

**THE UNIVERSITY OF THE STATE OF NEW YORK**  
**THE STATE EDUCATION DEPARTMENT**  
Information and Reporting Services  
Room 863 EBA  
Albany, NY 12234

**SAMPLE MEMORANDUM**

**TO:** All Professional Staff

**FROM:** \_\_\_\_\_, BEDS Coordinator

**SUBJECT:** Forms Completion, Basic Educational Data System – 2011-2012

On \_\_\_\_\_, October \_\_\_\_\_, 2011 Information Day for the 2011-12 Basic Educational Data System will be held in this school district.

Those of you who are continuing staff members of the district will be asked to supply current salary and assignment data as well as verify some of the information submitted to the State Education Department last fall. You should have a form with information preprinted in boxes above each of the response areas with the exception of “Professional Development” and “Current Annual Salary” on side 1. This is the information you reported for these items last year. ***You do not need to make any entries in these items unless the information is incorrect or asterisks appear in the box.*** Please note that “Educational Experience” has been updated automatically to include the current year.

Those of you who are new to the district this year will have to complete a form in its entirety. Preprinted mark-sense forms for persons who are no longer employed in this district ***must be discarded.*** Under no circumstances should these forms be used as “extra” forms for new personnel. Extra forms have been provided for this purpose and additional forms are available from the Office of Information and Reporting Services (518) 474-7965.

In general, two completion sessions will be held in each school—one for teachers and one for nonteaching professional staff members. Necessary forms and detailed item instructions will be provided to you at these sessions. You will be notified of the exact time and place of the session you should attend in your school.

Among the items of information which all personnel (both teaching and nonteaching) will be asked to verify or enter on the form are the following:

- (1) Last 4 digits of the Social Security Number
- (2) Years of experience (counting the current year as a full year)
  - a. in this district
  - b. total years of educational experience (including nonpublic)
- (3) Current annual salary (not including extra pay for extra service)

The following items are applicable only to **teachers**:

- (1) The predominant grade level of each class you teach (i.e., if 75 percent or more of the students in a class are in one grade)
- (2) The registration in each of your classes
- (3) Professional Development – see Teacher manual and the NCLB Fall 2011 Supplement.
- (4) Highly Qualified Status To Teach Core Courses – see Teacher manual and the NCLB Fall 2011 Supplement.

The following items are applicable only to **nonteaching professional staff**:

- (1) The number of pupils with whom you have **regular, direct contact** in the performance of your assignment(s)
- (2) Years of experience in each assignment area (i.e., principal, guidance counselor)
- (3) The percent of your total time in this district spent in each assignment (for persons with multiple assignments)

There are some additional items on both the teaching and nonteaching staff forms which do not require advance notification (i.e., name, date of birth, etc.).

Please bring a sharpened number 2 pencil (with eraser) to the session.