part of question #7 asks for **Percent *of time*** you are employed in this School District.

For most of you, the entry will be 100 percent. However, there may be some teachers whose services are shared by more than one district or who have been teaching only part-time, such as a teacher who teaches mornings only. If you are in one of these categories, ***please estimate*** the percent of the school year that you actually spend in this District. If you are required to complete the second part of the mark–sensitive form and your response is ***less than 100*** percent, remember to right-justify your response and fill blank circles to the left with zeros. For example, a person working approximately half-time would write "050." Do not report more than 100 percent.

8. DATE OF BIRTH

"Date of Birth" is divided into month, day and year. A numeric response is required for each entry. Remember to right-justify your response and fill-in any blank space to the left with a zero. For the year of birth, only the last two digits should be entered, for example, "38," "45" or "62."

Those of you with preprinted forms should make no entry unless the information is incorrect, blank, or asterisks appear on the form.

9. CURRENT ANNUAL SALARY

You must complete this item on the mark-sensitive form, unless your salary contract is currently under negotiation. If your salary is in negotiation, leave the salary item blank. We will contact your District at a later date to see if a contract has been negotiated and salary data is available.

On the pink mark-sensitive form, please record your annual salary, as of today's date, to the nearest whole dollar. Report the ***total amount*** you are

paid for your ***primary assignment(s).*** Do ***not*** include any extra pay received for extra services. For example, do ***not*** include additional pay received for supervising extra-curricular activities beyond your normal assignment, for coaching sports beyond your normal assignment, or for similar activities. Also, do not include summer school pay or overtime pay.

Those of you who also have teaching assignments should report your combined salary (the same amount) on both your teaching and non-teaching forms (green and pink forms).
Please note there are six squares for the salary item. If your current annual salary is less than $100,000, be sure to right-justify your response and fill each blank circle to the left with a zero.

Again, you must complete this item unless your salary contract is currently under negotiation.

****

At this time, you should recheck the items on side 1 before turning to side 2 of this form.

Those of you with preprinted forms should have made entries on side 1 of the mark-sensitive form for the following only:

1) Any items that are blank, incorrect, or containing asterisks;
2) Question 9 “Current Annual Salary.”

Everyone should make sure that all responses made on the mark-sensitive form are complete and accurate and that any erasures are fully erased.

The information requested on side 2 concerns ***non-teaching individual assignments***. In this section you will be recording information on assignments, general grade level, student contact, and years of experience in assignment area and percent of time in each assignment area. Remember, no preprinted information appears on side 2 of the pink form. Therefore, everyone must complete the assignment data in its entirety. Failure to complete the data in its entirety and correctly may result in your assignments not being properly reported.

SIDE 2
INDIVIDUAL ASSIGNMENT INFORMATION

Everyone should have access to a pink printed booklet entitled "Assignment Codes for Non-teaching Professional Staff, Fall 2011." Please circle the code number(s) for your ***current*** assignment(s), using this Pink Assignment booklet for Non-teaching Professional Staff as your guide to answering question #10.

If none of the listed assignment titles correspond precisely with the title(s) of your assignment(s), please circle the code number(s) that ***most accurately describes*** your assignment(s) in the pink assignment booklet.

Notice that each major assignment group has a category "Other." Circle the code number for "Other" ***only*** if you cannot find another title that describes your assignment. Use "other" sparingly.

Next, transfer the code numbers circled on your Pink Assignment booklet to side 2 of the pink BEDS data collection form and grid your response accordingly.

IMPORTANT:

> Persons in an "Acting" capacity should use the assignment code for their acting status. For example, an acting principal should use the code for principal.
>
> **Exception:** Per diem or interim superintendents/principals hired for less than the full school year should **Not** fill out a form.

SIDE 2 INSTRUCTIONS

Question 10 INSTRUCTIONS

10A. ASSIGNMENT CODE

Please refer to the assignment code(s) you have identified from the pink Assignment Code Listing, and select the one assignment you want to report in this item. In the first segment enter the appropriate four-digit assignment code in the four squares provided and blacken the appropriate mark-sensitive circles.

If you have only ***one*** major assignment, only complete the first assignment block in its entirety. If you have ***more than four*** assignments, report the four that together account for the greatest portion of your time. Do not complete two separate pink forms.

10B. GENERAL GRADE LEVEL

Enter the general grade level in the segment after "Assignment Code" for each line in which you recorded an assignment.

Note that the category:

- "Elementary Only" refers to pre-kindergarten through grade 6.
- "Secondary Only" refers to grades 7 through 12.
- "Elementary and Secondary" should be recorded if your assignment includes both elementary and secondary grades.
- "Special School" refers to schools for students with disabilities, for the blind, and so forth.
- "System or District-wide" should be recorded if your district responsibility covers all grade levels in the school district, as in the case of a chief school officer.

Remember to enter the correct number in the box provided and then completely blacken the appropriate mark-sensitive circles.

10C. NUMBER OF PUPILS WITH WHOM YOU HAVE REGULAR DIRECT CONTACT IN THIS ASSIGNMENT

Please complete this segment ***only if you are a guidance counselor, psychologist, nurse-teacher, school social worker, or other non-teaching staff member who has regular direct student contact***.

Staff members, who ***do not*** have direct routine student contact with students while performing the essential functions of their assignment, should leave this segment of question 10 blank. The key concept to remember and apply when completing this segment is "regular contact."

Student personnel services staff should report the number of students for whom you have direct ***responsibility.*** This may include students with whom you might not have regular direct contact. Please handwrite this number in the appropriate boxes, and then blacken the appropriate mark-sensitive circles. Remember to right-justify your response and fill any blank circles to the left with zeros.

10D. EXPERIENCE IN THIS ASSIGNMENT AREA (YEARS)

The next segment you must complete for each assignment listed on your form is the "Experience in Assignment Area (Years)" section of question 10.

Please enter the years of experience you have for each of the assignment you are reporting. For example, you must report the total years you spent as a superintendent and as an secondary principal.

In doing so, you must first, handwrite the number on the form and then blacken the appropriate mark-sense circles. Please remember to right-justify your response and fill any blank spaces to the left with zeros.

NOTE:

> When determining the number of years experience for an assignment, the current year (2011-2012) should be counted as one whole year. This number should be compared with the total number of years experience reported in question number 6 on page 1, entitled "Total Education Experience," to verify that the "Experience in Assignment Area" is equal to or less than the "Total Education Experience" reported in question 6.

10E. PERCENT OF TIME IN THIS ASSIGNMENT AREA

In this segment, please report the percent of your total time you spend in each of the assignments you are reporting at this District.

If you responded “100 percent” in the first block, you should not have completed any other assignment blocks. Those of you who have split assignments, such as an assistant principal who also serves as a guidance counselor, should have a response of less than 100 percent for “Percent of Time in Assignment Area” in this block. You should also complete more than one assignment block.

If you split your time equally between two assignments, you should indicate 50 percent, written as “050,” in each of two separate assignment blocks.

If you indicate a percent of time of less than 100 percent, remember to right-justify your response and fill in the blank space(s) to the left with zero(s).

****

Once you have completed the last segment for the last assignment block you reported, you have completed the survey form for this year. Please take a few minutes to check over your form to be sure all necessary items have been completed correctly. Check for incomplete erasures and mark-sensitive circles that should have been completely blackened.

Certification or licensure status for each assignment reported on the BEDS Survey will be transferred electronically from Teacher Certification files located at the State Education Department in Albany to the individual’s BEDS record.

Thank you very much for completing this important survey.

We hope you have a safe, happy and productive school year.