



P-12
Information and Reporting Services
(518) 474-7965
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Fall 2012

TO: BEDS Coordinators (BOCES)
FROM: Jeff Baker
SUBJECT: Personnel Forms for the 2012-13 Basic Educational Data System (BEDS)

The Administrative manuals for Teachers and Non-teachers, the NCLB Fall 2011 Supplement (still applicable), 2012 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/>).

Enclosed please find all necessary forms and related materials for the 2012-13 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 due to the State's current fiscal constraints. The booklets will have to be shared by staff.
4. Assurance Form for BEDS Personnel Data Forms.
5. A return address label for your convenience in returning completed forms to the Department.

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

1. Prior to **BEDS Day (Wednesday, October 3, 2012)** 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 2011-12 and whether they are highly qualified to teach each core course assignment. Please see the “NCLB Fall 2011 Supplement” for further information.

RETURN OF FORMS

1. Using the enclosed label, 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 26, 2012.**

QUESTIONS

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

Enclosures