

# INSTRUCTIONS FOR COMPLETING BASIC EDUCATIONAL DATA SYSTEM NON-PUBLIC SCHOOL DATA FORM – Fall 2014

**Note:** Data reported on this form are used to verify the accuracy of information submitted to the Office of Grants Management on the Nonpublic School Mandated Services Aid form (MSA-1). To be eligible for reimbursement for a mandate, all reports required in connection with that mandate must have been submitted by the established deadline. Reimbursement for mandated services will be delayed for nonpublic schools that have not submitted the required reports. Questions about mandated services claims should be directed to the Office of Grants Management at (518) 474-3936.

For questions concerning the completion of the Non-Public School Data Form, please contact Information and Reporting Services at (518) 474-7965 or [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov)

## General Instructions

1. This form should be completed by the principal or chief executive officer of this school. The name and title of the person completing the form should appear in the space provided on the front page. Before returning the completed form to the Education Department, **you should make a copy of the form for your files in the event that you need to be contacted for clarification.**
2. One form should be completed for each school organized as a separate administrative unit. Do not complete separate forms for classes that are held in temporary quarters, annexes, or other school buildings, that are under the supervision of a regular building principal. Such classes should be reported as part of the school in which the principal in charge serves. A rule of thumb is that one form should be completed for the total administrative unit under each principal regardless of the number of locations involved.
3. Read the instructions for each item before completing it.
4. Be sure that all items pertinent to this school are completed.
5. Any items which do not apply to this school should be left blank.
6. All requested data are for the 2014-15 school year unless specified otherwise.

### Item 1 BEDS Code

The State Education Department has assigned a twelve-digit identification code to each school. Print the appropriate code numbers in the squares provided immediately below the title “BEDS Code.” This does not apply to schools completing the form for the first time.

### Item 2 School Name

Print the complete name of this school in the space provided.

### Item 3 Enrollment in This School

In this block, response areas are provided by race and gender for each possible grade, beginning with “Pre-kindergarten” and ending with “Ungraded Secondary.” Note that response areas are provided both for ungraded students with disabilities at the elementary level (ages 12 and below) and for ungraded students with disabilities at the secondary level (ages 13 and above). If you have ungraded students other than students with disabilities, please group them according to age and assign them to a grade for purposes of this item. You should complete the appropriate response areas for each grade that you have in the school. The response areas for grades that you *do not have* in the school should be left blank.

As of October 1, 2014, report all students enrolled and under the administration of this school even if some enrolled students are physically housed at other locations.

Prekindergarten students with disabilities should be reported in prekindergarten along with students who do not have disabilities. **Report as prekindergarten only students who will be four years of age on or before December 1<sup>st</sup>, or who will otherwise be eligible to attend kindergarten next school year. No three year olds should be reported in this area.**

For each grade in your school indicate the number of students in the grade by gender who are in each of the ethnic groups listed. If all of the students in a grade are in the same racial/ethnic category, enter the number in **both** the total column and the appropriate racial/ethnic column. If you are not sure of race or ethnicity, choose the classification that, in your judgment, best fits the individual.

The racial/ethnic designations used in this item do not denote scientific definitions of anthropological origins. For the purpose of this report, staff should be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. **No person should be counted in more than one racial/ethnic group.**

- a) *American Indian or Alaska Native* – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- b) *Black or African American (not Hispanic origin)* – A person having origins in any of the black racial groups of Africa.
- c) *Asian* – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- d) *Native Hawaiian or Other Pacific Islander* - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- e) *Hispanic or Latino* – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- f) *White (not Hispanic origin)* – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- g) *Multi-Racial (not Hispanic origin)* – A person having origins in two or more of the categories of people classified as American Indian or Alaska Native, Black or African American (not Hispanic origin), Asian, Native Hawaiian or Other Pacific Islander, or White (not Hispanic origin).

Note: Any person of Hispanic or Latino origins, in whole or in part, should be reported as Hispanic or Latino.

#### **Item 4 Count of Students by Residence**

These data are being collected to enable the State Education Department to appropriate the proper amount of textbook aid for public school districts for the New York State Textbook Loan Program.

Students eligible for the New York State Textbook Loan Program must be residents of New York State who are enrolled in any of grades K-12, including

ungraded elementary and ungraded secondary, in a New York State nonpublic school which complies with the compulsory attendance law. Pre-K students and students who are residents of another state or country are not eligible for the NYS Textbook Loan Program. **Please be sure to only include Pre-K students under the Pre-K column.**

Report in Part A your New York State resident students by district of residence and the number of students by PreK, K-6 and 7-12 levels. The K-6 category includes ungraded elementary and the 7-12 category includes ungraded secondary students. Using the alphabetical listing of public school districts found at [www.p12.nysed.gov/irs](http://www.p12.nysed.gov/irs), enter the six-digit district code for each district for which you have reported students. **Note: Please visit the following website – <http://schools.nyc.gov/schoolsearch/> if you need assistance in locating the correct NYC Geo District for NYC residents.**

If this school has students enrolled who are residents of other states or countries, indicate their total numbers in Part B of this item. If this school has students enrolled who are found to be otherwise ineligible, including court-placed article 81 students, indicate their total numbers in Part C of this item.

Finally, the total count of PreK, K-6 and 7-12 students reported in this item **must match** the total Pre-K through Grade 12 enrollments reported in Item 3 on this form.

#### **Item 5 Professional Staff in This School**

Provide unduplicated counts of full-time and part-time professional personnel in the appropriate level (elementary or secondary) categories. The terms "full-time" and "part-time" refer to the extent of employment in the school rather than in a particular assignment. For example, a person working a portion of his or her time as a teacher and a portion as a guidance counselor, but working full time in the school, would be reported under "full-time" in the appropriate category.

For professional staff members who split their time evenly between teaching and nonteaching duties, or evenly between elementary and secondary grade levels, a decision should be made by the principal concerning the category in which they are to be counted. **Staff members should be counted in one category only (Report whole numbers only.)**

Do not count paraprofessional staff (i.e., teaching assistants, teaching aides, pupil personnel service aides, library aides, health aides, and volunteers) in this item.

The "Principal or Chief Executive Officer" category refers to the chief administrator of this school.

The "Assistant Principals" category includes all personnel who spend the majority of their time directly assisting the principal or chief executive officer in carrying out administrative policy.

Count as "Supervisors and Department Heads" those persons who devote more than half of their time to these activities. Persons who spend a majority of their time teaching, but who have minor administrative duties (less than half-time), should be reported under "Teachers."

The "Teachers" category should include all personnel who devote more than half of their time to teaching duties, including such subject areas as art, music, physical education, and reading, which are often considered to be in a special category.

Count as "Librarians" those persons who devote more than half of their time in monitoring the library media resources available in the school.

The category "Other Professional Staff" should include **school nurses, psychologists, pupil personnel staff, therapists having a four-year degree, and other non-classroom professionals (except principals, assistant principals, supervisors, department heads, teachers, librarians and guidance counselors) who devote more than half of their time to nonteaching duties.**

Do not include personnel employed by the public school district to provide services to your students.

#### **Item 6 Foreign Language Instruction in This School**

Indicate whether or not this school offers foreign language instruction during the 2014-15 school year. If yes, indicate the total number of students enrolled and the number of teachers in the languages and grade levels specified. **Do not include Pre-K students in this category.**

#### **Item 7 Limited English Proficient Students**

Enter a check mark to indicate whether or not this school has any students who are limited English proficient (LEP). Section 154.2(a) of the Regulations of the Commissioner of Education defines limited English proficiency as follows: "Pupils with limited English proficiency shall mean pupils who by reason of foreign birth or ancestry, speak a language other than English, and (1) either understand and speak little or no English; or (2) score below a state designated level of proficiency, on the New York State Identification Test for English Language Learners (NYSITELL) or the New York State

English as a Second Language Achievement Test (NYSESLAT);..."

If YES, indicate the number of students by grade range who are LEP. K-6 includes ungraded elementary and 7-12 includes ungraded secondary. **Do not include Pre-K students in this category.**

Schools are required to collect test data on all students who score below a state-designated level of proficiency on a standardized test of English reading. Students who score below a state-designated level must be provided bilingual or ESL services.

Note: *Native speakers of English* who score below the statewide reference point on an English language assessment instrument should *not* be included in this item.

#### **Item 8 Free and Reduced-Price Lunch**

In Section A, check whether or not this school has students who qualify for the federal free and/or reduced-price lunch program. A school need not offer or participate in a lunch program to check YES if it can substantiate qualifying students. In order to check YES a school should have on file completed and approved lunch applications, direct certification or other documentation acceptable to the federal lunch program.

In Section 2, check whether or not this school participates in a free and/or reduced-price lunch program. Lunches need not be served in this school building to check YES, as long as students in this school have the opportunity to participate in some free and/or reduced-price lunch program.

If the response in either Section A or B is YES, then in Section C, enter by grade level the number of approved applicants for free and reduced-price lunches. **Counts should be as of October 1, 2014 and are needed even if a "Provision 2" agreement is in place. It is permissible to check YES in Section B and enter all zeroes in section C if the schools offers a free and reduced price lunch program, but no students applied or no student who did apply met the eligibility requirements.**

For schools participating in the Community Eligibility Option (CEO), report only those students who would independently qualify to participate in the federal lunch program outside of CEO. For example, do not report students who participate **solely** because the school is CEO eligible. Include students whose participation is as a result of the 30-day carry over provision.

**Do not include Pre-K students in this category**

Each student with an approved application or other documentation should be counted once and only in the school in which he or she is enrolled, regardless of where they are fed.

If the response in Section B was YES and this school contains *half-day* kindergarten, then in Section D indicate whether or not the free and/or reduced-price lunch program is available to half-day kindergarten students.

### **Item 9 Students Supported by Public Funds under Contract with a Public School District**

This item applies only to private schools approved for reimbursement with public funds for educating children with disabilities. In this item, report the number of students, by grade, who are attending this school as of October 1, 2014 and whose tuition is supported by public funds under contract with a public school district. Do not include students attending this school pursuant to Article 81 of the Education Law. The total number of students reported in this item cannot exceed the number reported in Item 3 – Enrollment in This School.

### **Item 10 Computer Resources**

Do not count computers in storage because they have been deemed outdated and have no further intended use in this school.

In Section A, enter the number of computing devices into the five categories listed based on their location, use or intended use.

Administrative, or PPS (Pupil Personnel Services) Offices, include all administrative, guidance and other non-instructional areas in use.

Do not differentiate between desktop and laptop models. Computers that are viable but have no current assignment or use should be assigned to categories based on their need and probable use.

In Section B, enter the total number of printers, scanners, cameras and speakers used for instructional purposes.

In Section C, select the category that best describes what percentage of teachers have computers in their classrooms: 0 to 20%; 21 to 40%; 41 to 60%; 61 to 80%; or 81 to 100%. Select only one category.

### **Item 11 Internet Connectivity**

In Section A, of the total number of computers (desktop or laptop) used for instruction (*i.e.*,

**reported in Question-10A as located in classroom or science labs, computer technology labs, mobile computer labs or library/media centers**), how many have Internet access through a dial-up connection, through a high-speed/broadband wired or wireless connection, or have no Internet connectivity.

In Section B, report the number of devices, **other than the computers reported in Question-10A**, possessed by this school, that can be connected to the Internet and that are intended for use primarily by students. Examples of such devices include mobile devices such as netbooks and other Web surfing devices (e.g., HP Slates, Apple iPad, iTouch, TI-Nspire CAS, MS Zune, etc.), Smart phones (e.g., iPhone, Blackberry, HTC, Pre, Droid, etc.), portable media players, interactive tablets, interactive whiteboards, e-book tools, and all other devices that can connect to the internet.

In Section C, indicate whether or not this school or district provides individual e-mail accounts to administrators, teachers and/or students.

### **Item 12 Distance Learning/Online Learning**

In Section A, indicate whether or not this school utilizes distance learning/online learning. For purposes of this item, distance learning/online learning is defined as learning that takes place at locations remote from the point of instruction by way of telecommunications technologies to broadcast from one central site to one or more remote locations. Telecommunication technologies include satellites, and telephone and cable-television systems.

In Section B, if the response in Section a was YES, indicate which distance learning/online learning methods are being utilized by students in this school.

### **Item 13 Library/Library Media Center (LMC)**

In this item, report resources housed in or under the administration of the school library or library media center to which students in this school have access. Resources under the administration of an Audio-Visual Center should *not* be reported in this item. **Do not go beyond question A1 of this item if this building does not contain a library or library media center.**

In Section A, check whether or not this building has a school library that is used by students enrolled in this school. Such library may be used solely by students of this school or used on a shared basis with students from another school located in this building. Do not go beyond question A1 of this item if this building

does not contain a library or library media center. If this building does have a library used by students enrolled in this school, indicate whether or not the library is shared with another school located in this building.

In Section B, enter the total number of books (volumes) contained in the library as of October 1, 2014. Books to include are those in hardcover and paperback format, reference books and encyclopedias. Enter the total number of electronic books that are catalogued and available in this school library. Enter the total number of non-book materials, excluding database subscriptions that are reported separately, which are cataloged and processed in the LMC. Enter the total number of database subscriptions available in this library. Indicate the total number of computers in the LMC that have Internet access. Check () whether or not this LMC has an automated system to access library resources, whether or not this school's library catalogue is available on the Internet, whether or not this school is a member of a School Library System, whether or not this school's library has a Web presence in the form of a Web page or Portal, is equipped with a LCD projector and/or an interactive white board.

In Section C1, check () the box that most closely approximates the amount of time each week that this school's library is open to students. In Section C2, check the ONE term that best describes the method used to schedule school library classes. In Section C3, check the appropriate boxes for collaboration and integration. Finally, in Section C4, check whether or not this school library promotes Inquiry- or Problem-based learning activities.

#### **Item 14 Operational Status**

You must indicate whether this school is for profit or is nonprofit.

A nonpublic school is considered to be "nonprofit" if one of the following conditions exists:

- it is incorporated under the *Not-for-Profit Corporation Law* with the consent of the Commissioner of Education;
- schools that are *Not-for-Profit with no NYSED Charter*, are older schools (state law does not permit new schools to be formed under this model) operated by organizations, primarily school welfare organizations, with multiple non-educational purposes, the majority of which are not appropriate for Regents charters.

- it has been granted a charter by the Board of Regents pursuant to *Part 216 of the Education Law*;
- it is operated by an organization incorporated under the *Religious Organizations Act*.