



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

DATA DIRECTOR
Office of P-12 Education
Information and Reporting Services
(518) 474-7965
Fax (518) 474-4351

To: District Superintendents
School Superintendents
Charter School Principals

Date: September 2012

From: Jeff Baker
Subject: BEDS Online

All school districts, BOCES, and charter schools are required to submit the annual BEDS District and BOCES Summary Forms and School Data Forms using the BEDS Online Internet application. This requirement is in keeping with the State Education Department's goal of using technology to gather and share information and to provide services more efficiently.

Users familiar with the BEDS Online will continue to find it relatively straightforward to navigate. Those responsible for using the BEDS Online should take a few minutes before BEDS day, October 3, to log on and browse through the forms to gain familiarity with system navigation and functionality. *BEDS LogOn Directions* as well as *printable data collection forms* for fall 2012 can be found at: <http://www.p12.nysed.gov/irs/beds/>.

To ensure data security and confidentiality, BEDS Online users must have a registered userID and password. The Department uses the SED Delegated Account System (SEDDAS) to manage access to Web-based applications available through SED's Web Business Portal. SEDDAS allows designated school and district personnel to create and manage user IDs and passwords for their own employees rather than going through SED. We urge you to limit the number of users in order to protect the security of your data and to maintain your school or district's SEDDAS records to reflect active users. Information on SEDDAS may be found at <http://www.emsc.nysed.gov/seddas/seddashome.html>.

In 2011 we began the process of removing student related data from the District, Public School and Charter Data Forms. This enrollment data is no longer collected using the BEDS Online application. Enrollment data, along with several other data elements previously reported via BEDS, is now determined from the Student Information Repository System (SIRS). A summary of student related data that has been removed from BEDS, along with a list of new and modified data items is available in a document named "BEDS-NewChanged-Fall2012" at: <http://www.p12.nysed.gov/irs/beds/2012/IMF/Forms/BEDS-NewChanged-Fall2012.pdf>.

Answers to questions concerning the BEDS Online may be obtained by calling the Office of Information and Reporting Services at (518) 474-7965 or sending an email to dataquest@mail.nysed.gov.

BEDS Day for fall 2012 is October 3rd.

BEDS Online forms should be completed and submitted to SED by Friday, October 26th, 2012.