THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of Instructional Support and Development
Information and Reporting Services
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COPY & DISTRIBUTE TO ALL SCHOOLS

TO: All BEDS Coordinators DATE: August 2007

FROM: Martha P. Musser, Coordinator

SUBJECT: BEDS Mailing Fall 2007

We have mailed only the following BEDS materials this year:

1. Individual teaching forms (preprints and blanks) and teaching assignment code listings.
2. Individual non-teaching forms (preprints and blanks) and non-teaching assignment code listings.
3. Assurances Form to be signed by the Superintendent.
4. IMF BEDS Online Memo (the School Data and District Summary forms are to be entered online).
5. A return address label (attached) for your convenience in returning completed forms to the Department.

The Administrative Manuals for Teachers and Non-teachers, the NCLB Fall 2007 Supplement, and all memos, notes and correspondence pertaining to this BEDS mailing will be available by the start of the school year on our web site (www.emsc.nysed.gov/irts)**. To retrieve this information, click on "BEDS" in the "Data Collection" column. Note: A restructuring of the Special Education Assignment codes took place in Fall 2006. See "Reminder for Personnel Forms" on the Web site (above).**

When returning the BEDS forms to NYSED, please use the following procedure:

Mail the personnel forms in the original envelope (by school/BEDS code) in which the forms were mailed to you. Place the Superintendent's personnel form on the top of the district forms. Enclose the Assurances Form with the district forms. You do not need to sort the personnel forms by color or alphabetical order. Please put all personnel forms face-up for scanning purposes.

Discard pre-printed forms for personnel who are no longer employed by the district. Blank forms are enclosed for new hires. If more forms are needed, contact the IRS Office at 518-474-7965 to request additional blank forms. Discard unused forms.