

# INSTRUCTIONS FOR COMPLETING BASIC EDUCATION DATA SYSTEM (BEDS) SCHOOL DISTRICT FORM: FALL 2023

## Item 1: Children Instructed at Home

This is defined as children of compulsory school age who are instructed at home by a parent, or a tutor employed by the parent(s). Such students receive their basic instructional program in subjects required by State law and regulations and are not attending any public or nonpublic school. Do not include children receiving homebound instruction by the district or BOCES.

Indicate whether or not any children in this district are being educated at home.

If your district *does* have children instructed at home, enter the number of children in each of the specified grade levels. Report the number of students known to have a disability. Knowledge of disability may have come via screening by the Committee on Special Education, by a review of the student's Individualized Home Instruction Plan in conjunction with discussion with the parent(s) or by verbal or written notice from another school, district or agency. The count of students with a disability instructed at home should be answered with readily available data and without extensive research on the student's testing, etc. In the last section, enter the number of households in which home instruction is taking place.

## Item 2: Immigrant Children and Youth Enrolled in Nonpublic Schools

The State Education Department annually collects the number of "immigrant children and youth", as defined by Section 3201(5) of the Every Student Succeeds Act (ESSA), present in New York State. The information is used each year by the Department to determine each local educational agency's (LEA's) eligibility and allocation for the Title III, Part A Immigrant Education program. Each LEA must count and report the number of "immigrant children and youth" currently enrolled in recognized nonpublic schools in the geographic area under the jurisdiction of, or served by this LEA, who were enrolled in the LEA on BEDS Day, October 4, 2023. Recognized nonpublic schools are those that have been assigned a BEDS code by the Department.

Immigrant children and youth are defined as individuals who:

- 1) are aged 3 through 21;
- 2) were not born in any State; and
- 3) have not been attending one or more schools in any one or more States for more than 3 full academic years. The months need not be consecutive.

"State" means the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico. Children born to U.S. citizens abroad (including those born on military bases), the U.S. Virgin Islands, Guam, or any other U.S. territory that is not D.C. or Puerto Rico are considered immigrants.

If you have questions about completing this item, please contact the Office of Bilingual Education and World Languages at [OBEWL@nysed.gov](mailto:OBEWL@nysed.gov) or (518) 474-8775.

## Item 3: Compulsory Age

[New York State, Section 3205 – Title IV of Education Law](#) requires a child's attendance in full-time instruction from the age of six to the end of the school year in which the child turns sixteen, or seventeen years of age for school districts that select this age. Indicate whether the school district's Board of Education requires minors from sixteen to seventeen years of age who are not employed to attend upon full time instruction until the last day of session in the school year in which the student becomes seventeen years of age. This information is collected to fulfill several of the many oversight roles of SED.

## Item 4: Paraprofessional and Nonprofessional Staff in This District

Report in the categories listed, all paraprofessionals and nonprofessional staff employed by this school district. Furloughed or laid off staff should not be counted.

Report as teacher aides or library support staff only persons engaged in activities which, in the absence of

such staff, would ordinarily be performed by teachers or librarians. Report as teaching assistants only persons who actually hold licenses or certificates as teaching assistants. These credentials may include Teaching Assistant Level I, Level I Renewal, Level II, Level III or Preprofessional. Also include holders of teaching certificates employed as teaching assistants.

“Part-time” employees include (1) those whose assignments require less than the normal school (or work) day for that assignment or normal school (or work) week for that assignment and (2) those persons employed on a full-time basis who divide their time between two or more duties.

In the third column, indicate the full-time equivalence (FTE) of the amount of time worked by the *part-time* staff in each category. The FTE column should be completed only if part-time staff have been reported. The FTE should be shown to the nearest tenth (one decimal place).

FTE is the ratio between the hours of work required in a part-time position and the hours of work normally required in a full-time position in the same setting. For example, 4 teacher aides who work half-time should be reported as 2.0 in the FTE column. Similarly, an individual who spends half-time as a teaching assistant and half-time as a health aide would be reported as “1” in the part-time column as teaching assistant with a 0.5 FTE and also “1” in the part-time column as a health aide with a 0.5 FTE.

### Item 5: Appeals to Graduate with a Lower Score on a Regents Examination

Beginning with students entering grade 9 in 2005, students who have taken and passed courses culminating in a Regents examination whose highest score on the Regents examination is below the passing score may appeal to graduate with a local or Regents diploma using the lower score. There are four appeal options for students. For each instance of an appeal to graduate with a lower score on a Regents exam, report only one type of appeal for each Regents exam.

#### Appeal Options 5A/B/C and Score Ranges

APPEAL OPTIONS 5A, 5B, 5C	Score Between
All Student Appeal	60-64
English Language Learner Appeal (applies only to English Language Arts Regents)	55-59

APPEAL OPTIONS 5A, 5B, 5C	Score Between
Students with Disabilities Appeal (applies to students eligible for the low-pass safety net)	52-54

A student must have taken the specific Regents examination twice in order to appeal using these options. Students who are granted an all student appeal (score of 60-64) on one examination and who fulfill all other course and testing requirements will be determined to have met all graduation requirements and, thereby, earn a Regents diploma. Local diplomas will be granted to students who fulfill all other course and testing requirements and are granted:

- a maximum of two appeals for Students with Disabilities (score of 52-54); or
- an English Language learner appeal (score of 55-59 on ELA Regents); or
- an English Language learner appeal (score of 55-59 on ELA Regents) and one all student appeal (score of 60-64); or
- two all student appeals (score of 60-64).

#### Appeal Option 5D and Score Range

APPEAL OPTION 5D	Score Between
Special Limited Rule Appeal	50-64

The Board of Regents approved regulatory changes that allow any student to appeal to earn a diploma (local, Regents or Regents with Advanced Designation) with a lower score on a Regents Examination taken in the 2021-22 or 2022-23 school year under a specific limited set of conditions. A student need only take the examination under appeal one time during the specific administration to be eligible to appeal.

- The student must have taken the Regents exam during the June/August 2022 or January/June/August 2023 test administration periods.
- The student must have a score of 50-64 on the Regents Examination that is the subject of the appeal and was taken during one of the above administrations.
- The student must have a course average in the subject under appeal (as evidenced in the official transcript that records grades achieved by the student) that meets or exceeds the required passing grade by the school.

**Forms and guidance regarding the appeals process are available on the [Appeals, Safety Nets, and Superintendent Determination web page](#).**

In **Sections 5A, 5B, 5C and 5D**, enter the number of students who graduated in January, June or August 2023 using an appeal to graduate with a lower score on a Regents Exam for each exam and cohort listed.

In **Section 5E**, enter the unduplicated number of students who graduated in January, June or August 2023 using an appeal to graduate on two Regents examinations not including the Special Limited Appeal Rule.

In **Section 5F**, enter the unduplicated number of students who graduated in January, June or August 2023 using the Special Appeal to graduate on two or more Regents Exams.

### **Item 6: Title 1 for Federal Reporting**

Student Participation in Title 1 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.

All sections of Item 6 (A-B) should be completed, entering zeros where appropriate.

All Local Education Agencies (LEAs) that receive Title 1 funds are required to submit the information requested in this item.

If you have questions about completing any section of the “Title 1 Information for Federal Reporting” item, please contact the Office of ESSA-Funded Programs at [conappta@nysed.gov](mailto:conappta@nysed.gov) or (518) 473-0295.

**General Instructions:** Include all pupils served in academic intervention services (AIS) and/or supplementary (compensatory) instructional programs funded in whole or in part by Title 1. Include students served in regular school day, before school, after school, and/or board-approved extended day programs.

In **Section 6A**, indicate the number of children in each of the categories specified (Age 0-2 and Age 3-5 (not K) that participated in district schools in any Title 1-funded program during the previous school year (2022-23). Include Prekindergarten students. Student counts should be unduplicated, i.e., counted in only one of the three program areas listed.

In **Section 6B**, indicate by age/grade level the number of district resident school children attending nonpublic schools that participated in any Title I-funded program during the previous school year (2022-23). Include Prekindergarten students. Student counts should be unduplicated, i.e., counted in only one age/grade level. In non-graded situations, count children in the grade designation appropriate to their age level.

### **Item 7: Activities of Subgrantees Related to the Teaching and Learning of English Language Learners (ELL)**

Section 3115 of the Elementary and Secondary Education Act (ESEA) requires that Local Education Agencies (LEAs) receiving Title III funding (subgrantees) must improve the education of English Language Learners by assisting children to learn English and meet the challenging State academic standards. The ESEA prescribes activities, as listed in this item, that LEAs may use Title III funds for in order to meet these requirements.

In the first section, indicate if your district received ESEA Title III funding in the **previous school year (2022-23)**.

If **Yes**, indicate Yes or No for each type of activity the district offers that align with the descriptions provided. Check all that apply.

In the last section, if you selected Yes for Other Activities, select the type(s) of other activities that apply. Check all that apply.

**Note:** The term ‘LIEP’ means an instructional course (A) in which an ELL student is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic standards; and (B) that may make instructional use of both English and a child’s native language to enable the child to develop and attain English proficiency and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language. Examples of LIEPs include Transitional Bilingual and Dual Language or Two-way Immersion programs, among others.

### **Item 8: Person Completing Form**

In case of questions, the person completing the BEDS form should provide their contact information (Name, Title, Email Address, Phone and FAX Numbers). This does not have to be the superintendent.