

# INSTRUCTIONS FOR COMPLETING BASIC EDUCATION DATA SYSTEM (BEDS) PUBLIC SCHOOL DATA FORM – Fall 2021

## General Instructions

This form should be completed by the school principal and used only for the local gathering of data. Data represented in this form are required to be submitted to SED via the BEDS Online IMF application located on the IRS Data Exchange (IDEx) at <http://portal.nysed.gov>. Your district's BEDS Coordinator or Superintendent will have details for entering data into the BEDS Online IMF application and your district's protocol for doing so.

1. One School Data Form should be completed for each school organized as a separate administrative unit in the district. 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.
2. Read the instructions for each item before completing it.
3. Be sure that all items pertinent to this school are completed.

## Item 1: School Type

School Type is a federal data collection requirement and will be provided to the U.S. Department of Education. The USDOE will publish and otherwise make this school type designation available about your school. You may select only one designation. Select the one that is the primary focus of your school. The federal school type definitions are:

- a) *Regular School*: a school that does NOT focus primarily on vocational, special or alternative education, although it may provide these programs in addition to a regular curriculum
- b) *Special Education School*: a school that focuses primarily on serving the needs of students with disabilities
- c) *Vocational Education School*: a school that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal

preparation for vocational, technical or professional occupations

- d) *Alternative Education School*: a school that addresses the needs of students that typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education or vocational education.

## Item 2: Magnet School Status

Magnet school status is a federal data collection requirement and will be provided to the U.S. Department of Education. The USDOE will publish and otherwise make magnet school status available about your school.

A magnet school or program is a special school or program designed to:

- Attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation (50% or more minority enrollment)
- Provide an academic or social focus on a particular theme (e.g., science/mathematics, performing arts, gifted/talented or foreign language).

## Item 3: Community Schools

A community school is both a place and a set of partnerships between the school and other community resources. Its integrated focus on academics, health and social services, youth and community development and community engagement lead to improved student learning, stronger families and healthier communities. Community schools offer a personalized curriculum that emphasizes real-world learning and community problem-solving. Schools become centers of the community and are open to everyone – all day, every day, evenings and weekends.

Using public schools as hubs, community schools bring together many partners to offer a range of supports and opportunities to children, youth, families and communities. Partners work to achieve these results: children are ready to enter school; students attend school consistently; students are actively involved in learning and their community; families are increasingly involved with their children's education; schools are

engaged with families and communities; students succeed academically; students are healthy - physically, socially, and emotionally; students live and learn in a safe, supportive, and stable environment; and communities are desirable places to live. (Coalition for Community Schools/Institute for Educational Leadership, 2021)

#### Item 4: Alternative Education Programs

Alternative Education Programs are designed for students who wish to pursue individualized approaches to achieving academic standards. Alternative Education Programs reported here must meet Part 100.5 requirements of Commissioner's Regulations for credit towards a local or Regents high school diploma.

The following programs **should not be included**. Please contact the respective program offices for further information:

- AHSEP (Alternative High School Equivalency Preparation) Program - <http://www.p12.nysed.gov/ss/ssae/AltEd/>
- ATP (Alternative Transition Program) - <http://www.p12.nysed.gov/ss/ssae/AltEd/>
- P-Tech - <http://www.nysed.gov/postsecondary-services/pathways-technology-nys-p-tech-program>
- Full Day CTE Students <http://www.nysed.gov/career-technical-education>

Indicate whether or not students enrolled in this school have Alternative Education Programs available to them by selecting either 'YES' or 'NO'. If the school is an alternative school or contains an alternative program, indicate **YES**.

If you answer 'YES', in the next section indicate the factors resulting in Alternative Education enrollment or referral. Check all that apply.

If you answered 'YES' in the first section, enter the number of students enrolled in:

- Alternative Education Programs **operated by this school**
- Other alternative programs (**programs operated by another** school, district, a BOCES or other educational entity)

Students attending an Alternative Education Program operated by another school, a BOCES or other educational entity on a **full-time basis** should **not** be counted as enrolled in this school and, therefore, should **not** be counted in this item.

#### Item 5: Grades Offered

Please respond as grades in your building would normally be offered and not according to your school reopening plan in response to COVID-19. Please report grades offered as of BEDS Day. If Prekindergarten programs that are usually offered in the fall are delayed due to uncertainty about funding, please do not report as offered.

Grades offered is a federal data collection requirement and will be provided to the U.S. Department of Education. The USDOE will publish and otherwise make this information available. Any grade selected as offered must have a reported enrollment in the Student Information Repository System (SIRS). However, you do not have to select a grade as offered for which you may have reported a nominal enrollment in SIRS. For example, you may be a 9-12 senior high school, but may have reported a few students in SIRS as enrolled in the eighth grade. You do NOT have to select eighth grade as a grade offered. In this scenario the USDOE would show your school as offering only grades 9 through 12 even though you reported a few eighth graders in your school.

You do not have to differentiate between half-day and full-day pre-kindergarten or kindergarten. You do not have to report an unbroken sequence of grades. For example, you may select kindergarten and grades 4, 5 and 6.

#### Item 6: Lunch, Breakfast and Milk Programs

Lunch, Breakfast and Milk Programs is a federal data collection requirement and will be provided to the U.S. Department of Education. The USDOE will publish and otherwise make this status available about your school.

Indicate whether or not this school participates in the Federal Child Nutrition Program. The Federal Child Nutrition Program includes free and reduced-price breakfast and lunch, and free milk programs.

If your school **does** participate in the Federal Child Nutrition Program, indicate which provision this school has implemented. Child Nutrition Program regulations include certain provisions that reduce paperwork and that do not require a school to collect eligibility data and certify students each year.

Provision 2 requires schools to offer meals at no charge to all students in exchange for conducting eligibility certification and standard counting and claiming only once every four years. Direct Certification (DC) must be conducted at least once annually when participating in Provision 2 for federal and State reporting purposes. Local Education Agencies (LEAs) must apply to NYSED Child Nutrition to participate in Provision 2, which is a four-year provision. Additional four-year

extensions may be granted by NYSED if the school can substantiate economic need.

Community Eligibility Program (CEP) requires that at least 40 percent of students be determined eligible via DC. Local Education Agencies (LEAs) must apply to NYSED Child Nutrition to participate in CEP, which is a four-year provision. Schools participating in CEP must conduct DC at least once annually for federal and State reporting purposes.

If your school **does NOT** participate in the Federal Child Nutrition Program, indicate whether the school collects free and reduced-price student eligibility information by selecting 'YES' or 'NO'. In order to indicate YES, a school must have on file completed and approved lunch applications, DC, or other documentation acceptable to the Federal Child Nutrition Program.

### Item 7: Learning Standards and Professional Development

Indicate whether or not this school has one or more staff persons responsible for planning, coordination and/or delivery of professional development activities relating to the NYS Learning Standards and focusing on any or all of the seven curricular areas.

If you have one or more staff members sharing these responsibilities, indicate the combined time that they devote to these activities. For instance, if two people are each employed full-time, and one devotes  $\frac{1}{4}$  time and the other  $\frac{1}{2}$  time to these coordinating activities, then you should indicate  $\frac{3}{4}$  time. If two or more persons' combined time exceeds one full-time equivalent, indicate "more than full time."

### Item 8: Library/Library Media Center (LMC)

Indicate if this school has a library/library media center within the building. Select 'YES' and complete the questions even if your school library or media center is temporarily closed or unstaffed due to COVID-19.

If Yes, enter the FTE of all certified Library Media Specialists in the library/library media center. Furloughed or laid off staff should not be counted. Report certified Library Media Specialists who have been temporarily reassigned as a result of school library closure due to COVID-19.

Then indicate whether or not the library/library media center is shared with one or more schools and the total number of titles in the library/library media center as of October 6, 2021.

If this school **does NOT** have a library/library media center, enter the FTE of all certified Library Media Specialists. If none, enter zero.

If this school **does NOT** have a library/library media center, also indicate whether or not this school uses a library/library media center in another school building. If the school does use another library/LMC, enter the school name and BEDS Code of the school library which is used by this school. Report the library you would have used even if it is closed or unstaffed due to COVID-19.

### Item 9: Technology

Glossary:

*Broadband:* High-speed internet. Broadband includes DLS, Cable Modem, Fiber, Wireless, Satellite, and Broadband over Powerlines (BPL). Dial-up internet is not broadband.

*Capacity:* Sometimes referred to as bandwidth. The amount of data that can be transmitted in a given amount of time (usually per second)

*Network Infrastructure:* The hardware (and some non-instructional software) that makes up the school's network. It may include switches, wireless access points, wiring, cabling, etc.

*Peak Usage:* The period of time (time of each day, or an event such as computer-based testing) when the most people are accessing the internet at the same time and are using the most bandwidth.

*Reliable:* Consistent internet access is available to staff and students for the clear majority of instructional time with only limited unscheduled outages. If the internet goes down every time there is inclement weather, for instance, the connection would not be considered reliable.

*Sufficient:* Adequate to meet instructional and learning needs. A school with a 1:1 initiative and high use of streaming media will have very different needs than a school with little to no technology available for student use. Sufficiency must be determined at the school level.

*Device:*

A computing device, such as a laptop, desktop, Chromebook, iPad, or full-size tablet. "Device," for the purposes of this survey, is NOT a phone or mini tablet, nor is it a mobile internet access point, such as a MIFI.

*Mobile device:* A portable, hand-held computing device such as a laptop, Chromebook, iPad, full-size tablet, or hybrid tablet/laptop computer.

In the “Technology in this School Building” section (9A), indicate ‘YES’ or ‘NO’ for the following questions:

- Is your school’s broadband capacity (bandwidth) sufficient to meet current needs for instruction, learning and assessment? Peak Usage should be used to determine if current needs are being met.
- Does your school’s broadband access reliability meet current needs for instruction, learning, and assessment?
- Is your school’s network infrastructure (including WIFI) sufficient to meet current needs for instruction, learning, and assessment? To determine if Internet speed slow-down or lack of Internet access is caused by insufficient network infrastructure/insufficient WIFI, consult your local IT department, local RIC, district internet provider or a subject matter expert for assistance.
- Does your school have the broadband capacity available to meet projected future needs for instruction, learning, and assessment? Projected future needs can also include implementation of a large-scale technology initiative (e.g. 1:1, BYOD (Bring Your Own Device) or Computer-Based Testing for all 3-8 students).
- Is your school’s network infrastructure (including WIFI) sufficient to meet projected future needs for instruction, learning, and assessment? Projected future needs can also include implementation of a large-scale technology initiative, (e.g. 1:1 BYOD or Computer-Based Testing for all 3-8 students). The response to this question should indicate if the current network infrastructure is sufficient to avoid internet speed slow-downs or unscheduled interruptions based on projected future technology initiatives, large increases of enrollment, etc.

Note for Computer-Based Testing: A school does not have to be able to conduct CBT for all grades and subjects at the same time in order to be considered as having sufficient technology resources for conducting CBT.

Note for 1:1 device: A student that has exclusive use of a device in a particular class is not considered to have a 1:1 device. For example, a student that has exclusive use of a device while in a science classroom but then returns the device to a cart when she leaves the classroom so that another student can use it, has not been provided with a 1:1 device for the purpose of this question.

In “Devices for Student Use” section (9B), answer the following questions:

- Enter the number of students provided with a MOBILE 1:1 device for in-school use only (9B.1)
- Enter the number of MOBILE 1:1 devices normally for in-school use only available to students for use at

their place of residence on an as-needed or emergency basis (9B.2).

In the next section (9B.3, 9B.4 and 9B.5), enter separately the number of mobile and desktop devices in your building that are available for student use but are NOT USUALLY assigned to one specific student (not 1:1).

In the “Teacher Devices and Internet Access-Place of Residence” section (9C), answer the following questions.

- Enter the number of school or district owned mobile devices provided to teachers for use at their place of residence.
- Enter the number of school or district owned desktop devices provided to teachers for use at their place of residence.
- Enter the number of teachers WITHOUT a device sufficient for instructional purposes at their place of residence. If all teachers have access to a device at their place of residence, enter 0.
- Enter the number of teachers WITHOUT internet access, or with insufficient access at their place of residence. If all teachers have sufficient internet access at their place of residence, enter 0.

#### Item 10: Career Plans

If students in this school develop Individual Career Plans, indicate whether they are kept in documented form—either written or electronic. Written or electronic documentation may result from conventional testing or from individual student self-reflection on in-school and out-of-school experiences.

If Career Plans are kept in either written or electronic form, in the next section indicate whether Individual Career Plans follow students from grade-to-grade. For the purposes of this question, NO must be checked if Individual Career Plans are not transferred from one grade to the next or from one school to another as students are promoted or transferred.

In the first table provided, enter the number of students in grades K through 3 at the grade levels indicated who are documenting self and career awareness information and career exploration activities.

For students in grades 4 through 12, use the table provided to indicate the number of students at each grade level group who are developing a Career Plan. In the first column, enter the total number of students that have developed a career plan that documents their progress in the Career Development and Occupational Studies (CDOS) areas of self-knowledge, career exploration, career and life goals, an understanding of the application of classroom learning, and the development of foundation skills. Include ungraded students in age appropriate grade levels. In the second

column, indicate the number of students in each grade level group with an Individualized Education Program (IEP) who are developing a Career plan that documents their progress in the CDOS areas of self-knowledge, career exploration, career and life goals, an understanding of the application of classroom learning, and the development of foundation skills.

In the last section of Item 10, enter the number of professional staff (classroom, non-classroom, administrators, etc.) who have participated in professional development activities related to the implementation of the comprehensive Career Plan process. Professional development activities to be considered may have taken place at any time from September 2020 through August 2021.

### **Item 11: Business/Employer/Community Involvement**

In **Section 11A**, indicate if any students in this school participated in any work-based experiences during the previous school year (2020-21).

In **Section 11B**, enter the number of employers and the number of students by grade who participated during the previous school year (2020-21) in each of the work-based learning experiences. If exact counts of participating students are not available, provide your best estimate. A student with a disability is a student identified as disabled by the district's Committee on Special Education. A student with a disability educated in a graded setting (e.g., grade 8 or grade 11) should be reported twice: once in the applicable grade and once under "Students with Disabilities." Students and employers may be reported in more than one type of work-based experience. The work-based experiences are defined as follows:

#### **Job Shadowing**

Visit(s) to a worksite where a student follows (shadows) an employee to learn about a particular occupation or industry. Shadowing may involve rotating from one department to another. It is an observation only activity, no hands-on activities allowed.

#### **Summer Internships**

Structured experiences of several weeks or months during the summer where students work on specific tasks or special projects at a worksite related to school programs.

#### **Workplace Mentors**

Programs that pair students with a worksite role model to help them become accustomed to the rules, norms and expectations of the workplace. A mentorship is a formal relationship with mentors serving as a

resource to help students solve personal and work-related problems, provide support and encouragement, and offer career insight and guidance based on personal experiences. Student mentees may only observe unless they are enrolled in a state registered Work-based learning (WBL) program.

### **Community Service/Volunteering**

Structured experiences where students learn and develop skills by participating in organized, hands-on community service work. Work activities are designed to meet actual community needs and are closely linked to school-based learning activities. Community Service is generally an unpaid or volunteer experience that works directly with a community organization.

### **Cooperative Career & Technical Education Work Experience Program (CO-OP)**

The Cooperative Career & Technical Education Work Experience Program is a work-based learning program for students age 16 and above, consisting of 150-600 hours of paid, school-supervised work experience supported by related in-school instruction in a specific career & technical discipline. Students may earn ½ to 2 units of credit toward a CTE sequence, depending upon the specific sequence. This program must be registered with the New York State Education Department and must be coordinated by a CTE teacher who possesses an extension as a Diversified Co-op Coordinator or as a Coordinator of Work-Based Learning Programs for Career Development (8982). Productive work is allowed. USDOL hazardous occupations student learner exemptions allowed.

### **Career Exploration Internship Program (CEIP)**

The Career Exploration Internship Program is a school-business partnership initiative that provides high school students age 14 and above, the opportunity to obtain non-paid, on-site, career exploration experiences. The focus of the program is meaningful, hands-on career exploration rather than skill development. Students may earn ¼ to 1 unit of elective or CTE sequence credit. This program must be registered with the New York State Education Department and must be coordinated by a CTE teacher who possesses an extension as a Diversified Co-op Coordinator or as a Coordinator of Work-Based Learning Programs for Career Development (8982). Productive work is prohibited. USDOL

hazardous occupations student exemptions not allowed.

### **General Education Work Experience Program (GEWEP)**

The General Education Work Experience Program is a work-based learning option for non-CTE students age 16 and above. The program consists of 150-600 hours of paid, supervised work experience supported by the equivalent of at least one classroom period per week of related instruction. Students typically earn ½ to 2 units of high school credit. This program must be registered with the New York State Education Department. It may be coordinated by any teacher or guidance counselor certified at the secondary level who possesses an extension as Coordinator of Work-Based Learning Programs for Career Exploration (8982). Productive work is allowed. USDOL hazardous occupations student learner exemptions not allowed.

### **Work Experience and Career Exploration Program (WECEP)**

The Work Experience and Career Exploration Program is a work-based learning initiative sponsored by the U.S. Department of Labor and the New York State Education Department. It is similar in design and operation to the General Education Work Experience Program but designed specifically for at-risk students age 14-15. Students typically earn ½ to 1 unit of high school credit. This program must be registered with the New York State Education Department. It may be coordinated by any teacher or guidance counselor certified at the secondary level who possesses an extension as Coordinator of Work-Based Learning Programs for Career Awareness (8981) or Career Development (8982). Productive work is allowed. USDOL hazardous occupations student learner exemptions not allowed.

In **Section 11C**, indicate whether or not this school has a designated staff person responsible for coordinating work-based experiences. If there is a designated coordinator, indicate the portion of a full-time job this person devotes to these coordinating activities. If two or more people share responsibility, indicate the combined time that they devote to these coordinating activities.

In the next part of **Section 11C**, provide an unduplicated count of the number of employers who participated in the work-based experiences noted in **Section 11B**. Of these employers, indicate:

- The number of employers who **formally** participated in curriculum-development or shared decision-making committees in this school. The fact that a committee member is employed by a specific entity does not constitute formal representation of or contribution by that employing entity. An employer or business should have an acknowledged and agreed upon presence on the committee in order to be counted in this section.
- The number employers who provided student internships or mentors to this school during the previous school year (**2020-21**).

In the last part of **Section 11C**, provide an unduplicated count of the number of community-based organizations who provide volunteering experiences noted in **Section 11B**.

### **Item 12: Title I Information for Federal Reporting**

A school receiving Title I funds must operate either a Targeted Assistance program or a Schoolwide program. In the past, districts and charter schools have reported Title I status via an online application available through the NYSED Business Portal. Beginning with the 2018-19 school year, this information is now collected via BEDS. Title I status information for the previous school year (2020-21) and the current school year (2021-22) must be entered for all schools that are part of public school districts. Information on Schoolwide programs can be found at <http://www.nysed.gov/essa/title-i-part-improving-basic-programs-operated-leas>. A school that receives Title I funding but does not implement a Schoolwide program is considered, by default, to be operating a Targeted Assistance program. If you are not sure what your Title I status is, please contact your District Data Coordinator or Superintendent for assistance.

If you have questions about completing this item, please contact the Title I School & Community Services office at [conappta@nysed.gov](mailto:conappta@nysed.gov) or (518) 473-0295.

In **Section 12A**, indicate whether your school received Title I funding in the previous school year (2020-21). If **YES**, specify the type of Title I program that was implemented. If your school opened in the previous school year (2020-21), choose the 'New School in Current School Year' option.

Also indicate whether your school **expects** to receive Title I funding in the current school year (2021-22). If **YES**, specify if your school **expects** to implement a

Schoolwide or a Targeted Assistance program. Only one type of program may be chosen.

### **Item 13: Bilingual Education Programs**

The Office of Bilingual Education and World Languages is collecting information on whether your school is providing a Bilingual Education (BE) program to all ELLs.

Under CR Part 154-2.3(d) regulations school districts have the responsibility of providing either a Bilingual Education (BE) program or English as a New Language (ENL) program to all ELLs. CR Part 154-2.3(d) also mandate the conditions under which districts must create BE programs.

*Part 154-2.3(d)(2) states that “Each school district in which the sum of each school's Annual Estimate of Enrollment of English Language Learners equals 20 or more English Language Learners of the same grade level, all of whom have the same home language that is other than English, shall provide a sufficient number of Bilingual Education programs in the district in the following school year, such that there are Bilingual Education programs available in the district for at least seventy percent (70%) of the estimated English Language Learners students who share the same home language other than English and grade level districtwide.”<sup>1</sup>*

If a bilingual program is offered in your school, then schools must enter the type of program, language of instruction, and the grade span in which the program is currently offered. There are generally two types of Bilingual programs, one is called a Transitional Bilingual Education Program (Home language use decreases as English use increases), and the other is called either a One-Way or Two-Way Dual Language Program.

**One-Way Dual Language Program** is primarily composed of students who come from the same home/primary language and/or background. The teacher provides instruction in both English and the home/target language.

**Two-Way Dual Language Program** includes both native English speakers and ELLs. The teacher or

teachers provide instruction in both English and the home/primary language. In the majority of Dual Language Programs, the students receive half of their instruction in their home/primary language and the remainder of their instruction in the target language. Depending upon the model, the percentage of English and home/target language instruction will vary. For example, in a 90%-10% model, a greater percentage of instruction is in the target language other than English and increases over time until reaching 50%-50%.

The goal of these programs is for students to develop literacy and proficiency in English and in the home/target language.

### **Item 14: Person Completing Form**

In case of questions, the person actually completing the BEDS form must provide their contact information (Name, Title, Email Address and Phone Number). This does not have to be the superintendent or building principal.

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<sup>1</sup> CR Part 154, as amended by the ASPIRA Consent Decree, requires that schools form bilingual education classes in grades K-8 when there are 15 or more ELLs of the same

language in two contiguous grades and in grades 9-12 when there are 20 or more ELLs in any single grade.