



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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Office of P-12 Education  
Information and Reporting Services  
(518) 474-7965  
Fax (518) 474-4351

## BEDS IMF (Institutional Master File) Application School Districts, BOCES, Charter Schools

All school districts, BOCES, and charter schools are required to submit the annual BEDS District and BOCES Summary Forms and School Data Forms using the BEDS Online Internet application. BEDS Online is accessed via the SED Business Portal at <http://portal.nysed.gov>.

Users familiar with the BEDS Online will continue to find it straightforward to navigate. Those responsible for using the BEDS Online should take a few minutes before BEDS day, October 5, to log on and browse through the forms to gain familiarity with system navigation and functionality. Instructions as well as printable data collection forms for fall 2016 can be found at: <http://www.p12.nysed.gov/irs/beds/imf/home.html>.

To ensure data security and confidentiality, BEDS Online users must have a registered userID and password. The Department uses the SED Delegated Account System (SEDDAS) to manage access to Web-based applications available through SED's Business Portal. SEDDAS allows designated school and district personnel to create and manage user IDs and passwords for their own employees. We urge you to limit the number of users in order to protect the security of your data and to maintain your school or district's SEDDAS records to reflect active users. Information on SEDDAS may be found at <http://www.emsc.nysed.gov/seddas/seddashome.html>.

Answers to questions concerning the BEDS Online may be obtained by calling the Office of Information and Reporting Services at (518) 474-7965 or sending an email to [datasupport@nysed.gov](mailto:datasupport@nysed.gov).

**BEDS Day for fall 2016 is October 5.**

**BEDS Online forms should be completed and submitted to SED by Friday, November 18, 2016.**