



DIRECTOR
Educational Data and Reports

October 2014

TO: District Superintendents
School Superintendents
Charter School Principals

FROM: Kent Baker

SUBJECT: BEDS Online

All school districts, BOCES, and charter schools are required to submit the annual BEDS District and BOCES Summary Forms and School Data Forms using the BEDS Online Internet application. This requirement is in keeping with the State Education Department's goal of using technology to gather and share information and to provide services more efficiently.

Users familiar with the BEDS Online will continue to find it straightforward to navigate. Those responsible for using the BEDS Online should take a few minutes before BEDS day, October 1, to log on and browse through the forms to gain familiarity with system navigation and functionality. Instructions as well as printable data collection forms for fall 2014 can be found at:

<http://www.p12.nysed.gov/irs/beds/>.

To ensure data security and confidentiality, BEDS Online users must have a registered userID and password. The Department uses the SED Delegated Account System (SEDDAS) to manage access to Web-based applications available through SED's Business Portal. SEDDAS allows designated school and district personnel to create and manage user IDs and passwords for their own employees. We urge you to limit the number of users in order to protect the security of your data and to maintain your school or district's SEDDAS records to reflect active users. Information on SEDDAS may be found at <http://www.emsc.nysed.gov/seddas/seddashome.html>.

Answers to questions concerning the BEDS Online may be obtained by calling the Office of Information and Reporting Services at (518) 474-7965 or sending an email to dataquest@mail.nysed.gov.

BEDS Day for fall 2014 is October 1.

BEDS Online forms should be completed and submitted to SED by Friday, November 7, 2014.