

**Basic Educational Data System (BEDS) Personnel Master File (PMF)**  
**PMF Frequently Asked Questions on Completion of Personnel Data Forms**  
**2009-2010**

A. Critical BEDS PMF Questionnaire Issues

1). Q. Can I complete both a teaching and a non-teaching personnel form?

A. Yes, if you have both teaching and non-teaching assignments.

2). Q. Can I complete more than one teaching personnel form and or more than one non-teaching personnel form within the same district, BOCES or charter school?

A. No

3). Q. Can I complete a teaching form in one school and a non-teaching form showing a different school in the district or the district office code?

A. Yes

4). Q. How do I determine if my teaching assignment code is core?

A. Refer to the fall 2009 NCLB Supplement for details.

5) Q. How should I grid my response on side 2 for “NCLB Highly Qualified” section?

A. If on the Assignment Code Listing the assignment code shows no asterisk, then the assignment is “Not Core” by definition, in which case you should grid “Not Core”.

If on the Assignment Code Listing the assignment code shows one asterisk, then the assignment is “CORE” by definition, in which case you must grid either Yes or No, depending on whether or not you are considered highly qualified for this assignment.

If on the Assignment Code Listing the assignment code shows two asterisks, then the Assignment code “May Be Core” and you first have to decide whether or not the assignment is core. If you judge the assignment as being not core, then grid the “Not Core” circle. If you judge the assignment as being core, then you must grid either Yes or No, depending on whether or not you are considered highly qualified for this assignment. If you do not respond to the “NCLB Highly Qualified” section for an assignment code with two asterisks, then a computer program will assume that it is Not Core.

6). Q. What happens if I do not answer the “NCLB Highly Qualified” section in a teaching assignment block?

A. If the assignment is CORE by definition (one asterisk on the Assignment Codes list), then the computer program will default to “Highly Qualified” for that assignment.

- 7). Q. What do I do if I teach more than eight (8) teaching assignments?  
A. Organize and prioritize assignments so that no more than 8 teaching assignment blocks are used. First account for at least one of each different assignment code, then account for as many different grade levels as possible for each of the differing assignment codes. Report classes with the highest registrations first and leave out classes with low registrations where necessary to reduce the classes reported to a maximum of eight.
- 8). Q. What happens if I do not report my social security number on my personnel form?  
A. The certification of the teacher will not be pulled properly from the Office of Teaching records, resulting in the teacher being shown as not certified, which translates to Not Highly Qualified for CORE teaching assignments.
- 9). Q. Do I report salary information using last year's data if my salary is in negotiations or at an impasse?  
A. No, please leave the salary field blank. SED will request salary data at a later date from the district, BOCES or charter school.
- 10). Q. What should I include when I report salary on my personnel form?  
A. Report the combined amount for base salary, longevity and compensation for any chairperson or supervisory activities that pertain to you pedagogical duties. Do not include extra amounts for extracurricular activities such as coaching and clubs. Report the same combined salary on both teaching and non-teaching forms for the same person.
- 11). Q. If I teach 5 classes of the same assignment code (e.g., Integrated Algebra) with 25 students in each class, can I report one assignment with a total of 125 students?  
A. No, the registration data will exceed edit limits and will be suppressed. Report each class separately showing the appropriate number of students for each class.
- 12). Q. How do I determine what assignment code to report?  
A. Refer to the Green Teaching and Red Non-Teaching Assignment booklet for options and select the assignment that most closely reflects your assignment(s). Be sure to use assignment code listings from the appropriate school year; the codes are revised and updated annually to some extent. Note: Special education codes are listed on the bottom of page 7 of the Green Teaching Assignment Codes booklet and should be considered as the first option for teachers teaching students with disabilities.

## **B. Substitutes**

- 13). Q. Should short-term or per diem substitutes complete a personnel form?  
A. No.
- 14). Q. Should long-term substitutes complete a personnel form?  
A. Yes, but only if they are expected to be on-the-job through Thanksgiving.

### **C. Who should complete a personnel form?**

- 15). Q. Should teacher assistants or teacher aids complete a personnel form?  
A. No.
- 16). Q. Should interim superintendents fill out BEDS forms?  
A. If hired for less than a full year, then NO; if hired per diem, then NO;  
If hired on a full year contract, then YES.
- 17). Q. If I am a teacher of art, music, physical education, etc. and go to several buildings;  
Which school-code should I use?  
A. Use the first 8 digits of your BEDS code, followed by “0000” (ie. the district code).
- 18). Q. Should occupational therapists and physical therapists complete a personnel form?  
A. Yes, but only if they are serving IDEA students.
- 19). Q. Should contractors working for my school complete a personnel form?  
A. No.
- 20). Q. Should an Athletic Director or Assistant Athletic Director complete a personnel form?  
A. Only if they have some other reportable assignment(s). Athletic Directors are not reportable because they are considered outside of the core academic mission.
- 21). Q. Do all teachers and all administrative professionals complete a personnel form?  
A. Yes. The exceptions are Teaching Assistants, Teacher Aides and Athletic Directors.
- 22). Q. Do teachers employed by my school district that teach solely in non public schools complete a BEDS Personnel Data Form?  
A. These teachers do not complete a BEDS Personnel Data Form.

### **D. Forms**

- 23). Q. What should I do if I do not have enough personnel forms?  
A. Call the Office of Information and Reporting at (518) 474-7965 or (518) 474-3875 to request additional forms.
- 24). Q. What should I do if I did not receive a preprinted form for a returning teacher or non-teacher who needs to complete a personnel form?  
A. Recheck the preprinted personnel data forms in all school packets to see if the form can be located. If the missing forms cannot be located then complete a blank form.
- 25). Q. Can I reuse a preprinted personnel form for another employee?  
A. No, please securely dispose of any preprinted personnel forms for those individuals who are no longer employed by your school. Please use one of the blank forms provided in the BEDS packet for new teaching and non-teaching staff.

## **E. Personnel form data reporting questions:**

- 26). Q. Can I use a pen or marker to complete my personnel form?  
A. No, please make all entries using a sharpened number 2 pencil. The optical scanner used to process the forms requires a number 2 pencil.
- 27). Q. What do I do if a teacher or nonteaching staff person has been assigned this year to a different school in our district?  
A. The transferred staff person may use his or her preprinted form at the new school or location; they will just have to re-grid the school-code on their personnel form to reflect this year's different location or school. In such cases, a respondent must write and circle the entire BEDS School Code in Question number one, not just the last 4 digits.
- 28). Q. Do teachers returning from a long-term leave of absence complete a personnel form upon return to school?  
A. Yes, if they return during the school year, they are required by regulation to complete a personnel form within 30 days of their return.
- 29). Q. If I make an error when completing a personnel form, do I have to erase my answer completely?  
A. Yes, stray marks and incomplete responses cause response reader errors.
- 30). Q. If the preprinted data is correct on my personnel form should I re-grid each response?  
A. No, only re-grid responses when they are blank, incomplete or incorrect.
- 31). Q. Should I zero fill numeric responses to the left?  
A. Yes.
- 32). Q. Should I grid my name to the far left (referred to as left justifying)?  
A. Yes.
- 33). Q. Do new teachers have to answer question number 6 NCLB Professional Development on the green and brown BOCES BEDS PMF questionnaire?  
A. Yes, but new teacher must circle Not Applicable. All others must circle Yes or No.
- 34). Q. Can I report more years of Educational Experience in my School District, BOCES or Charter School than Years of Total Educational Experience?  
A. No, the years of educational experience in this district, BOCES, or Charter School cannot be greater than the Total Educational Experience.
- 35) Q. If I am new to the district how do I complete question 7 educational experience?  
A. For new teachers enter 01 for both segments of question 7.  
A. For teachers new to this district, but previously employed in another district, enter 01 for years in this district field, and combine the total number of years employed in all districts for the total number of years teaching field.

- 36) Q. In what school do teachers who work in one school, but are paid by another school complete a BEDS Personnel Data Form?
- A. The teachers should complete a BEDS Personnel Data Form in the school where they actually teach students.

## E. Assignments

- 37).Q. If I have both teaching and non-teaching assignments, should the data on side one of both forms match?
- A. Yes, when they refer to the same bit of data (i.e., salary, experience, date of birth, etc.)
- 38). Q. How do I report team teaching?
- A. Enter Assignment Code 2612 for Question Number 11A for your main class, and select the appropriate Assignment Code for elementary math, English, science, etc.
- 39). Q. How do I report a quarter or a semester class?
- A. Enter Assignment Codes only for those assignments you are teaching on BEDS day. BEDS gathers a snapshot of assignments as of the first Wednesday in October.
- 40). Q. Who should count students with disabilities in their registration numbers for a co-teaching assignment?
- A. The General Education Teacher counts all students.  
The Special Education teacher counts only those students with an IEP.
- 41). Q. If I am a librarian what assignment should I use?
- A. Use one assignment code of 7412 for Library Media Specialist; show mixed grade level as appropriate; leave registration blank; answer weeks per year.
- 42). Q. What Speech assignment code should I use?
- A. Serving General Education students, use Assignment Code 3155.  
Serving Special Education students, use Assignment Code 7755.
- 43). Q. What assignment codes should I use to report Academic Intervention Services for Grades K-6?
- |                                 |                |                |
|---------------------------------|----------------|----------------|
| A. 5582 – English Language Arts | 5583 - Other   | 5584 – Science |
| 5585 – Social Studies           | 5586 - Reading | 5587 - Math    |
- 44). Q. What assignment codes should I use to report Academic Intervention Services for Grades 7-12?
- |                                 |                |                |
|---------------------------------|----------------|----------------|
| B. 5592 – English Language Arts | 5593 - Other   | 5594 – Science |
| 5595 – Social Studies           | 5596 - Reading | 5597 - Math    |
- 45) Q. How do I report A/B day classes on my BEDS Personnel Data Forms?
- A. You should include the classes taught on both A and B days, but not classes taught in a subsequent semester, such as spring.

- 46). Q. Do I have to circle mixed grade and actual grade level in question 11B?  
 A. Enter the actual grade level for students first, and only mixed grades when students served are from more than one grade level. Please do not circle mixed grade level and actual grade level for the same assignment code in the same assignment block.
- 47). Q. Can I report 2612 Common Branch more than once on a single BEDS teaching form?  
 A. No, assignment code 2612 may only be reported once on a BEDS teaching survey.
- 48) Q. On the pink Non-Teaching BEDS Personnel Data Forms how do I report the number of years of experience in this assignment area for question 10-D?  
 A. The number of years of experience in this assignment area should include the total number of years of experience gained from all schools.
- 49). Q. Which questions do I have to answer and which questions can I skip if reported correctly on my preprinted BEDS questionnaire?

Form Type	Required	No, Unless preprinted incorrectly
Green Teaching	6, 10*, 11A, 11B,11C,11D,11E	1,2,3,4,5,7,8,9
Red Non Teaching	9*, 10A,10B,10C,10D,10E	1,2,3,4,5,6,7,8
Brown BOCES Teaching	6, 10*, 11A,11B,11C,11D,11E,11F, 11G	1,2,3,4,5,6,7,8
Blue BOCES Non-Teaching	9*, 10A, 10B, 10C, 10D, 10, 10F	1,2,3,4,5,6,7,8
Blank Form (All Types)	All Questions*	All Questions*

\*Leave Current Annual Salary blank only when the contract is in negotiation or at an impasse.

10/16/09