

# **BASIC EDUCATIONAL DATA SYSTEM**

**2007-08**

**ADMINISTRATION MANUAL**

**EDUCATIONAL PERSONNEL DATA FORM**

**TEACHERS**

**The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Information and Reporting Services  
Albany, NY 12234**

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# INTRODUCTION

This manual is divided into two sections. The first contains general instructions concerning the Basic Educational Data System, while the second contains some basic rules and specific directions for filling in each of the items on the mark-sense personnel data forms. The second section should be ***read aloud*** at the actual session.

Please familiarize yourself with the contents of the manual well in advance of Information Day. If you should have questions concerning any aspect(s) of the instructions, please contact someone in the Office of Information and Reporting Services at (518) 474-7965.

# GENERAL INSTRUCTIONS FOR FORMS ADMINISTRATORS

In preparing for Information Day, please plan to have available the following:

- 1) **a large classroom or cafeteria** with sufficient writing surfaces to accommodate all members of your group;
- 2) **fresh writing pads** to distribute to members of your group for use as writing surfaces if the desks or table tops are not sufficiently smooth;
- 3) **sharpened #2 pencils with erasers** to distribute to any member of your group who needs them; and
- 4) **a chalkboard** for demonstrating how to complete certain items on the form.

This manual is designed to provide instructions for completing Basic Educational Data System mark-sense forms by all teachers employed by this district. Each teacher who was employed in your school district last year and completed a mark-sense personnel form should receive a green mark-sense form with his/her name and other demographic and professional information preprinted on side 1. All other teachers, i.e., those new to your district and others not receiving preprinted forms, should receive a green mark-sense form that must be completed in its entirety. Every teacher should receive a green assignment code sheet.

## **IMPORTANT:**

Preprinted mark-sense forms for persons who are no longer employed in this district **must be discarded**. Under no circumstances should these forms be used as “extra” forms for new personnel. Extra forms have been provided for this purpose and additional forms are available from the Office of Information and Reporting Services (518) 474-7965.

Persons having both teaching and nonteaching duties should complete a green form for their teaching assignments and a pink form for their nonteaching assignments.

Personnel working in your district but employed by a Board of Cooperative Educational Services (BOCES) **should not** complete forms in your school district. These individuals will complete special forms in their respective BOCES.

Per diem substitutes, others not employed on a regular basis, and teachers working exclusively with nonpublic school students **should not** complete personnel forms. Teaching assistants, though perhaps certified, **should not** complete personnel forms.

Personnel forms **should not** be completed for teachers on leave. If a long-term substitute has been hired to fill the position, that individual should complete a new personnel form reporting the appropriate assignment information.

If a teacher on leave returns during the school year, he/she should complete the BEDS personnel form upon return, thereby fulfilling the yearly regulatory requirement of completing a BEDS personnel form (subdivision p of section 80.2 of the Regulations of the Commissioner of Education). He/she will then have a preprinted BEDS personnel form for the upcoming school year.

If forms are to be administered to new and continuing teachers, all of the text beginning on page 5 should be read to the continuing teachers, and all of the text except references to “preprinted information” should be read to new teachers and continuing teachers not receiving forms with preprinted information. Directions for the completion of “Professional Development” and “Current Annual Salary” on side 1 and all items on side 2 should be read aloud to both new and continuing teachers.

**IMPORTANT:**

If you have any individuals in your group who should have received mark-sense forms containing preprinted information, but for some reason did not, please advise such persons to complete a mark-sense form in its entirety.

# CHALKBOARD ILLUSTRATIONS

## **IMPORTANT:**

Be sure to prepare illustrations on the chalkboard for the following items before the session begins:

- 1) “School Code” (see page 8 of this manual). Your school code can be found on the cover of School Data Forms included in the BEDS package. Transfer those 12 numbers to 12 squares drawn on the chalkboard as follows:

--	--	--	--	--	--	--	--	--	--	--	--

***If a joint forms completion session is held for schools in your district, please make sure all individuals use the proper code for their respective schools. The codes for other schools in this district should be transferred to the chalkboard from the School Data Forms provided for those schools.***

All teachers in a school should use the School Code printed on the cover of the School Data Form for that school, with an exception for teachers who work in more than one building. For them, the first eight digits are the same, but the last four are all zeros, indicating that they work out of the central office.

- 2) “Number of Weeks Per Year” (see page 17 of this manual). Again, for full-year, half-year and quarter-year courses, you will need figures that will apply to all teachers in your group.

Please draw the following illustration on your chalkboard, **completed with your school’s selection of numbers**, before the session begins.

NUMBER OF WEEKS PER YEAR		
4	0	full-year
2	0	half-year
1	0	quarter-year

# GENERAL DIRECTIONS

## (SHOULD BE READ ALOUD)

Today is Information Day at our school and at every public school in New York State. Information Day is the basis of an automated information system designed to accurately collect and process important educational data and make them readily available for use in schools, the Education Department, the Legislature and educational research. As many of you know, the information system is titled **Basic Educational Data System**, commonly referred to as **BEDS**.

The purpose of this session is to provide you with general directions for updating and completing BEDS Teaching Personnel Forms. Thus, everyone here should have a green mark-sense Educational Personnel Data Form for Teachers and a green Assignment Code Listing.

The need for accurate data cannot be emphasized strongly enough, especially in light of the fact that more and more use is being made of BEDS data in critical areas of employee negotiations. Further, BEDS data appear in the School Report Card, the Annual Report to the Governor and the Legislature (Chapter 655 Report) and in other State or Federal school accountability reports.

Side 1 of the mark-sense form contains response areas for reporting professional and demographic characteristics. Those of you who are new to the district this year and others not receiving preprinted forms should complete all of the items. All personnel, new and continuing, must complete "Professional Development" and "Current Annual Salary" on side 1.

Side 2 of the mark-sense form contains response areas for the reporting of assignment information. All personnel must complete at least one of these assignment blocks.

Next we will review some basic rules to be followed when completing your personnel form. You will then be given specific instructions for the completion of each item.

## UPDATING PREPRINTED PERSONNEL INFORMATION

Those of you who are continuing teachers in this district should have a form with information preprinted in boxes above each of the response areas excluding “Professional Development” and “Salary”. This is the information you reported for these items last year. ***You do not need to make any entries in these items unless the information is incorrect or asterisks appear in the box.*** Please note that “Educational Experience,” has been updated automatically to include the current year.

For example, if your date of birth is correct as printed, you need not make an entry. If your date of birth is incorrect, or if asterisks appear in the box, you should enter the correct information in the response area below the title of the item.

The last item on side 1 requests your ***current annual salary***. This item cannot be updated automatically and must be completed by everyone unless your salary contract is still under negotiation.

Those of you who are ***new*** in the district this year, and others not having preprinted forms, must complete all items on side 1.

Side 2 contains response areas for reporting your assignment information. No preprinted information appears on this side. Thus everyone will complete this side, using as many blocks as necessary to report your assignment information.

## GRIDDING IN REPONSES

All entries on the mark-sense form must be made with a sharpened #2 pencil. Any marks you wish to change on the form must be thoroughly erased since any remaining graphite or residue may cause the machine reader to pick up incorrect responses. Also, the form must be placed on a clean, hard, smooth surface. If there are pencil marks, scratches or gouges on your writing surface, or if the surface is too soft, stray marks may be transferred to the form, possibly resulting in improper reading by the machine.

First, **print** your responses in the blank squares at the top of the item. Next, fill in the mark-sense spaces that correspond with your printed response.

Each mark-sense space to be filled should be blackened with a #2 pencil, using a circular motion, until the entire circle is filled. ***Please take care not to mark outside of the circle.***

Note that columns on the form are alternately shaded to make them easier to read. Fill out all columns in sequence whether they are shaded or not.

## **RIGHT-JUSTIFYING NUMERIC RESPONSES**

All items requiring numeric responses must be ***right-justified***, meaning that the last digit of your response should be in the ***far right-hand square***. All empty squares should be to the left of your response. Fill them with **zeros**. For example, if the month of your birthday is September, you would code your response “09.” Remember, ***the last digit in any numeric response must be in the extreme right-hand column.***

## **LEFT-JUSTIFYING ALPHABETIC RESPONSES**

Your name (“Last Name,” “First Name” and “MI”), is the only item on this form requiring a left-justified response. The first letter of your last name should be entered in the extreme ***left-hand*** square of the response field. The same procedure should be followed when gridding in your first name.

Remember to first print your responses in the blank squares provided at the top of each item. Then blacken the mark-sense spaces that correspond with your printed responses.

# SIDE 1 INSTRUCTIONS

## SCHOOL CODE

Those of you who are new in this district should print the numbers in the squares from left to right as they appear on the chalkboard. Those of you with preprinted forms should check the school code preprinted on the document with that shown on the chalkboard.

If you work in more than one school building or in the district's central office, fill in the first eight digits as they appear on the chalkboard and fill in the last four squares with zero.

Those of you with preprinted forms should make no entry for school code on the mark-sense form unless the code is incorrect on the document (e.g., this year's building assignment is different from last year).

## NAME

Those of you with preprinted forms should check the accuracy of your name as it appears on the mark-sense form. Make no entry unless your name is incorrect as printed on the form. First name and last name may be updated independent of each other.

For all teachers who must make an entry in the name field, the general instructions for filling out the name blocks are as follows:

- The name fields are the only fields on the form that must be ***left-justified***. The first letter of your last name must appear in the extreme left-hand square of the response area allocated to last name.
- If your last name contains more letters than the 13 squares provided, you should fill them in with the first 13 letters of your last name. Do not run your last name into the first name block. For example, if your last name contains 15 letters, only the first 13 letters should be entered. The same principle applies to your first name.
- You should write your middle initial in the square labeled "MI."

- If you use an **initial** in place of your first name, as in “J. Robert Jones,” you should print the initial in the first square provided for the first name. Then **skip a square** and print your middle name.
- If you have **no middle name**, you should leave the middle initial square **blank**.

## **SOCIAL SECURITY NUMBER**

Each of you has a Social Security number. If you have a preprinted form, make no entry for “Social Security Number” on the mark-sense form unless the preprinted number is incorrect.

Those of you **without** preprinted forms must complete this item on the green form. Remember to print your Social Security number before blackening the appropriate mark-sense spaces.

## **GENDER**

If you have a preprinted form, check to be sure your correct gender is entered. Everyone else should first write the correct code letter – “M” for male or “F” for female – in the square provided just below the title of the item. Then blacken the appropriate mark-sense space.

## **DEGREE STATUS**

This item calls for the highest degree you hold **at this time**. The degree status for those whose highest degree is a one-year normal school certificate would be “Freshman year completed,” while those with a two-year normal school certificate would be “Sophomore year completed.”

Those who have preprinted forms should not make an entry on the mark-sense form unless the preprinted degree status is incorrect.

## PROFESSIONAL DEVELOPMENT

Did you receive “high quality professional development” in school year 2006-07? You must check either “yes,” “no,” or “not applicable.” “Not applicable” pertains to first-year teachers, teachers on leave in 2006-07, and teachers who had only non-teaching assignments in 2006-07. If you are teaching a class in a “core academic subject” and you leave the item blank, your non-response will be treated as a “no.”

Use the definition of “high quality professional development” at the end of the NCLB Fall 2006 Supplement. The 2006-07 school year began on July 1, 2006 and ended on June 30, 2007.

## EDUCATIONAL EXPERIENCE

The first segment of this item is “Years in the District.” A very important point to remember for the first segment is that this year counts as **one full year** of experience in this district. The first segment on a preprinted form already includes the current year. Please verify that the current year is included on your form. Those of you without preprinted forms who must complete the first segment should remember to **right-justify** your response and fill the blank space to the left with a **zero** if you have fewer than 10 years of experience in this district.

We no longer collect “Years of Other Public Education.”

The next segment “Total - (Including Nonpublic)” will consist of all years in education, including other public school districts, nonpublic schools, and college or university experience. The total segment must be equal to or greater than the first segment.

## NUMBER OF MONTHS AND PERCENT OF TIME EMPLOYED BY DISTRICT

The first part of “Number of Months Employed Per Year,” refers to whether you are currently employed on a 10-month, 11-month or 12-month basis. Even if you receive your salary over a 12-month period, the entry should be the number of months you are expected to **be on the job**.

The second part asks for the **percent of time** you are employed in this school district.

For most of you, the entry will be 100 percent. However, there may be some teachers whose services are shared by more than one district or who have been teaching only part-time, such as a teacher who teaches mornings only. If you are in one of these categories, **please estimate** the percent of the school year that you actually spend in the district. If your response is **less than 100** percent, remember to right-justify your response and fill blank spaces to the left with zeros. For example, a person working approximately half-time would write “050.”

## **DATE OF BIRTH**

“Date of Birth” is broken up into month, day and year. A numeric response is required for each. Remember to right-justify your response and fill any blank space to the left with a zero. For the year of birth, only the last two digits should be entered, for example, “38,” “45” or “62.”

Those of you with preprinted forms should mark no entry unless the information is incorrect as shown on the form.

## **CURRENT ANNUAL SALARY**

***You must complete this item on the mark-sense form unless your salary contract is currently under negotiation. In that instance, leave the salary item blank. We will contact you at a later date to see if a contract has been negotiated and salary data is available.***

On the mark-sense form, please record your annual salary, as of today, to the nearest whole dollar. Report the **total amount** you are paid for your **primary assignment(s)**. Do **not** include any extra pay received for extra services. For example, do **not** include additional pay received for supervising extra-curricular activities beyond normal assignment, for coaching sports beyond normal assignment, or for similar activities. Also, do not include summer school pay.

***Those of you who also have nonteaching assignments should report your combined salary (the same amount) on both your teaching and nonteaching forms.***

Please note there are six squares for the salary item. If your current annual salary is less than \$100,000, be sure to right-justify your response and fill each blank space to the left with a zero.

Again, you must complete this item unless your salary contract is currently under negotiation.

***At this time, you should recheck the items on side 1 before turning to side 2.***

Those of you with preprinted forms should only have made entries on the mark-sense forms for the following:

- 1) any items missing, preprinted incorrectly, or containing asterisks;
- 2) "Professional Development"; and
- 3) "Current Annual Salary."

In general, everyone should make sure that all responses made on the mark-sense form are complete and correct, and that any erasures are perfectly clean.

The information requested on side 2 concerns teaching assignments. You will be recording information on assignments, grade level, student registration, and so forth.

Remember, no preprinted information appears on side 2 of the green form. Therefore, everyone will complete assignment data.

## SIDE 2

# TEACHING ASSIGNMENT INFORMATION

Everyone should have a green printed booklet entitled “Assignment Codes for Teachers, Fall 2007.” The booklet contains a listing of course assignment codes.

Circle the assignment title(s) which correspond to the courses you teach at this time. If the assignment titles in the list do not correspond precisely with the titles of the courses you teach, please circle the course titles that best describe your courses. Be sure that you have correctly selected the course(s) you are teaching.

### **NOTE:**

Use caution in reporting assignments in the areas of Health Education (4512-4516); Health Occupations Education (5912-5998); and Health Services, which is a nonteaching assignment area under School Health Services (2208-2298). These are three distinct assignment areas and should not be considered interchangeable.

Notice that each major subject area has a category “Other.” Circle the code number for “Other” only if you cannot find another title that in any way describes your course. For example, if an English teacher finds that none of the listed course titles in any way describe a literature course he/she teaches, that teacher should circle the code number for “Other English.”

Note that there are blocks for eight assignments on side 2. Those of you who teach on an individual basis or teach more than eight classes should group the individuals or classes first by assignment code (ACODE), second by grade level.

Be sure to report each unique assignment code at least once.

**Elementary Team Teachers** should report **one** Common Branch assignment (ACODE = 2612) representing their primary homeroom assignment, and as many sections of their elementary subject specialty as warranted (e.g., 4112 for Elementary Mathematics or 4315 for Social Studies, Grade 4).

In addition, teachers who may meet with classes for students with disabilities for the purpose of teaching specific subjects such as physical education, art, music, reading or math should report the class under an assignment code in their specific certified subject area. Inclusion teachers should use the Consultant teacher assignment codes.

Except for the variations just noted, teachers should complete one assignment block for each class taught. Reporting should be based on the following guidelines:

- kindergarten, common branch and other teachers who spend the entire day with the same class will complete only the first assignment block ;
- kindergarten teachers who teach two half-day sessions should complete a second assignment block ; and
- elementary and secondary school teachers who have ***different*** groups throughout the day should complete one assignment block for each class they teach to a ***different*** group of students, and for each different course they teach to the ***same*** group.

The following are examples using these guidelines:

- An English teacher who teaches the ***same*** literature course to ***five different groups*** must complete ***five*** assignment blocks.
- An English teacher who teaches ***five different courses*** must complete five assignment blocks even if he/she teaches two or more of those courses to the ***same*** group of students.

Laboratory classes offered in conjunction with science courses should not be reported if the lecture and lab are taught to the same group of students by the same teacher. In the event that labs and lectures are taught by different teachers, each teacher should report the class separately using the same assignment code, with one teacher reflecting the lectures and one teacher reflecting the labs.

Remember that the general rule is to complete one assignment block ***for each class taught***. The exception is that teachers with more than eight classes, or those who have assignments with individuals or a number of small groups of children should group and report each assignment first by

assignment and then by grade level. Also, remember that only teachers of students with disabilities should report an assignment using special education program codes. Finally, ***do not report study hall assignments on this form.***

# SIDE 2 INSTRUCTIONS

## ASSIGNMENT CODE

Referring to the assignment codes that you have circled, select the assignment that you wish to report. In the first segment, enter the appropriate four-digit assignment code in the four squares provided and blacken the appropriate mark-sense spaces.

## GRADE LEVEL

For the assignment you are recording, enter the ***predominant*** grade level of the students.

The following are general rules for determining grade level:

- If 75% or more of the students in your class are in any one grade, please enter that grade.
- If less than 75% of the students are from any one grade, enter an "E" for "Mixed Elementary", an "M" for "Mixed Middle" or an "S" for "Mixed Secondary" grades.
- "PK" stands for prekindergarten, while "K" stands for kindergarten. Do not combine half-day classes. Use two assignment blocks.
- The grade level should first be entered in the right-hand square next to the "X." You should then blacken the appropriate mark-sense space.
- "E", "M" and "S" represent "Mixed" elementary, middle and secondary grades, respectively.

## REGISTRATION

Under "Registration," record the ***number of students*** in the particular class or assignment reported.

In situations where it is necessary to group individuals or classes by assignment code or grade level, please report the total registration for the grouped data.

**Teachers of half- and quarter-year courses** should only report the number of students they are currently teaching and **should not** report second semester or second/third/fourth quarter classes.

If your response is a one- or two-digit number, remember to right-justify your response and write zeros in any blank spaces to the left.

**NOTE:**

This item asks for registration data in the traditional sense of one teacher per group of students. **For team-teaching situations**, report only the number of students to whom you would be teaching your subject matter under ordinary circumstances. For instance, if a team of 3 teachers is working with 90 students, each teacher should fill out one item on Side 2 for each group of students he/she would ordinarily be meeting outside of a team-teaching situation (for example, 3 classes or 30).

**NUMBER OF WEEKS PER YEAR**

The next segment is headed “Number of Weeks Per Year,” and is to be completed by all teachers.

Because your response need be only an approximate figure, everyone will use the same numbers for full-, half- and quarter-year courses.

Please use the figures below:

40 weeks for a full-year course;

20 weeks for a half-year course; and

10 weeks for a quarter-year course.

## NCLB “HIGHLY QUALIFIED” STATUS

You must complete the box for “highly qualified” to the right of every teaching assignment code that you enter. See the definitions of “core academic subjects” and “highly qualified teacher” in the enclosed NCLB Fall 2007 Supplement.

Decide whether your teaching assignments are “core” or “non-core” using the list of teaching assignment codes. The status of each code is indicated by the presence or absence of asterisks.

- **ONE ASTERISK ( \* ).** Codes marked with one asterisk ( \* ) on the code list are “core academic subjects.” You must select either “yes” or “no” for these codes. Do not select “Not Core” for these codes. If you incorrectly select “Not Core” for these codes, your response will be changed to “no,” indicating that you are not highly qualified for the teaching assignment.
- **TWO ASTERISKS ( \*\* ).** Codes marked with two asterisks ( \*\* ) may or may not be in “core academic subjects.” **You must decide based on your knowledge about the class itself.** For example, if your assignment is a Career and Technical Education class, it is a “core” class only if your students can use it for credit in a “core academic subject.” See the definition for “core academic subjects” in NCLB Fall 2007 Supplement.
- **NO ASTERISK.** Codes marked with no asterisks indicate teaching assignments have been identified as **not in a “core academic subject.”** If you report these codes, you must select “not core.”

If a teaching assignment is in a “core academic subject” identified by the NCLB, you must select either “yes” or “no” to show whether you are “highly qualified” for the teaching assignment.

- If you are “highly qualified,” select “yes.”
- If you are not “highly qualified,” select “no.”

If a teaching assignment is not core, you must select “Not Core.”

Those persons with only one assignment, e.g., kindergarten, common branch or special class for students with disabilities, need not go beyond this point. Those of you with more than one assignment should proceed to complete the remainder of the assignment blocks, one for each assignment, in the order that they are numbered. Once you have completed the last segment of the last assignment block you reported, you have completed the survey form for this year. Please take a few minutes to check over your form to be sure all necessary items have been completed correctly. Check for incomplete erasures and mark-sense spaces that should have been blackened.

Thank you very much for your cooperation.

***Certification or licensure status for each assignment reported on the BEDS Survey will be transferred electronically from Teacher Certification files located at the State Education Department in Albany to the individual's BEDS record.***