

BASIC EDUCATIONAL DATA SYSTEM

PUBLIC SCHOOL DATA FORM

FALL 2013

SCHOOL NAME AND CODE

This paper form should not be returned to SED.

This paper form must only be used for the local gathering of data. Data represented in this form are required to be submitted to SED via the BEDS On-line IMF Application. Your district's BEDS Coordinator or Superintendent will have details for entering data into the BEDS On-line IMF Application and your district's protocol for doing so.

PERSON COMPLETING THIS FORM

Name _____

Title _____

Phone _____
Area Code Number

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Information and Reporting Services
Albany, New York 12234

Records Retention and Disposition

Pursuant to Regulations of the Commissioner of Education (Appendix I: Records Retention and Disposition Schedule), school districts and Boards of Cooperative Educational Services must retain student attendance records (registers), including but not limited to each student's name, date of birth, names of parents or guardians, address, and daily attendance, absence or tardiness, for a minimum of six years. These records cannot be legally disposed of before that time.

1. SCHOOL IDENTIFICATION

a. BEDS CODE													
b. SCHOOL NAME													

2. SCHOOL TYPE

What is the primary focus or type of this school? (Check one)	
	Regular School
	Special Education School
	Vocational Education School
	Alternative Education School
	Reportable Program

3. ENROLLMENT IN THIS SCHOOL



Item 3 (**GRADE-BY-GRADE ENROLLMENT**) is no longer collected in BEDS. The October/BEDS enrollment began being derived from the Student Information Repository System (SIRS) in fall 2011.

4. STUDENTS SUSPENDED*

	American Indian or Alaska Native		Black or African American (not Hispanic origin)		Asian		Native Hawaiian or Other Pacific Islander		Hispanic or Latino		White (not Hispanic origin)		Multi-Racial (not Hispanic origin)		Total Students Suspended
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Number of Students															

Report the number of students who were suspended from this school for at least one day during the 2012-13 school year. Suspension is the temporary exclusion of a student from school for disciplinary reasons for one full school day or longer. Count each student **once regardless of the number of times he or she was suspended. Do not include in-school suspensions.*

5. PROFESSIONAL STAFF ASSIGNED TO THIS SCHOOL*

Staff Category		American Indian or Alaska Native	Black or African American (not Hispanic origin)	Asian	Native Hawaiian or Other Pacific Islander	Hispanic or Latino	White (not Hispanic origin)	Multi-Racial (not Hispanic origin)	Total
Full-time	Principals								
	Assistant Principals								
	Teachers								
	Other Prof Staff								
Part-time	Principals								
	Assistant Principals								
	Teachers								
	Other Prof Staff								

**Do not include professional staff in this school who also work in other schools in this district or in the central office.*

6. PREKINDERGARTEN TEACHERS

How many full- and part-time teachers reported in question 5 teach exclusively at the prekindergarten level?

A. Full-time

B. Part-time

7. TECHNOLOGY FOR INSTRUCTION

A. Enter the portion of teachers in this school who use a television for instruction with the following frequency:

High Frequency (more than 2/3 of a class)	Moderate Frequency (1/3 to 2/3 of a class)	Low Frequency (some but less than 1/3 of a class)	Do Not Use (never or practically never)
1. No Teachers	1. No Teachers	1. No Teachers	1. No Teachers
2. Less Than 1/4	2. Less Than 1/4	2. Less Than 1/4	2. Less Than 1/4
3. 1/4 to 1/2	3. 1/4 to 1/2	3. 1/4 to 1/2	3. 1/4 to 1/2
4. 1/2 to 3/4	4. 1/2 to 3/4	4. 1/2 to 3/4	4. 1/2 to 3/4
5. More Than 3/4	5. More Than 3/4	5. More Than 3/4	5. More Than 3/4

B. Enter the portion of teachers in this school who use a computer for instruction with the following frequency:
(allowable responses are the same as above in section "A")

High Frequency (more than 2/3 of a class)	Moderate Frequency (1/3 to 2/3 of a class)	Low Frequency (some but less than 1/3 of a class)	Do Not Use (never or practically never)

C. Is this school equipped with an LCD projector?..... YES NO

1. **If Yes**, Enter the portion of teachers in this school who use an LCD projector for instruction with the following frequency: (Allowable responses are the same as above in section "A")

High Frequency (more than 2/3 of a class)	Moderate Frequency (1/3 to 2/3 of a class)	Low Frequency (some but less than 1/3 of a class)	Do Not Use (never or practically never)

D. Is this school equipped with an interactive white board?..... YES NO

If Yes, enter the portion of teachers in this school who use an interactive white board for instruction with the following frequency: (Allowable responses are the same as above in section "A")

High Frequency (more than 2/3 of a class)	Moderate Frequency (1/3 to 2/3 of a class)	Low Frequency (some but less than 1/3 of a class)	Do Not Use (never or practically never)

E. Curriculum Related Software. Which of the following does your school curriculum require students to use? (Select all that apply.)

1. Word processing (e.g., WORD) <input type="checkbox"/>	7. Graphic peripherals (e.g., digital cameras, scanners) <input type="checkbox"/>
2. Spreadsheets (e.g., EXCEL) <input type="checkbox"/>	8. Graphic design /editing software (e.g., Adobe Photoshop) <input type="checkbox"/>
3. Database software (e.g., ACCESS) <input type="checkbox"/>	9. Video editing software <input type="checkbox"/>
4. Email <input type="checkbox"/>	10. Web browsers (e.g. Internet Explorer, FireFox) <input type="checkbox"/>
5. Presentation software (e.g., PowerPoint) <input type="checkbox"/>	11. Subject-specific technologies (e.g., Probeware) <input type="checkbox"/>
6. Multimedia authoring software (e.g, Authorware) <input type="checkbox"/>	12. Interactive student response systems (e.g., "clickers") <input type="checkbox"/>

F. Student access via the Web.

Does this school provide students with Internet access to:

- 1. Class materials (e.g., handouts, assignments, notes, practice exams).....YES NO
- 2. Class curricula.....YES NO
- 3. Software that students use in their class(es)..... YES NO

G. Teacher technology access.

Does this school provide teachers with access to:

- 1. Course management and delivery software (e.g., Blackboard, WebCT, Bigchalk)..... YES NO
- 2. Electronic administrative tools (e.g., electronic grade books)..... YES NO

H. Internet Safety and Appropriate Use.

1. Do students in this school get instruction in the proper and safe use of the Internet? YES NO

2. If YES, how many hours of instruction are provided annually to each student? (Select one.)

a. 1 hour or less b. 2 to 5 hours c. More than 5 hours

3. If YES, who delivers instruction to students on Internet safety and appropriate use? (Select all that apply.)

a. Technology Coordinator..... d. Library Media Specialist.....

b. Teacher..... e. Administrator.....

c. Paraprofessional Staff..... f. Other.....

I. Professional Development on the Use of Technology

Approximately how many hours per year of professional development related to the use of technology do teachers in this school receive? (Select one.)

1. 5 hours or less 2. 6 to 10 hours 3. 11 to 20 hours 4. More than 20 hours

8. PUBLIC WELFARE



Item 8 (**PUBLIC WELFARE**) is no longer collected in BEDS. Comparable data began being derived from the Student Information Repository System (SIRS) in fall 2011.

9. MAGNET SCHOOL STATUS

Is this school a magnet school or does it have a magnet program within it..... YES NO

10. STUDENT STABILITY



Item 10 (**STUDENT STABILITY**) is no longer collected in BEDS. Comparable data began being derived from the Student Information Repository System (SIRS) in fall 2011.

11. ALTERNATIVE EDUCATION PROGRAMS

Alternative Education Programs are designed for students who wish to pursue individualized approaches to achieving academic standards. Report only Alternative Education Programs that meet Part 100 requirements of Commissioner’s Regulations for credit toward a local or Regents high school diploma.

A. Are Alternative Education Programs offered to students enrolled in this school? Yes No

B. If YES, enter the number of students enrolled in Alternative Education Programs operated by:

1. This school 2. Another school in this district* 3. BOCES* 4. Other*

**Students attending an Alternative Education Program on a full-time basis operated by another school, a BOCES or other educational entity should not be counted as enrolled in this school, and therefore should not be counted in this item.*

Note: If this school is an alternative school or contains an alternative program, report all or a portion of your enrolled students accordingly.

12. GRADES OFFERED*. Check all grades offered in this school.

PK <input type="checkbox"/>	K <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	UE <input type="checkbox"/>
		7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	US <input type="checkbox"/>

**Note: You may report students enrolled in grades not offered in this school.*

13. PERCENTAGE OF ATTENDANCE

Enter the percentage of attendance in this school for the 2012-13 school year.
 (Express the percentage to the nearest tenth.) %

14. LUNCH, BREAKFAST AND MILK PROGRAMS

A. Do students in this school <u>qualify</u> for the federal free and/or reduced-priced- <u>lunch</u> program?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B. Does this school <u>participate</u> in a free and/or reduced-price- <u>lunch</u> program?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C. Is the program available to half-day kindergarten students?.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>

14. LUNCH, BREAKFAST AND MILK PROGRAMS

Item 14 (**LUNCH, BREAKFAST AND MILK PROGRAMS**) The counts are no longer collected in BEDS. Comparable data is now being derived from the Student Information Repository System (SIRS) in fall 2013.

15. UNEXCUSED ABSENCES

How many students had **full-day** unexcused absences during the 2012-13 school year totaling in the following categories?

1-4 Unexcused absences	<input style="width: 60px; height: 30px;" type="text"/>	5-9 Unexcused absences	<input style="width: 60px; height: 30px;" type="text"/>	10 or More Unexcused absences	<input style="width: 60px; height: 30px;" type="text"/>
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16. MIGRANT STUDENTS

Item 16 (**MIGRANT STUDENTS**) is no longer collected in BEDS. Comparable data began being derived from the Student Information Repository System (SIRS) in fall 2011.

17. LEARNING STANDARDS AND PROFESSIONAL DEVELOPMENT

A. Do you have one or more staff persons in this school responsible for planning, coordination and/or delivery of professional development activities relating to the Common Core and NYS Learning Standards? Yes No

B. If **Yes**, which of the following most closely approximates the portion of a person's full-time duties that are devoted to these coordinating activities?

1. ¼ time or less	2. ½ time	3. ¾ time	4. Full time	5. More than full-time
<input style="width: 60px; height: 20px;" type="text"/>				

18. COMPUTER RESOURCES

A. Enter the number of computers located in the following areas (DO NOT include obsolete or surplus computers):

Location:	Total	Location:	Total
1. Classrooms or science labs		4. Administrative or PPS offices and other non-instructional areas	
2. Computer technology labs		5. Mobile computer labs	
3. Library/Media centers		6. Total Computers, all areas	--auto-generated--

B. Enter the total number of peripheral devices used for instructional purposes:

1. Printers 2. Scanners

C. Approximately what percentage of teachers in this school have a computer in their classroom? (Select one.)

1. 0 to 20 % 2. 21 to 40 % 3. 41 to 60 % 4. 61 to 80 % 5. 81 to 100 %

19. INTERNET CONNECTIVITY

A. Of the total number of computers used for instruction reported in question 18A, how many have Internet access in the following categories:

Dial-up High-speed/Broadband (Wired or Wireless) No Internet Connectivity

B. How many devices, other than the computers reported above, does this school possess that can connect to the Internet and are used primarily by students for instructional purposes? (See directions for examples.).....

C. Does this school provide individual E-mail accounts to: (check all that apply)

Administrators Teachers Students

20. DISTANCE LEARNING

A. Does this school use distance learning?..... **Yes** **No**

If you have answered **YES** to Part "A" above:

B. Which of the following does this school use for distance learning:

1. E-mail correspondence? **Yes** **No**

2. Internet content (e.g., connected University)? **Yes** **No**

3. One-to-one, real-time video conferencing (e.g., CUSeeMe, I-chat)?..... **Yes** **No**

4. Synchronous, multi-point (one to many or many to many) real-time video conferencing? **Yes** **No**

5. Online instruction?..... **Yes** **No**

6. Other: (please specify)_____

C. Approximately what percentage of total courses use distance learning? (Select one.)

None 1-9 Percent 10 to 25 Percent 26 to 50 Percent Over 50 Percent

D. Which standard areas use distance learning to meet diploma/credit requirements? (Check all that apply.)

English Language Arts Career Dev & Occupational Studies (CDOS)

Math, Science & Technology (MST) The Arts (Dance, Music, Theatre, Visual Arts)

Social Studies Health, Phys Ed, Family & Consumer Science

Languages Other than English (LOTE) Other

20. DISTANCE LEARNING.....continued

E. 1. Is credit offered for courses taken 100 percent online?.....Yes No

If **YES**,

2. How many credit bearing courses are currently offered 100 percent online?.....

3. How many students are currently enrolled in credit bearing courses offered 100 percent online?.....

4. How many of the students indicated above are enrolled in:

a. One (1) course _____ b. Two (2) courses _____ c. Three (3) courses _____ d. More than three (3) courses _____

21. LIBRARY/LIBRARY MEDIA CENTER (LMC)

A. Facility

1. Does this school have a school library/LMC or access to a shared school library/LMC in this building? Yes No

If NO, skip to Item 22 on the next page.

2. Does another school in this building share this school library? Yes No

B. Resources as of October 2, 2013

1. Total number of **books** in this school library/LMC (traditional paper copy).....

2. Total number of **electronic books** that are cataloged and available in this school library/LMC

3. Total number of **non-book materials** that are cataloged and processed in this school library/LMC.....

4. Total number of **database subscriptions**, including those provided by NOVEL (statewide) regional library council, School Library System, or other library consortia

5. Total **number** of computers with **Internet access** in this school library/LMC

6. a. Does the library have an **automated system** to access library resources? Yes No

b. If yes, is this school's library catalog available on the Internet? Yes No

7. Is this school a participant in a School Library System (SLS)? Yes No

8. Does the library have a Web presence in the form of a Web page or Web Portal?..... Yes No

9. Is this library equipped with an LCD projector?..... Yes No

10. Is this library equipped with an **interactive white board**?..... Yes No

C. Staffing

1. Does this school have one or more **certified Library Media Specialists (LMS)**? Yes No

If **Yes**, which most closely approximates the portion of a full-time position devoted to library functions? (Check one.)

a. 1/2 time or less LMS b. full-time LMS c. full-time plus a 1/2 time LMS d. 2 full-time LMS e. More than 2 full-time LMS

2. How many professional staff **other than a certified LMS** are assigned to the library? (Enter 0 if none.)

3. How many paid **Support Staff** are assigned to the library? (Enter 0 if none.)

D. Program

1. How many hours is the library media center **staffed and open for student use**? (Check one.)

a. fewer than 10..... hours a week b. 10-20 hours a..... week c. open during all..... school hours d. open during all school..... hours and before and/or after school

21. LIBRARY/LIBRARY MEDIA CENTER.....continued

2. Which of the following terms BEST describes the method used to schedule school library classes? (Select one.)

a. Fixed/Block: classes scheduled at regularly specified times

b. Flexible: open schedule, i.e., scheduled at varying times according to need

c. Mixed: some classes block scheduled; some classes flexibly scheduled

d. No classes are scheduled

3. Collaboration and integration

a. Does the LMS **collaborate and plan** with classroom teachers for instruction? Yes No

b. Do classroom teachers accompany students to the library for whole-class instruction? Yes No

c. Are **library and information literacy skills** taught and **integrated** into core academic areas to meet the NYS Learning Standards? (Check all that apply.)

English Language Arts	<input type="checkbox"/>	Career Dev & Occupational Studies (CDOS)	<input type="checkbox"/>
Math, Science & Technology (MST)	<input type="checkbox"/>	The Arts (Dance, Music, Theatre, Visual Arts)	<input type="checkbox"/>
Social Studies	<input type="checkbox"/>	Health, Phys Ed, Family & Consumer Science	<input type="checkbox"/>
Languages Other than English (LOTE)	<input type="checkbox"/>	Other	<input type="checkbox"/>

d. Is the school librarian part of the school curriculum committee?.....Yes No

e. Is the school librarian part of the school improvement team?.....Yes No

f. Does the school librarian have access to student assessment data?.....Yes No

4. Does the library promote **Inquiry- or Problem-based learning activities**?.....Yes No

5. Which of the following does your school library program use? (Check all that apply.)

<input type="checkbox"/> a. Information Literacy curriculum	<input type="checkbox"/> d. Challenged Materials policy
<input type="checkbox"/> b. Collection Development policy	<input type="checkbox"/> e. NYSED School Library Media Program Evaluation (SLMPE) rubric
<input type="checkbox"/> c. Intellectual Freedom policy	

6. Is student Information Literacy assessment part of the school library program?Yes No

E. Professional Development

Which of the following professional development opportunities related specifically to school librarians were available to school librarians serving in this school during the 2012-13 school year? (Check all that apply.)

<input type="checkbox"/> 1. In-district In-service Programs	<input type="checkbox"/> 5. Programs offered by the School Library System
<input type="checkbox"/> 2. Multi-district In-service Programs	<input type="checkbox"/> 6. Other Programs
<input type="checkbox"/> 3. Out-of-district Programs	<input type="checkbox"/> 7. None
<input type="checkbox"/> 4. Programs Offered by Professional Organizations	

22. CAREER PLANS – 2013-14 SCHOOL YEAR

A. Individual Career Plans

1. Do students in this school develop Individual Career Plans that are kept in:

Written form? Yes No Electronic form? Yes No

B. If **Yes** to either part above:

1. Do Individual Career Plans follow students from grade to grade? Yes No

2. Enter the number of students documenting self- and career-awareness information and career exploration activities at the following grade levels: K-1 Grades 2-3

CAREER PLANS – 2013-14 SCHOOL YEAR..... continued

3. Enter the number of students who are developing a Career Plan at the following grade levels: (include ungraded students in age-appropriate grade levels).....	Grades 4-5 <input type="text"/>	Grades 6-8 <input type="text"/>	Grades 9-12 <input type="text"/>
4. Of the students reported in B3, how many have been identified as disabled (have IEP's)?.....	<input type="text"/>	<input type="text"/>	<input type="text"/>

C. Career Plan Training Workshops

Enter the number of professional staff (classroom, non-classroom and administrators) who participated in career plan training workshops between September 2012 and August 2013.....

23. BUSINESS/EMPLOYER/COMMUNITY INVOLVEMENT (Complete this item if this school contains Grade 7 or above.)

A. For each of the following 2012-13 school year work-based learning experiences enter the number of participating employers and the number of participating students.

Work-Based Experience (see instructions)	Number of Participating Employers	Number of Participating Students						
		Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	*Students with Disabilities
Worksite tours								
Job shadowing								
School-year internships								
Summer internships								
Workplace mentors								
Youth apprenticeships								
Co-op work study								
Community service/ learning	NA							

**Any student identified as disabled by the district's Committee on Special Education. Some or all of these students may have been previously and properly reported in the Grade 7 through Grade 12 columns.*

B. 1. Does this school have a staff person or persons responsible for coordinating the work-based experiences indicated above? Yes No NA
(no program)

2. If Yes, which most closely approximates the portion of a full-time position that is devoted to these coordinating activities?

a. ¼ time or less <input type="text"/>	b. ½ time <input type="text"/>	c. ¾ time <input type="text"/>	d. Full-time <input type="text"/>	e. More than full-time <input type="text"/>
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C. Enter the total (unduplicated) number of employers who participated in the work-based experiences above

D. How many employers contributed to your school in the following ways:

1. Served on curriculum development committees	<input type="text"/>
2. Served on shared-decision-making committees.....	<input type="text"/>
3. Donated equipment/technology	<input type="text"/>

24. TITLE I INFORMATION FOR FEDERAL REPORTING

Did this school receive Title I funding in the 2012-13 school year?..... YES NO

A. If Yes, please indicate the type of Title I program that was implemented:

Schoolwide Program

Targeted Assistance Program

Does this school expect to receive Title I funding in the 2013-14 school year?..... YES NO

B. If Yes, please indicate the type of Title I program that is expected to be implemented:

Schoolwide Program

Targeted Assistance Program

NOTE: COMPLETE ITEMS 25, 26 AND 27 IF THIS SCHOOL IS A PRIORITY OR FOCUS SCHOOL

(IF YOU ARE NOT A PRIORITY OR FOCUS SCHOOL, PLEASE ENTER ZEROS (0) AND ANSWER NO)

25. SCHOOL YEAR MINUTES AND INCREASED LEARNING TIME

A. Enter the number of minutes that all students were required to be at school (school operating hours) during the 2012-13 school year. School year minutes are based on the total of all full school days and half school days.

Example: Regular school year includes 176 full days and four half days. The school is in an LEA where a full day is 390 minutes and a half day is 195 minutes. The total minutes would be: $(176 \times 390) + (4 \times 195) = 69,420$ school year minutes.

B. In addition to the number of school year minutes indicated above, did this school offer increased learning time that was available to ALL students?

Yes No

If YES, indicate the number of additional minutes, or increased learning time, the school provided (number of days multiplied by number of minutes each day increased learning time was provided):

C. Indicate the number of additional minutes (out of the **increased learning time minutes** indicated in B) devoted to each of the following types of increased learning times:

*Please note: the sum of the minutes below must equal the total additional learning time minutes in B.

Type of Increased Learning Time	Number of Additional Minutes
Longer school year	
Longer school day	
Before or after school	
Summer school	
Weekend school	
Other (please specify below)	

Other:

26. ADVANCED COURSEWORK AND DUAL ENROLLMENT

Advanced coursework refers to Advanced Placement, International Baccalaureate, or advanced mathematics courses. Include only students in grades 9, 10, 11, and 12. Report a student only once if he or she completed more than one advanced course or completed at least one course in a postsecondary institution. The reporting period is the 2012-13 school year plus Summer 2013 courses.

A. Number of high school students who completed advanced coursework, such as Advanced Placement, International Baccalaureate, or advanced mathematics courses, during the 2012-13 school year (including Summer 2013)	<input type="text"/>
B. Number of high school students who completed at least one class in a postsecondary institution during the 2012-13 school year (including Summer 2013)	<input type="text"/>
C. Number of high school students who completed advanced coursework AND completed at least one class in a postsecondary institution during the 2012-13 school year (including Summer 2013)	<input type="text"/>

27. TEACHER ATTENDANCE RATE

Teacher attendance rate = the number of full time equivalent (FTE) days teachers worked divided by the maximum number of FTE-teacher working days.

The reporting period is the 2012-13 school year plus Summer 2013, if applicable. Teacher attendance rate is based on full time equivalent (FTE) for both full-time and part-time teachers.

Teacher attendance rate = the number of full time equivalent (FTE) days teachers worked divided by the maximum number of FTE-teacher working days.

Example:

A school has 40 full-time (FTE 1.0) and 10 half-time teachers (FTE 0.5), or 45 full time equivalent (FTE) teachers. The number of teacher working days is 180. The 40 full-time teachers worked 7,120 days and the 10 half-time teachers worked 1,760 days. The school's teacher attendance rate is 98.77 percent, calculated as follows:

- The number of FTE teacher working days for full-time teachers is 7,120
(7,120 days worked multiplied by 1.0 FTE = 7,120)
- The number of FTE teacher working days for half-time teachers is 880
(1,760 days worked multiplied by .5 FTE = 880)
- The total number of FTE teacher working days for full- and half-time teachers is 8,000
(7,120 full-time plus 880 half-time teachers = 8,000)
- The maximum number of FTE teacher working days is 8,100
(180 days multiplied by 45 FTE (40 full-time FTE plus 5 half-time FTE) = 8,100)
- Teacher Attendance Rate is total FTE teacher working days divided by maximum number of FTE teacher working days
(8,000 divided by 8,100) multiplied by 100 = 98.77)
- Teacher Attendance Rate is 98.77%

Indicate the teacher attendance rate for 2012-13
(Express percentage to the nearest tenth)

_____ . ____ %
