

INSTRUCTIONS FOR COMPLETING BASIC EDUCATIONAL DATA SYSTEM PUBLIC SCHOOL DATA FORM – Fall 2007

General Instructions

This form should be completed by the school principal and used only for the local gathering of data. Data represented in this form are required to be submitted to SED via the Online BEDS IMF Application. Your district's BEDS Coordinator or Superintendent will have details for entering data into the Online BEDS IMF Application and your district's protocol for doing so.

1. One School Data Form should be completed for each school organized as a separate administrative unit in the district. Do not complete separate forms for classes that are held in temporary quarters, annexes, or other school buildings, that are under the supervision of a regular building principal. Such classes should be reported as part of the school in which the principal in charge serves. A rule of thumb is that one form should be completed for the total administrative unit under each principal regardless of the number of locations involved.
2. Read the instructions for each item before completing it.
3. Be sure that all items pertinent to this school are completed.

Item Instructions

Item 1 School Identification

BEDS CODE: The State Education Department has assigned a twelve-digit identification code to each school. The appropriate code for your school will appear on any of the pre-printed Personnel Data Forms for staff in your school. Consult your district's BEDS Coordinator if you are in doubt about the BEDS CODE for your school. Print the appropriate numbers in the squares provided immediately to the right of the title "BEDS CODE". This code is for your reference only. The BEDS CODE will appear automatically in the Online BEDS IMF Application; click on either of the BEDS CODE or SCHOOL NAME to enter data for a specific school.

SCHOOL NAME: Print the complete name of this school in the space provided.

Item 2 School Type

School Type is a federal data collection requirement and will be provided to the U. S. Department of Education. The USDOE will publish and otherwise make this school type designation available about your school. You may select only one designation. Select the one that is the primary focus of your school. The federal school type definitions are:

- a) *Regular School:* a school that does NOT focus primarily on vocational, special or alternative education, although it may provide these programs in addition to a regular curriculum
- b) *Special Education School:* a school that focuses primarily on serving the needs of students with disabilities
- c) *Vocational Education School:* a school that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal preparation for vocational, technical or professional occupations
- d) *Alternative Education School:* a school that addresses the needs of students that typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education or vocational education.
- e) *Reportable Program:* a reportable program does not meet the definition of a school but does enroll public school students or otherwise provides education services on a regular basis.

Item 3 Enrollment in This School

In this block, response areas are provided by gender and race/ethnicity for each possible grade, beginning with "Prekindergarten" and ending with "Ungraded Secondary." Enrollment should be reported in each of the grades indicated as of the first Wednesday in October (Oct. 3, 2007). A student with disabilities who attends classes with a particular grade should be reported in that grade. A student with disabilities who attends classes with more than one grade should be reported in the grade that they attend for the majority of their classes or the grade with which they identify. Students with disabilities who are identified by the Committee on Special Education (CSE) as "ungraded" may be reported as such. The grade

levels of students with disabilities should be reported consistently in all Department data-collection systems including, but not limited to the BEDS and the Student Information Repository System (SIRS, aka the student data warehouse). Non-graded students other than students with disabilities are to be assigned to a grade for purposes of this item. You should complete the appropriate response areas for each grade that you have in the school. The response areas for grades that you do not have in the school should be left blank. You do not have to zero fill.

Do not count students who are receiving service from BOCES personnel if the students are not on the register of this school.

Prekindergarten students with disabilities should be reported in Prekindergarten along with students who do not have disabilities. Report as Prekindergarten only students who will be four years of age on or before December 1st or who will otherwise be eligible to attend kindergarten in the next school year. Report all qualifying Pre-K students regardless of funding source with the exception of Universal Pre-K students being educated by “Other Eligible Agencies” under a contract with the district. Schools should not report these students even if the classroom is physically located within this school (these students will be reported by the district office).

Pupils who have completed kindergarten and are in “Pre-First Grade” should be reported as being in first grade for the purposes of this item.

For each grade in your school, begin by recording the total grade enrollment at the far right and then indicate the number of students in the grade by gender who are in each of the ethnic groups listed.

The racial/ethnic designations used in this item do not denote scientific definitions of anthropological origins. For the purpose of this report, a student should be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. *No person should be counted in more than one racial/ethnic group.*

- a) *American Indian or Alaska Native* – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- b) *Black or African American (not Hispanic origin)* – A person having origins in any of the black racial groups of Africa.
- c) *Asian or Pacific Islander* – A person having origins in any of the original peoples of East Asia, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for

example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

- d) *Hispanic or Latino* – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- e) *White (not Hispanic origin)* – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- f) *Multi-Racial (not Hispanic origin)* – A person having origins in two or more of the categories of people classified as American Indian or Alaska Native, Black or African American (not Hispanic origin), Asian or Pacific Islander, or White (not Hispanic origin). Note: Any person of Hispanic or Latino origins, in whole or in part, should be reported as Hispanic or Latino.

Note: SED is in transition to the Census 2000 categories for race/ethnicity and to the categories that will be required for federal reporting in the near future. You may report in, but are not required to report in, the “Multi-Racial” category for fall 2007 BEDS reporting. The “Hispanic or Latino” category is just a renaming of the old “Hispanic” category. The “Black or African American” category is just a renaming of the former “Black” category. In future years the “Asian or Pacific Islander” category will be split into separate “Asian” and “Hawaiian or Other Pacific Islander” categories.

Item 4 Students Suspended

In this item, first enter the total number of students who were suspended from this school for at least one full day during the 2006-2007 school year. Second, distribute by gender the total number of students within the racial/ethnic categories indicated.

Count each student only once regardless of the number of times he or she was suspended. The racial/ethnic categories are as defined in Item 3. Suspension is defined as the temporary exclusion of a student from school for disciplinary reasons for one full school day or longer. Do not include in-school suspensions.

Item 5 Professional Staff Assigned to This School

In this item, begin by recording the total number of full-time and part-time professional staff members in this school in each of the designated categories. Full-time professional staff members are defined as those persons who spend their entire school day and school week *in this school*. Part-time professional staff members are defined as those persons assigned *to this school only* who work less than a full day or full

week. If a person works in more than one school within the district, he or she should not be counted on any School Data Form. These shared staff are counted on the District Summary Form.

The “Teachers” category should include all personnel who devote more than half of their time to teaching duties, including such subject areas as art, music, physical education and reading.

The category “Other Professional Staff” should include administrators (except principals and assistant principals), guidance counselors, school nurses, psychologists and other professionals who devote more than half of their time to non-teaching duties.

For professional staff members who split their time evenly between teaching and non-teaching duties, the principal should determine the category in which they are to be counted.

Do not report employees of Boards of Cooperative Educational Services who may work full- or part-time in this school. Such persons are reported by their BOCES.

After the total has been entered in each staff category, distribute the full-time and part-time professional staff members across the racial/ethnic categories shown. The racial/ethnic categories are as defined in Item 3.

Item 6 Pre-Kindergarten Teachers

Indicate the number of full- and part-time teachers reported in Item 5 (Professional Staff Assigned to This School) who teach exclusively at the Pre-K level.

Item 7 Television for Instruction

Enter the number of teachers using television for instruction either regularly (viewing 75% or more of a series) or occasionally (once a month or at least ten programs a year). Consider both live broadcasts and videocassette programs.

Item 8 Public Welfare

Provide your best estimate in answering this item. Such estimates should be based on your general familiarity with the characteristics of the student population of your school and of the surrounding community.

In the absence of other sources of information, records kept on the number of students receiving free breakfast, lunch or milk may be used in estimating this percentage.

Item 9 Magnet School Status

Magnet school status is a federal data collection requirement and will be provided to the U. S. Department of Education. The USDOE will publish and otherwise make this magnet school status available about your school. You may select only one designation.

According to the federal definition, magnet school means a public elementary school, public secondary school, public elementary education center, or public secondary education center that offers a special curriculum capable of attracting substantial numbers of students of different racial backgrounds. Further, a magnet school is designed to bring students from different social, economic, ethnic and racial backgrounds together.

If you check “all students” you are saying this school is wholly a magnet school where all students participate in magnet programs. If you select “some but not all” you are saying this school is not wholly a magnet school, but does have a magnet program that some students participate in. If you select “no students” you are saying this school is not a magnet school and does not have a magnet program.

Item 10 Student Stability

In this item, indicate the number of students in the highest grade in this school who were enrolled in this school last year. For example, if the sixth grade is the highest grade in this school, determine how many students from this year’s sixth grade class were in this school last year. Students who were in this school last year but are not in the school this year should not be counted. Remember that this year’s class in the highest grade is the base for determining the number of students enrolled last year. Do not include or consider ungraded elementary or ungraded secondary in answering this item.

Enter “NA” for this item if this school meets any of the following criteria:

- The school contains only one grade level.
- The highest grade-level of the school is kindergarten.
- The school primarily serves students with disabilities.
- The school is new this year.

Item 11 Alternative Education Programs

Alternative Education Programs are designed for students who wish to pursue individualized

approaches to achieving academic standards. Alternative Education Programs reported here must meet Part 100 requirements of Commissioner's Regulations for credit towards a local or Regents high school diploma. Enter a check mark to indicate whether or not students enrolled in this school have Alternative Education Programs available to them.

If the school is an alternative school or contains an alternative program, then you should check **YES** and report all or a portion of your enrolled students accordingly.

If **YES** is checked, enter the number of students enrolled in Alternative Education Programs operated by this school, by another school in this district, by a BOCES or by Other (another district, group, agency, institution, etc.).

Students attending on a full time basis an Alternative Education Program operated by another school, a BOCES or other educational entity should not be counted as enrolled in this school and, therefore, should not be counted in this item or in item 3, Enrollment in this School.

Item 12 Grades Offered

Grades offered is a federal data collection requirement and will be provided to the U. S. Department of Education. The USDOE will publish and otherwise make this information available about your school. Any grade selected as offered must have a reported enrollment in Item 3 – Enrollment in this School. However, you do not have to select a grade as offered for which you may have reported a nominal enrollment in item 3. For example, you may be a 9-12 senior high school, but may have reported a few students in Item 3 as enrolled in the eighth grade. You do NOT have to select eighth grade as a grade offered. In this scenario the USDOE would show you as offering only grades 9 through 12 even though you reported a few eighth graders in your school.

You do not have to differentiate between half-day and full-day kindergarten. You do not have to report an unbroken chain of grades. For example, you may select kindergarten and grades 4, 5 and 6.

Item 13 Percentage of Attendance

In this item, indicate the percentage of attendance in this school for the 2006-2007 school year. The percentage is determined by dividing the school attendance by the possible attendance. Express the percentage to the nearest tenth (1 decimal place).

Item 14 Lunch, Breakfast & Milk Programs

In Section A, check whether or not this school offers a free and/or reduced-price lunch program. Lunches need not be served in this school building to check YES, as long as students in this school have the opportunity to participate in some free- and reduced-price lunch program.

If the response in section A was YES, then in Section B1, enter by grade level the number of *approved applicants* for *free-* and *reduced-price* lunches. Counts should be as of the end of the first attendance period. It is permissible to check Yes in Section A and enter all zeros in Section B if the school offers a free and/or reduced-price lunch program, but either no students applied or no student who did apply met the eligibility requirements.

Each student with an approved application should be counted only in the school in which he or she is enrolled, regardless of where they are fed.

Note: Free and reduced-price lunch counts are being collected for calculating a portion of State Aid.

If the response in Section A was YES and this school contains a *half-day* kindergarten, in Section B2 indicate whether or not the free and/or reduced-price lunch program is available to half-day kindergarten students.

Complete Section C only if this school does not offer a free-lunch program. In Section C1, do not consider any reduced-price breakfast program. Exclude Pre-K students from all Section C counts. Section C counts are being gathered for the sole purpose of placing schools that do not offer a free-lunch program in the appropriate Similar School Group on the School Report Card.

Item 15 Unexcused Absences

Enter the number of students in this school who had **full-day** unexcused absences during the 2006-07 school year totaling in the designated categories. Partial days of unexcused absence need not be counted. Section 104.1(d) (iii) of the Regulations of the Commissioner of Education requires that any absence for a school day or portion thereof shall be recorded as excused or unexcused in accordance with the standards articulated in the comprehensive attendance policy adopted in accordance with subdivision (i) [Comprehensive Attendance Policy] of this section.

Item 16 Migrant Students

Enter the number of migrant students reported as enrolled in this school in Item 3. These data are being collected for federal reporting purposes.

A migrant student is any student who is, or whose parent, spouse, or guardian is, a migratory agricultural worker, including a migratory dairy worker or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent, spouse, or guardian in order to obtain, temporary or seasonal employment in agricultural or fishing work:

- has moved from one school district to another; or
- resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

Item 17 Learning Standards and Professional Development

In Section A, check whether or not this school has one or more staff persons responsible for planning, coordination and/or delivery of professional development activities relating to the NYS Learning Standards and focusing on any or all of the seven curricular areas.

In Section B, if you have more than one person sharing these responsibilities, check the combined time that they devote to these coordinating activities. For instance, if two people are each employed full-time, and one devotes $\frac{1}{4}$ time and the other $\frac{1}{2}$ time to these coordinating activities, then you should check $\frac{3}{4}$ time. If two or more persons' combined time exceeds one full-time equivalent, check "more than full time."

Item 18 Computer Resources

Do not count computers in storage because they have been deemed outmoded and have no further intended use in this school.

Enter the number of microcomputers into the five categories based on their location, use or intended use, and based on the relative processing power of their CPUs. Higher-end, for purposes of this item, includes Pentium 3, Macintosh G3 or equivalent microcomputers, or any newer generation of microcomputer or CPU. Lower-end, for purposes of this item, includes any microcomputer below the Pentium 3/Macintosh G3 level.

Administrative, or PPS (Pupil Personnel Services) Offices, include all administrative, guidance and other non-instructional areas in use.

Do not differentiate between desktop and laptop models. Computers that are viable but have no current assignment or use should be assigned to categories based on their need and probable use.

Item 19 Internet Connectivity

In Section A, of the total number of computers used for instruction (meaning reported in any of the six cells in Item 18 for classroom or science labs, computer technology labs or library/media centers) how many have Internet access through a dial-up connection, through a high-speed/broadband wired or wireless connection, or have no Internet connectivity.

In Section B, indicate whether or not this school or district provides individual e-mail accounts to administrators, teachers and/or students.

In Section C, if you checked in Section B that teachers are provided email accounts through the school, indicate whether or not there is an expectation for teachers to use their school-provided email address as a primary tool for communication with students and parents. Indicate "Not Applicable" if teachers are not provided an email account through the school or district.

Item 20 Distance Learning

In Section A, indicate whether or not this school utilizes distance learning. For purposes of this item, distance learning is defined as learning that takes place at locations remote from the point of instruction by way of telecommunications technologies to broadcast from one central site to one or more remote locations. Telecommunication technologies include satellites, and telephone and cable-television systems.

In Section B, if the response in section A was YES, indicate which distance learning methods are being utilized by students in this school.

Item 21 Library Media Center (LMC)

In this item, report resources housed in or under the administration of the library or library media center to which students in this school have access. Resources under the administration of an Audio-Visual Center should *not* be reported in this item. Do not go beyond question 1a of this item if this building does not contain a library or library media center. Enter a zero in categories that do not apply.

In Section A, check whether or not this building has a school library that is used by students enrolled in this school. Such library may be used solely by students of this school or used on a shared basis with students from another school located in this building. Do not

go beyond question 1a of this item if this building does not contain a library or library media center. If this building does have a library used by students enrolled in this school, indicate whether or not the library is shared with another school located in this building and the approximate total number of students that can be seated in the library at any one time.

In Section B, enter the total number of books (volumes) contained in the library as of October 1, 2007. Books to include are those in hardcover and paperback format, reference books and encyclopedias. Enter the total number of non-book materials, excluding database subscriptions that are reported separately, which are cataloged and processed in the LMC. Indicate the total number of computers in the LMC that have Internet access. Check whether or not this LMC has an automated system to access library resources and whether or not this school is a member of a School Library System.

In Section C, indicate whether or not this school is served by one or more certified library media specialists (librarian). For purposes of this question, count only librarians with provisional or permanent certification. Do not count those with temporary licenses. Applicable certifications may have been granted by the State Education Department, by the New York City Board of Examiners or by the City School District of Buffalo.

If the response in Section C1 is Yes, check the box which most closely approximates the portion of a full-time equivalent position that this person or these persons devote to library or library functions.

Enter in Sections C2 and C3, respectively, the number of professional staff other than certified library media specialists, and paid support staff, that may be assigned to the library. Do not count volunteers regardless of certification status or function.

In Section D1, check the box that most closely approximates the amount of time each week that this school's library is open to students, regardless of whether or not the library is staffed by a certified library media specialist. In Section D2, check the amount of time per week, if any, that this school's library operates on a flexible schedule. Finally, in Section D3, indicate the amount to which this library collaborates and integrates with the classroom.

Item 22 Career Plans

In Section A, Part 1, if students in this school develop Individual Career Plans, check whether they are kept in documented form—either written or electronic. (Written or electronic documentation may result from

conventional testing or from individual student self-reflection on in-school and out-of-school experiences.) If YES is checked, then:

In Section B, Part 1, check whether Individual Career Plans follow students from grade-to-grade. For purposes of this question, NO must be checked if Individual Career Plans are not transferred from one grade to the next or from one school to another as students are promoted or transferred.

In Section B, Part 2, indicate the number of students at the grade levels indicated who are documenting self and career awareness information and career exploration activities.

In Section B, Part 3, indicate the number of students at the grade levels indicated that have developed a career plan that documents their progress in the CDOS areas of self-knowledge, career exploration, career and life goals, an understanding of the application of classroom learning, and the development of foundation skills. Include ungraded students in age appropriate grade levels.

In Section B, Part 4, of the students reported in Section B, Part 3, indicate the number of students at the grade levels indicated with an Individualized Education Program (IEP) who are developing a Career plan that documents their progress in the CDOS areas of self-knowledge, career exploration, career and life goals, an understanding of the application of classroom learning, and the development of foundation skills.

In Section C, enter the number of professional staff (classroom, non-classroom, administrators, etc.) who have participated in professional development activities related to the implementation of the comprehensive Career Plan process. Professional development activities to be considered may have taken place at any time from September 2006 through August 2007.

Item 23 Business/Employer/Community Involvement

In Section A, enter the number of employers and the number of students by grade who participated during the 2006-2007 school year in each of the work-based learning experiences. If exact counts of participating students are not available, provide your best estimate. A student with a disability is a student identified as disabled by the district's Committee on Special Education. A student with a disability educated in a graded setting (e.g., grade 8 or grade 11), should be reported twice, once in the applicable grade and once under "Students with Disabilities." Students and employers may be reported in more than one type of

work-based experience. The work-based experiences are defined as follows:

Worksite Tours

Structured group visits to a worksite where students can observe the workplace and workplace skills in action.

Job Shadowing

Visit(s) to a worksite where a student follows (shadows) an employee to learn about a particular occupation or industry. Shadowing may involve rotating from one department to another and, in some cases, exploratory work experiences.

School-Year Internships (paid or unpaid)

Structured paid or unpaid experiences of several weeks or months during the school year where students work on specific tasks or special projects at a worksite. Internships are closely integrated with classroom learning.

Summer Internships

Structured experiences of several weeks or months during the summer where students work on specific tasks or special projects at a worksite related to school programs.

Workplace Mentors

Programs that pair students with a worksite role model to help them become accustomed to the rules, norms and expectations of the workplace. A mentorship is a formal relationship, with mentors serving as a resource to help students solve personal and work-related problems, provide support and encouragement, and offer career insight and guidance based on personal experiences.

Youth Apprenticeships

Supervised and structured work experiences that combine on-the-job training in a *bona fide* employment setting with related theoretical instruction. Apprenticeships are designed to lead to formal, portable credentials, and as appropriate, to entry into a post-secondary program, a registered apprenticeship program, or permanent employment. Employers or labor management groups that have the ability to hire and train generally sponsor these youth apprenticeships which may or may not include financial compensation.

Co-op Work Study

Formal educational arrangements where students learn and perform occupational skills on-the-job that directly relate to their course of study. Students receive both school credit and pay for their studies. Schools, rather than employers, generally sponsor co-op/work study programs.

Community Service/Learning

Structured experiences where students learn and develop skills by participating in organized, hands-on community service work. Work activities are designed to meet actual community needs and are closely linked to school-based learning activities. Community Service is generally an unpaid or volunteer experience.

In Section B, indicate whether or not this school has a designated person responsible for coordinating work-based experiences. If there is a designated coordinator, indicate the portion of a full-time job this person devotes to these coordinating activities. If two or more people share responsibility, check the combined time that they devote to these coordinating activities.

In Section C, provide an unduplicated count of the number of employers who participated in the work-based experiences noted in Section A.

In Section D, indicate the number of employers who **formally** participated in curriculum-development or shared decision making committees in this school. The fact that a committee member is employed by a specific entity does not constitute formal representation of or contribution by that employing entity.

An employer or business should have an acknowledged and agreed upon presence on the committee in order to be counted in this section. Finally, indicate how many employers donated equipment or technology (new or used) to this school during the 2006-07 school year.

Item 24 Contact Information for the Office of the Principal

Provide, if one exists, an e-mail address for the Office of the Principal. The e-mail address may be generic to the Office of the Principal or may be specific for the individual in that position. If the e-mail address is specific to the individual and that person ceases to be perform the duties of the principal, procedures should be in place to forward e-mail messages to the new or interim principal.