

Frequently Asked Questions –
New SORIS DATA CODE

On September 18, 2017, there was notification sent concerning the new SORIS data code. The State Office of Religious and Independent Schools have received some questions and have created a Frequently Asked Questions document. Please submit any additional questions to SORIS@nysed.gov for a response.

Q. What is the need for a SORIS Code?

A. It is important for NYSED to know where students are actually attending school, so we need the BEDS codes that reflect geographic location. The SORIS code is an effort for us to link related schools' information together for programmatic purposes.

Q. If 2 sites are separated by a playground do we need a new BEDS number?

A. If the buildings share the same physical address – no new BEDS number is needed. If the buildings have 2 different physical addresses – yes, a new BEDS code is needed.

Q. We have the same mailing address but different physical address, do we need a new BEDS number?

A. Yes

Q. How does a single building school obtain a SORIS code?

A. Office of Information and Reporting Services has automatically generated your SORIS code. The SORIS code is the single school building's Institution ID number.

Q. We have an elementary school that is one corporation and a high school that is another corporation. They both have BEDS Codes. Do we need to do anything?

A. No. Each corporation will have its own Institution ID, BEDS Code, and SORIS Code.

Q. We have an elementary school that has its own BEDS number and a High School that has its own BEDS number, what do we need to do?

A. Send an email to SOIRS@nysed.gov that lists the two school buildings, their BEDS Codes, and identify which school will be the “parent.”

Q. Our school has one EIN #. The high school and elementary school have unique BEDS Codes and are located at two separate buildings. What do we need to do?

A. Send an email to SORIS@nysed.gov that lists the two school buildings, their BEDS Codes, and identify which school will be the “parent.”

Q. Our Pre-K program is located in its own, separate building. Do we need to apply for a BEDS Code?

A. No, we would not issue a BEDS Code for a Pre-K only building. If your school has a Regents charter or Commissioner’s consent to operate as a nonpublic school, the Pre-K building should be included in your corporate purpose clause. However, you do not need a BEDS Code.

Q. What if a school does not have a Certificate of Incorporation.

A. the SORIS team will work with these schools individually to determine what will be acceptable.

Q. We do not have a lease document, we operate on a verbal agreement with the landlord.

A. A lease agreement is not going to be required for all schools. Those schools that have the landlord’s name on the fire inspection and/or certificate of occupancy must submit documentation that the school has permission to use the building by the owner. If there is no formal lease agreement, a simple written statement from the landlord confirming that there is an agreement with both parties that the school is located in the building.

Q. Will we need to submit multiple BEDS and various Title funding reports per year?

A. Yes you will need to file separate BEDS reports, we are working with our IT department to streamline this process moving forward.

Q. Our students who take NYS tests are at two sites. Will ordering, scoring, and data reports be effected?

A. We are currently working with our program offices within NYSED