

IRS Data Exchange (IDEx) Guidance For BEDS IMF Reporting

- Go to the NYSED Application Business Portal at <https://portal.nysed.gov>
- Log in and click on the [IRS Data Exchange](#) link.



Application Business Portal

My Applications

- † SEDDAS User Guide
- † BEDS-IMF-School Safety (VADIR/DASA) Application
- † **IRS Data Exchange** ←
- † Information and Reporting Services Portal (IRSP)
- † New York State Student Identification System (NYSSIS)
- † SED Delegated Account System (SEDDAS)
- † SEDREF Main Menu

Notice:
If the Superintendent or Principal has changed, please [click here](#).
(Does **not** apply to Summer School principals.)

- You will see a list of “Data Collections” with the collection year, due date, submission status and the last user to update form. Click on the desired form to enter the online data collection.
- If you do not see the BEDS IMF form on the first screen, you can also use the “Search” box to look for a “BEDS” in the list of data collections.

Data Collections

Show entries Search: →

Data Collection	Collection Year	Due Date	Status	Last Updated
BEDS - District Data Form ←	2017-2018			

- If you are in a District and looking for a Public School form, use the “Search by Form” box and begin typing the word “Public”. Then click on the correct year from the drop-down menu.

Q Search by Institution

Q Search by Form
 BEDS - Public School Data Form | 2018-2019
 BEDS - Public School Data Form | 2017-2018



- Complete the required fields and click “Save” at the bottom of each question to move on to the next page. If there is any incorrect or missing data, the application will prompt you to correct it before allowing you to save the data or progress.

BEDS - Public School Data Form 2018-2019 Return to Data Exchange

BEDS - Public School Data Form

Page 1: School Type Page 1 of 13 [Page List](#)

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School Type

1A.

* What is the primary focus or type of this school?

- Regular School
- Special Education School
- Vocational Education School
- Alternative Education School

 [Save](#)

- You can also use the “Page List” button to navigate between the pages that you have already saved.

BEDS - Public School Data Form 2018-2019

[Return to Data Exchange](#)

BEDS - Public School Data Form



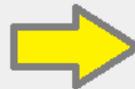
Page 1: School Type

Page 1 of 13 [Page List](#)

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- When you complete the form and have saved the last question, a screen will appear with all of the questions and your responses. You will have the opportunity to “Make Changes”.

BEDS - Public School Data Form 2018-2019



[Make Changes](#)

[Return to Data Exchange](#)

BEDS - Public School Data Form

This form has been saved but it has not been submitted.
Please review the verification report below and submit the data at the bottom of the page.

School Type

- After reviewing the responses, the principal or superintendent must check the Attestation box at the bottom of the page to certify the accuracy of your data. Then click “Submit” at the bottom of the page to complete your submission. **Only the CEO of the school will see the Attestation and Submit button.**

Person completing this form

* Name: _____

* Title: _____

E-mail Address _____

Phone: _____
Please type whole numbers and they will be auto-formatted for you.

Fax: _____
Please type whole numbers and they will be auto-formatted for you.

Attestation

I certify that the data reported here are complete and accurate to the best of my knowledge.

Make Changes

Return to Data Exchange

Submit

- Your submission will be confirmed and the data collection complete. This submitted page has all of your responses and can be **printed** (using Ctrl+P) from the website on this page.



Information and Reporting Services

Data Exchange

BEDS - BOCES Data Form
2018-2019

Make Changes

Return to Data Exchange

This form has been successfully submitted.

You can review the submitted data below and make changes if necessary.

- Once submitted, the “Make Changes” button will be available to un-submit the form and allow for any corrections or updates up until the due date listed on the home screen of the IRS Data Exchange.
- For any further questions or assistance, please visit the help center <https://bedsvadirsupport.nysed.gov> and click on the “BEDS IMF” section.