



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

Fall 2011

**TO:** BEDS Coordinators

**FROM:** Jeff Baker

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

**The Administrative manuals for Teachers and Non-teachers, the NCLB Fall 2008 Supplement (still applicable), 2011 update, all memos, notes and correspondence pertaining to this BED mailing are available only on the SED Web site (<http://www.p12.nysed.gov/irs/beds/>).**

### GENERAL PROCEDURES

- 1) Designate someone as forms administrator in each school who can guide teachers and other staff members through completion of the forms on **Information Day (Wednesday, October 5, 2011)** using the instruction manuals available at the above Web site. Persons selected as forms administrators should have prior knowledge and familiarity with the Basic Educational Data System.
- 2) Distribute materials to the forms administrator in each school.

**NOTE:** Each school has been provided a quantity of extra forms to accommodate new staff members. Extra forms have also been provided for the central office in the event that a particular school needs additional forms.

Forms for continuing personnel (those with pre-printed green/pink mark-sensitive forms) should be rerouted for those who have changed schools within the district. Discard the forms for professional staff that have left the district.

- 3) **If there is a new school in your district that we have not accounted for, please call Information and Reporting Services at (518) 474-7965 so that information on registering the school can be obtained.** Forms for continuing teachers assigned to the new school should be rerouted as indicated above.

- 4) Distribute a memorandum to all professional staff members 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 verify or enter on forms. A sample memorandum of this type is available from the web site listed above.
- 5) When Information Day is held in your district, be sure that sessions are held for all central office professional staff members. In general, two sessions should be held in each school—one for teaching and one for non-teaching staff.
- 6) It is imperative that the number of personnel completing BEDS forms equals the total number of professional staff reported in Item 10 of the School District Summary form.
- 7) The superintendent or their designee must certify that teachers have correctly reported whether they received “high quality professional development” in 2010-2011 and whether they are highly qualified to teach each core course assignment. Please see “NCLB Fall 2008 Supplement” (still applicable) for further information.
- 8) The number of green teaching and red non-teaching assignment code booklets has been reduced in half due to the State’s current fiscal constraints. The booklets will have to be shared by staff.

### **RETURN OF FORMS**

- (1) Please return all forms (including the superintendent’s assurance form) to the following address. Label attached:

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.**

Personnel Forms should be grouped by school so that the school code is visible. Please return in the original labeled envelope if possible.

### **QUESTIONS**

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

Enclosures