



DIRECTOR
Educational Data and Reports

Fall 2014

TO: BEDS Coordinators (BOCES)

FROM: Kent Baker 

SUBJECT: Non-Teaching Professional Staff Personnel Forms for the 2014-15 Basic Educational Data System (BEDS)

The Administrative manuals for Non-teachers, all memos, notes and correspondence pertaining to this BEDS mailing are available on our website:
<http://www.p12.nysed.gov/irs/beds/2014/PMF/home>.

Enclosed please find all necessary forms and related materials for the 2014-15 Basic Educational Data System (BEDS). Included are:

1. A supply of forms titled *Educational Personnel Data Form—Non-teaching Personnel* (blue mark-sensitive forms) and assignment code booklets (red) for use by non-teaching personnel.
2. The number of 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.

We suggest the following general procedures with respect to the personnel forms.

1. Prior to **BEDS Day (Wednesday, October 1, 2014)** in your BOCES, distribute a memorandum to all non-teaching professional staff members informing them of the date, time and place forms will be completed as well as the items of information they will be asked to verify or enter on the forms.
2. When BEDS Day is held in your BOCES, be sure that all non-teaching professional employees are asked to attend a forms completion session and complete the appropriate form.

RETURN OF FORMS

1. Please return all forms 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 31, 2014.

QUESTIONS

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

Enclosures