



DIRECTOR
Educational Data and Reports

Fall 2014

TO: BEDS Coordinators

FROM: Kent Baker

SUBJECT: Non-Teaching Professional Staff Personnel Forms for the 2014-15 Basic Educational Data System (BEDS)

The Administrative manuals for Non-teachers, all memos, notes and correspondence pertaining to this BEDS mailing are available on our website:
<http://www.p12.nysed.gov/irs/beds/2014/PMF/home>.

GENERAL PROCEDURES

1. Designate someone as forms administrator in each school who can guide non-teaching staff members through completion of the forms on **BEDS Day (Wednesday, October 1, 2014)** using the instruction manuals available at the above website. Persons selected as forms administrators should have prior knowledge and familiarity with the Basic Educational Data System.
2. Distribute materials to the forms administrator in each school.

NOTE: Each school has been provided a quantity of extra forms to accommodate new staff members. Extra forms have also been provided for the central office in the event that a particular school needs additional forms.

Forms for continuing personnel (those with pre-printed red mark-sensitive forms) should be rerouted for those who have changed schools within the district. **Discard the forms for non-teaching professional staff that have left the district.**

Additional forms can be obtained by completing the "Additional Non-Teaching Forms Request" at our website and either faxing it to (518) 474-4351 or e-mailing it to dataquest@mail.nysed.gov.

3. Distribute a memorandum to all non-teaching professional staff members 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 verify or enter on forms. A sample memorandum is available from the website listed on the previous page.
4. When BEDS Day is held in your district, be sure that sessions are held for all central office non-teaching professional staff members.
5. It is imperative that the number of non-teaching personnel completing BEDS forms equals the total number of non-teaching professional staff reported in Item 10 (Principals, Assistant principals and Other Professional Staff) of the School District Summary form.
6. The number of red non-teaching assignment code booklets has been reduced. The booklets will have to be shared by staff or can be printed from our website.

RETURN OF FORMS

1. Please return all forms 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 24, 2014.
3. Personnel Forms should be grouped and returned in the original labeled envelope if possible.

QUESTIONS

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

Enclosures