Good morning

An annual report from every school in New York State is required by the Commissioner of Education. The Basic Education Data System (BEDS) Nonpublic Schools Data Form, Fall 2018 can be downloaded and printed from: <http://www.p12.nysed.gov/irs/beds/IMF/NonpublicSchoolBEDSIMF.html>. There are three documents you will need to complete this data collection process:

* BEDS Nonpublic Schools Data Form
* Instructions – Nonpublic School Data Form
* Public School Codes

We strongly encourage all nonpublic schools to submit their Fall 2018 BEDS using the **IRS Data Exchange** application available via the NYSED Business portal at <http://portal.nysed.gov> . This reporting option is in keeping with the State Education Department’s goal of using technology to share information and provide services more effectively.

If you have any questions about the form or the BEDS Online system, please contact our office at (518) 474-7965, by e-mail at datasupport.nysed.gov or visiting the help center at <https://bedsvadirsupport.nysed.gov>

**The Due Date for all BEDS reports is November 16, 2018.**

PLEASE NOTE:

**A religious or independent school that has multiple BEDS codes must complete a BEDS report for each BEDS code.**

**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. The religious school now has 2 BEDS codes and will need to complete 2 BEDS reports.  The Kindergarten through 6th grade data will be reported under one BEDS code and the 7th through 12th grade data will be reported under another BEDS code. Do* ***not*** *combine the data on one report.*

If you are a school that reports enrollment data for multiple school sites under one BEDS code, you must apply for additional BEDS codes. You can find the SORIS code memo and BEDs application at <http://www.p12.nysed.gov/nonpub/running/#beds>