



Office of P-12 Education
Information and Reporting Services
(518) 474-7965
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BEDS IMF (Institutional Master File) Application Nonpublic Schools

An annual report from every school in New York State is required by the Commissioner of Education. The Basic Education Data System (BEDS) Nonpublic Schools Data Form, Fall 2015 can be downloaded and printed from the following website: <http://www.p12.nysed.gov/irs/beds/> – **Non-public Schools** section. There are three documents you will need to complete this data collection process:

- BEDS Nonpublic Schools Data Form
- Instructions – Nonpublic School Data Form
- Public School Codes (this document is also on the above website, but under the **Public Schools** section)

We strongly encourage all nonpublic schools to submit their Fall 2015 BEDS using the BEDS On-line IMF application, available via the NYSED Business Portal at <http://portal.nysed.gov>. This reporting option is in keeping with the State Education Department's goal of using technology to share information and provide services more effectively.

The On-line BEDS IMF application will provide the following benefits to users:

- Convenient access to past year's data
- On-line edits that catch errors before forms are submitted
- Automatic calculations of totals; and
- The ability to amend or correct data on-line

To ensure security and confidentiality, BEDS On-line users must have a registered username and password. Every principal or chief school officer of a nonpublic school appearing in the State Education Department's Reference File (SEDREF) has a username and password. The same account is used for examination ordering and completing mandated services forms. Other school staff can be assigned a username and password by their principal or chief school officer.

Submitting a completed Nonpublic School BEDS form is necessary to maintain NYS Textbook Loan participation, to participate in the NYS testing program and to be eligible for funds from Mandated Services. **Please note: BEDS Day is October 7, 2015, and you should report your enrollment as of that date.**

Please complete and submit on-line, or if necessary by paper, to the Office of Information and Reporting Services no later than November 13, 2015. Your school should maintain a copy of the form in case questions arise about the report.

If you have any questions about the form or the BEDS On-line system, please contact our office at (518) 474-7965 or send an e-mail to dataquest@nysed.gov. Thank you in advance for your cooperation and promptness in getting this information to us.