



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

Fall 2013

TO: 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.

GENERAL PROCEDURES

- 1) Designate someone as forms administrator in each school who can guide teachers and other staff members through completion of the forms on **BEDS Day (Wednesday, October 2, 2013)** using the instruction manuals available at the above website. Persons selected as forms administrators should have prior knowledge and familiarity with the Basic Educational Data System.
- 2) Distribute materials to the forms administrator in each school.

NOTE: Each school has been provided a quantity of extra forms to accommodate new staff members. Extra forms have also been provided for the central office in the event that a particular school needs additional forms.

Forms for continuing personnel (those with pre-printed green/red mark-sensitive forms) should be rerouted for those who have changed schools within the district. **Discard the forms for professional staff that have left the district.**

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.

- 3) Distribute a memorandum to all professional staff members 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 verify or enter on forms. A sample memorandum is available from the website listed on the previous page.

- 4) When BEDS Day is held in your district, be sure that sessions are held for all central office professional staff members. In general, two sessions should be held in each school—one for teaching and one for non-teaching staff.
- 5) It is imperative that the number of personnel completing BEDS forms equals the total number of professional staff reported in Item 10 of the School District Summary form.
- 6) The superintendent or their 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 “NCLB Fall 2012 Supplement” for further information.
- 7) The number of green teaching and red non-teaching assignment code booklets has been reduced. The booklets will have to be shared by staff or can be printed from our website.

RETURN OF FORMS

- (1) Please return all forms (including the 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 25, 2013.**
- (3) Personnel Forms should be grouped and returned in the original labeled envelope if possible.

QUESTIONS

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

Enclosures