

# INSTRUCTIONS – EXPECTED GRADES WITH ENROLLMENT FORM: 2019-20

## General Information:

Expected Grades with Enrollment is a new enrollment collection being deployed for the 2019-20 school year. The Expected Grades with Enrollment form collects information about the grade levels a school will be reporting enrollment for on BEDS day. The purpose of the collection is to improve state-wide data quality for both state and federal reporting.

All public school districts (outside of New York city) and all charter schools are required to submit the **Expected Grades with Enrollment Form** online using the **IRS Data Exchange** application, available via the NYSED Business Portal at <http://portal.nysed.gov>.

Only the Superintendent of a School District or a Charter School CEO will be able to access and submit the Expected Grades with Enrollment form.

The Expected Grades with Enrollment online form will be available on **Thursday, August 1, 2019** in the IRS Data Exchange. The online form should be completed and submitted to SED by **Friday, August 23, 2019**.

## Instructions:

**Public School Districts:** For each school in your district, report the grade(s) you expect to enroll students in for the school year 2019-20. All the schools in a district will be displayed on a single form. Each school will be displayed as single row with a “Grades Expected” column containing checkboxes for each grade, along with the School Name, BEDSCODE and Institution ID. For each school on the collection form, check the box next to the grade level(s) you expect to enroll students in for the school year 2019-20.

- You must report at least one grade level for each school.
- Schools that enroll students in half-day or full-day Kindergarten should check the box for ‘K’.

**Charter Schools:** Report the grade(s) you expect to enroll students in for the school year 2019-20. Your school will be displayed as single row with a “Grades Expected” column containing checkboxes for each grade, along with the School Name, BEDSCODE and Institution ID. Check the box next to the grade level(s) you expect to enroll students in for the school year 2019-20.

- If your Charter School has multiple sites, report the expected grades with enrollment for **all** sites under the Charter School’s main BEDS code.
- You must report at least one grade level for your school.
- Schools that enroll students in half-day or full-day Kindergarten should check the box for ‘K’.

Answers to questions concerning the Expected Grades with Enrollment online form may be obtained by calling the Office of Information and Reporting Services at (518) 474-7965 or visiting the help center at <https://bedsvadirsupport.nysed.gov>.

**FORM – EXPECTED GRADES WITH ENROLLMENT: 2019-20**

| School Name | INST_ID | BEDSCODE | Grades Expected  |
|-------------|---------|----------|--|
|             |         |          | <input type="checkbox"/> PreK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> UGE<br><input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> UGS |
|             |         |          | <input type="checkbox"/> PreK <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> UGE<br><input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> UGS |
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