THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
INFORMATION AND REPORTING SERVICES
ALBANY, NEW YORK 12234

BASIC EDUCATIONAL DATA SYSTEM (BEDS) TEACHING PERSONNEL DATA FORM OCTOBER 2011

INSTRUCTIONS

(Please Read Before Completing Form)

- When filling out this sheet, place it on a clean, hard, and smooth surface.
- Use a number 2 pencil to complete the form.
- Answer only those preprinted questions that are blank, incomplete or inaccurate.
- If preprinted data are correct, please do not re-grid.
- Be sure each mark is black and completely fills the circle.
- Completely erase any mark(s) you wish to remove.
- The total years educational experience in district must be less than or equal to the total years of educational experience.
- For each assignment code please enter the grade level, registration, number of weeks per year and NCLB highly qualified for each reported assignment.
- Do not complete more than one teaching personnel data form within the same district.
- You may complete a teaching form and a non-teaching form if you have both teaching and non-teaching assignments.
- If salaries are in negotiation, please leave salary field blank.
- Teachers new to the profession must enter 01 in both segments of question 7.
- Teachers new to this district must enter 01 in the years in district segment of question 7.

1. BEDS SCHOOL CODE

2. LAST NAME | **FIRST NAME** | **MI**

3. SOCIAL SECURITY NO.

4. GENDER

WRITE M or F

Male (M)
Female (F)

5. DEGREE STATUS

WRITE ONE NUMBER

- No higher education (0)
- Freshman year completed (1)
- Sophomore year completed (2)
- Associate degree (3)
- Junior year completed (4)
- Bachelors degree (5)
- Bchs. + 30 or more hours (6)
- Masters degree (7)
- Mstrs. + 30 or more hours (8)
- Doctorate (9)

COMPLETION OF THIS FORM IS REQUIRED BY SUBDIVISION (P) OF SECTION 80.2 OF THE REGULATIONS OF THE COMMISSIONER OF EDUCATION.

IT IS EDUCATION DEPARTMENT POLICY NOT TO RELEASE THE SOCIAL SECURITY NUMBER OF INDIVIDUALS. NAMES AND SOME DEMOGRAPHIC DATA MAY BE SUPPLIED TO BONAFIDE PROFESSIONAL ORGANIZATIONS, FOR PURPOSES OF SERIOUS EDUCATIONALLY RELATED RESEARCH AND FOR REQUESTS SUBMITTED UNDER THE FREEDOM OF INFORMATION LAW.

6. NCLB PROFESSIONAL DEVELOPMENT

Did you Receive "High Quality Professional Development" In 2010-11?

- Yes
- No
- Not Applicable

7. EDUCATIONAL EXPERIENCE

YRS. IN DISTRICT		TOTAL (including nonpub.)

8.

NO. OF MOS. EMPL'D PER YEAR	PERCENT OF TIME EMPLOYED IN THIS DISTRICT

9. DATE OF BIRTH

MO.	DAY	YEAR

10. CURRENT ANNUAL SALARY

DO NOT INCLUDE EXTRA PAY FOR EXTRA SERVICE

FORM NUMBER

3 5 8 2 8 3

SED Job number 11-13401

11A. ASSIGNMENT CODE	11B. GRADE LEVEL	11C. REGISTRATION	NCLB HIGHLY QUALIFIED*	
			11D. Are you Highly Qualified To Teach This Core Class? Yes ◯ No ◯ Course Is Not Core ◯ (HQ is Not Applicable)	11E. If the response in section 11D was "Yes", how did you demonstrate subject matter knowledge? (Choose One) Certification ◯ Exam ◯ Coursework ◯ HOUSSE ◯
			11D. Are you Highly Qualified To Teach This Core Class? Yes ◯ No ◯ Course Is Not Core ◯ (HQ is Not Applicable)	11E. If the response in section 11D was "Yes", how did you demonstrate subject matter knowledge? (Choose One) Certification ◯ Exam ◯ Coursework ◯ HOUSSE ◯
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Mixed Grades: E, M, S

* See instruction manual.

Enter either specific grade or mixed grade level.

MIXED GRADES

E = elem
M = mid
S = sec

Make sure you use Fall 2011 teaching assignment codes on this form.

Please complete all data elements for each reported assignment.

Be sure to complete the "NCLB Highly Qualified" section for each reported assignment.

Thank you for completing our survey.

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Mixed Grades: E, M, S

* A teacher is considered "highly qualified" if s/he A) has a bachelor's degree or higher, B) is certified to teach the assigned core course in accordance with State standards and C) has demonstrated subject matter knowledge and teaching skills in the assigned core course. Subject matter knowledge can be demonstrated one of four ways: 1) by possessing certain teacher certifications, 2) by passing certain teacher qualification examinations, 3) by successfully completing certain coursework, or 4) by having successfully completed the HOUSSE process.

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