



P-12  
Information and Reporting Services  
(518) 474-7965  
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Fall 2012

**TO:** Charter School BEDS Coordinators

**FROM:** Jeff Baker

**SUBJECT:** Personnel Forms for the 2012-13 Basic Educational Data System (BEDS)

**The Administrative manuals for Teachers and Non-teachers, the NCLB Fall 2011 Supplement (still applicable), 2012 update, all memos, notes and correspondence pertaining to this BED mailing are available only on the SED Web site (<http://www.p12.nysed.gov/irs/beds/>).**

Enclosed please find all necessary forms and related materials for the 2012-13 Basic Educational Data System (BEDS). It is necessary for teachers in charter schools receiving Title 1 funds to complete personnel forms so that the Department can determine the percentage of teachers in the school who meet the criteria for highly qualified as required under the No Child Left Behind (NCLB) legislation. Directions for determining whether a charter school teacher is highly qualified can be found in the NCLB Fall 2011 Supplement. Your package will include:

- 1) A supply of forms titled *Educational Personnel Data Form—Teachers* (green mark-sensitive forms) for use by teachers. Only teachers need to fill out the forms.
- 2) A supply of *Assignment Code* sheets (green) for teachers. The number of green teaching assignment code booklets has been reduced due to the State's current fiscal constraints. The booklets will have to be shared by staff.
- 3) Assurances Form for BEDS Personnel Data Forms.
- 4) IMF BEDS Online Memo (the Charter School Data Form is to be completed online).
- 5) A return address label for your convenience in returning completed forms to the Department.

Do not send back extra forms or forms for teachers that have retired, left the school; etc. **Discard them; do not use them for new hires.** Blank forms have been added to the packets for use by new hires. If more forms are needed, contact the IRS Office at (518) 474-7965 and request additional blank forms. Additional instructions can be found on the above website.

## GENERAL PROCEDURES

- 1) Designate a forms administrator to guide teaching staff through completion of their personnel data forms on **BEDS Day (Wednesday, October 3, 2012)** using the directions and instruction manual that is available online. The person selected as forms administrator should review the Basic Educational Data System forms and instructions prior to Information Day.
- 2) Distribute a memorandum to all teaching staff informing them of the date, time and place where forms will be completed, as well as the items of information they will be asked to enter on forms. A sample memorandum is available from the web site listed on the previous page.
- 3) It is imperative that the number of individuals completing BEDS Personnel Data Forms for Teachers equal the total number of teachers reported in Item 5 (Professional Staff Assigned to this School) of the Charter School Data Form plus any non-teaching staff who also have teaching assignments.
- 4) The chief school officer or his/her designee must certify that teachers have correctly reported whether they received “high quality professional development” in 2011-12 and whether they are highly qualified to teach each core course assignment. Please see the “NCLB Fall 2011 Supplement” for further information.

## RETURN OF FORMS

- (1) Using the enclosed label, please return all forms (including the chief school officer’s assurance form) to the following address:

BEDS Project  
New York State Education Department  
Room 174 EBA  
Washington Avenue  
Albany, New York 12234

- (2) All forms should be returned by **Friday, October 26, 2012.**
- (3) Return the appropriate teacher personnel forms in the original envelope in which the forms were mailed out. Please place the Assurances Form signed by the chief school officer on the top of the stack, followed by the personnel forms for this school. There is no need to sort the personnel forms in any way.

## QUESTIONS

If you have any questions, please feel free to call (518) 474-7965 or e-mail [dataquest@mail.nysed.gov](mailto:dataquest@mail.nysed.gov)

Enclosures