

**THE UNIVERSITY OF THE STATE OF NEW YORK**  
**THE STATE EDUCATION DEPARTMENT**  
**Information and Reporting Services**  
**Room 863 EBA**  
**Albany, NY 12234**

## **SAMPLE MEMORANDUM for CHARTER SCHOOLS**

**TO:** All Teaching Staff

**FROM:** \_\_\_\_\_, BEDS Coordinator

**SUBJECT:** Forms Completion, Basic Educational Data System – 2013-2014

On \_\_\_\_\_, October \_\_\_\_\_, 2013 Information Day for the 2013-14 Basic Educational Data System will be held in this school district.

Each teaching professional must complete a BEDS Personnel Data Form in its entirety. Necessary forms and detailed item instructions will be provided to you at these sessions. You will be notified of the exact time and place of the session you should attend. Among the items of information which all teaching personnel will be asked to enter on the form are the following:

- (1) Last 4 digits of the Social Security Number
- (2) Years of experience (counting the current year as a full year)
  - a. in this district (in this school, in the case of charter schools)
  - b. total years of educational experience (including nonpublic)
- (3) Current annual salary (not including extra pay for extra service)
- (4) Professional Development – see Teacher manual and the NCLB Fall 2013 Supplement
- (5) The predominant grade level of each class you teach (i.e., if 75 percent or more of the students in a class are in one grade)
- (6) The registration in each of your classes
- (7) Highly Qualified Status to Teach Core Courses – see Teacher Manual and the NCLB Fall 2013 Supplement

Additionally, there are some items which do not require advance notification (i.e., name, date of birth, etc.).

Please bring a sharpened number 2 pencil (with eraser) to the session.