



P-12
Information and Reporting Services
(518) 474-7965
Fax (518) 474-4351 or (518) 402-5361

Fall 2011

TO: Charter School BEDS Coordinators

FROM: Jeff Baker

SUBJECT: Personnel Forms for the 2011-12 Basic Educational Data System (BEDS)

Enclosed please find all necessary forms and related materials for the 2011-12 Basic Educational Data System (BEDS). It is necessary for teachers in charter schools receiving Title 1 funds to complete personnel forms so that the Department can determine the percentage of teachers in the school who meet the criteria for highly qualified as required under the No Child Left Behind (NCLB) legislation. Directions for determining whether a charter school teacher is highly qualified can be found in the NCLB Fall 2008 Supplement. Your package will include:

- 1) A supply of forms titled *Educational Personnel Data Form—Teachers* (green mark-sensitive forms) for use by teachers. Only teachers need to fill out the forms.
- 2) A supply of *Assignment Code* sheets (green) for teachers. The number of green teaching assignment code booklets has been reduced due to the State's current fiscal constraints. The booklets will have to be shared by staff.
- 3) Assurances Form for BEDS Personnel Data Forms.
- 4) IMF BEDS Online Memo (the Charter School Data Form is to be completed online).
- 5) A return address label for your convenience in returning completed forms to the Department.

The Administrative Manual for Teachers and the NCLB Fall 2008 Supplement (still applicable), 2011 update, and all memos, notes and correspondence pertaining to this BEDS mailing will be available by the start of the school year on our web site (<http://www.p12.nysed.gov/irs/beds/>).

Do not send back extra forms or forms for teachers that have retired, left the school; etc. **Discard them; do not use them for new hires.** Blank forms have been added to the packets for use by new hires. If more forms are needed, contact the IRS Office at 518-474-7965 and request additional blank forms. Additional instructions can be found on the above website.

QUESTIONS

If you have any questions, please feel free to call (518) 474-7965.

GENERAL PROCEDURES

- 1) Designate a forms administrator to guide teaching staff through completion of their personnel data forms on **Information Day (Wednesday, October 5, 2011)** using the enclosed directions and instruction manual that is available online. The person selected as forms administrator should review the Basic Educational Data System forms and instructions prior to Information Day.
- 2) Distribute a memorandum to all teaching staff informing them of the date, time and place where forms will be completed, as well as the items of information they will be asked to enter on forms. A sample memorandum for this use is enclosed.
- 3) **It is imperative that the number of individuals completing BEDS Personnel Data Forms for Teachers equal the total number of teachers reported in Item 5 (Professional Staff Assigned to this School) of the Charter School Data Form plus any non-teaching staff who also have teaching assignments.**
- 4) **The chief school officer or his/her designee must certify that teachers have correctly reported whether they received “high quality professional development” in 2010-11 and whether they are highly qualified to teach each core course assignment. Please see the “NCLB Fall 2008 Supplement” for further information.**

RETURN OF FORMS

- (1) Using the enclosed label, please return all forms (including the chief school officer’s certification) 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 28, 2011.**
- (3) Return the appropriate teacher personnel forms in the original envelope in which the forms were mailed out. Please place the Assurances Form for BEDS Personnel Forms signed by the chief school officer on the top of the stack, followed by the personnel forms for this school. There is no need to sort the personnel forms in any way.

Enclosures