BASIC EDUCATIONAL DATA SYSTEM (BEDS)

APPLICATION

New Applicants

Nonpublic schools applying for a new BEDS code must submit this application and required documents described on page 4.

The New York State Education Department’s (NYSED) State Office of Religious and Independent Schools uses the BEDS code to recognize the existence of religious and independent schools and to facilitate the delivery of programs, services and resources that schools’ students are entitled to receive from their school district of residence. Guidance and contact information is at: [www.p12.nysed.gov/nonpub](http://www.p12.nysed.gov/nonpub). Data reported on this form are also used to verify the accuracy of information submitted to the NYSED Office of Grants Management for nonpublic school Mandated Services Aid (MSA). To be eligible for MSA, all required reports must be submitted by the established due date. See guidance and contact information at: <http://www.p12.nysed.gov/nonpub/mandatedservices/>.

In order to maintain your BEDS code, you will need to submit the annual BEDS report. More information can be found at: <http://www.p12.nysed.gov/irs/beds/IMF/home.html>.

Please complete the following in its entirety

<http://www.p12.nysed.gov/nonpub/running/>

BEDS Applicant School Name: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEDS Applicant School Address: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADMINISTRATOR OF RELIGIOUS OR INDEPENDENT SCHOOL

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SORIS CODE INFORMATION**

If you are a school that is incorporated and operates multiple sites under ONE corporation, please complete this section in its entirety.

***\*Parent School:******A corporation that operates multiple school sites under one entity will identify one of its sites to be the Parent School, or lead school. For example: a religious school under one corporation has students in Kindergarten through 6th grade in one building and students in grades 7th through 12th in a second building; it is the same school educating students in 2 different sites. The religious school chooses the Kindergarten through 6th grade school to be the Parent School.***

**Information for Parent School**

|  |  |
| --- | --- |
| **Parent School Name:** |  |
| **Parent School Contact (Name and Title):** |  |
| **Phone:** |  |
| **E-Mail:** |  |
| **Parent School BEDS Code:** |  |
| **Parent School Institution ID:** |  |

**School Sites and Locations**

Please list all related school sites of the corporation and their locations: (duplicate as needed)

***On page 2, you identified a Parent School. In this section, please list the other school sites of the corporation. For example: a religious school under one corporation has students in Kindergarten through 6th grade in one building and students in grades 7th through 12th in a second building; it is the same school educating students in 2 different sites. The religious school selects the Kindergarten through 6th grade school to be the Parent School and enters the information on page 2. In this section, the school enters information for the 7th through 12th grade building.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Name** | **School Address** | **Name of School Leader** | **Contact Information** | **BEDS or SED code**  **(if applicable)** |
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DOCUMENTS REQUIRED WITH NEW BEDS CODE APPLICATION

A. Any nonpublic school seeking a BEDS Code for the first time or requesting a change in their BEDS Code must submit the following to:

**New York State Education Department**

**Room 1078 EBA – State Office of Religious and Independent Schools**

**89 Washington Avenue**

**Albany, New York 12234**

1. A copy of the school’s Certificate of Incorporation and any amendments thereof (a filing receipt does not qualify);
2. A current Certificate of Occupancy or Certificate of Compliance for all school buildings;
3. A Fire Inspection for all school buildings dated within the current calendar year;
4. Enrollment (or projected) numbers by grade; and
5. A Rental or Lease agreement, if applicable

B. If a religious or independent school will be participating in any State or Federal funding programs, such as Child Nutrition or Nonpublic School Safety Equipment Grants, the school must be a non-profit as evidenced by providing a copy of their 501C3 which identifies the name of the Local Education Agency (LEA) and school name and a certificate of incorporation to operate a school if the 501C3 does not identify the school name. In addition, a Vendor Registration number or a completed substitute W9 form used to apply for the required vendor number must be submitted. <http://www.oms.nysed.gov/cafe/forms/PIform.pdf>

C. Prior to the opening of a new religious or independent school, the school’s administrator should contact the superintendent of the public school district, in which the new school is located, to inform her/him of the existence of the school and invite her/him to visit the facility. The public-school officials should conduct a review to ensure the students attending the nonpublic school are provided with an appropriate and adequate educational program, needed to establish “Equivalency of Instruction.”

<http://www.p12.nysed.gov/nonpub/guidelinesequivofinstruction.html>

The administrator of the new religious or independent school should provide the superintendent of the public-school district with the following:

1. Copies of all the documents requested above in Sections A and B;

2. A copy of the school calendar for the coming year, including start and end times of the daily program;

3. The enrollment at each grade level;

4. The names and addresses of all the students who will be attending the school;

5. A description of the curriculum and a list of the courses and subjects which will be offered;

6. A copy of any license, credentials and certifications of the Educational Director;

7. A description of the testing program which will be administered by the school; and

8. A description of the students’ records retention plan.

D. The new school administrator should maintain detailed records documenting contact, including visitation, with the local public school superintendent or administrator.