



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

Fall 2013

TO: Charter School BEDS Coordinators

FROM: Ellen Martin

SUBJECT: Personnel Forms for the 2013-14 Basic Educational Data System (BEDS)

The Administrative manuals for Teachers and Non-teachers, the NCLB Fall 2013 Supplement, all memos, notes and correspondence pertaining to this BEDS mailing are available on our website: (<http://www.p12.nysed.gov/irs/>) under Data Collection - BEDS.

Enclosed please find all necessary forms and related materials for the 2013-14 Basic Educational Data System (BEDS). It is necessary for teachers in charter schools receiving Title 1 funds to complete personnel forms so that the Department can determine the percentage of teachers in the school who meet the criteria for highly qualified as required under the No Child Left Behind (NCLB) legislation. Directions for determining whether a charter school teacher is highly qualified can be found in the NCLB Fall 2012 Supplement. Your package will include:

- 1) A supply of forms titled *Educational Personnel Data Form—Teachers* (green mark-sensitive forms) for use by teachers. Only teachers need to fill out the forms.
- 2) A supply of *Assignment Code* sheets (green) for teachers. The number of green teaching assignment code booklets has been reduced. These booklets will have to be shared by staff or can be printed from our website.
- 3) Assurances Form for BEDS Personnel Data Forms.

Do not send back extra forms. **Discard forms for teachers that have retired or left the school. Do not use pre-printed forms for new hires.** Blank forms have been added to the packets for use by new hires. Additional forms can be obtained by completing the “Additional Forms Request” at our website and either faxing it to (518) 474-4351 or e-mailing it to dataquest@mail.nysed.gov.

GENERAL PROCEDURES

- 1) Designate a forms administrator to guide teaching staff through completion of their personnel data forms on **BEDS Day (Wednesday, October 2, 2013)** using the directions and instruction manual that is available on our website. The person selected as forms administrator should review the Basic Educational Data System forms and instructions prior to Information Day.
- 2) Distribute a memorandum to all teaching staff 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 enter on forms. A sample memorandum is available from the website listed on the previous page.
- 3) It is imperative that the number of individuals completing BEDS Personnel Data Forms for Teachers equal the total number of teachers reported in Item 5 of the Charter School Data Form .
- 4) The chief school officer or his/her designee must certify that teachers have correctly reported whether they received “high quality professional development” in 2012-13 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) Please return all forms (including the chief school officer’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 25, 2013.**
- (3) Return the appropriate teacher personnel forms in the original envelope in which the forms were mailed out. Please place the Assurances Form signed by the chief school officer on the top of the stack, followed by the personnel forms for this school. There is no need to sort the personnel forms in any way.

QUESTIONS

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

Enclosures