BEDS FORMS
NON-INSTRUCTIONAL
**WHY BEDS FORMS?**

- The New York Education Department (NYSED) uses the Basic Educational Data System (BEDS) Personnel Data Form for Teachers to obtain data for the NYS Report Card, the Annual Report to the Governor and the Legislature, NYS and Federal accountability reports, and compliance with the No Child Left Behind Act (NCLB) and the Individuals with Disabilities Education Act (IDEA).
Complete the form with a #2 pencil only.

Please attempt to avoid erasures on the forms. If you have started entering information which does not need updating, complete the entire item rather than erase.

If you must erase an item, erase thoroughly.
NUMERIC RESPONSES

For questions 1, 3, 4, 5, 6, 7, 8, 9 and 10 requiring numeric responses, you must have all of the squares filled in. If your answer does not use all of the squares, you must fill in the empty squares with zeroes and then bubble in the whole number.

Example: For number 9 - If you salary is $30,000, report it as 030000 in the question
PREPRINTED PINK FORM FRONT:

- If the preprinted information in numbers 1-8 is correct, leave alone

- If any information in numbers 1-8 is incorrect, blank or asterisks appear in the boxes, write the correct information in the squares and fill in the circles
9. **CURRENT ANNUAL SALARY**  
*DO NOT INCLUDE EXTRA PAY FOR EXTRA SERVICE*

- **Write** the numbers in the squares
- **Bubble** in the circles
- LAA members: Your salary is located on your LCSD pay stub next to your position title or on your salary notice.
- ULFA members: Leave **blank** since ULFA salaries are in negotiations.
BACK:
10A. ASSIGNMENT CODE

- **Write** in the assignment code
- **Bubble** in the numbers
## ASSIGNMENT CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>2107</td>
<td>Elementary School Counselor</td>
</tr>
<tr>
<td>2109</td>
<td>Middle School Counselor</td>
</tr>
<tr>
<td>2113</td>
<td>High School Counselor</td>
</tr>
<tr>
<td>2211</td>
<td>School Nurse (RN)</td>
</tr>
<tr>
<td>1530</td>
<td>OT</td>
</tr>
<tr>
<td>1532</td>
<td>PT</td>
</tr>
<tr>
<td>2017</td>
<td>School Psychologist</td>
</tr>
<tr>
<td>2022</td>
<td>School Social Worker</td>
</tr>
</tbody>
</table>

All other staff refer to the Assignment Codes for Non-Teaching Professional Staff booklet.
10B. **GENERAL GRADE LEVEL**

- **Write** one number from the choices listed
- **Bubble** in the number
10C. NUMBER OF PUPILS WITH WHOM YOU HAVE REGULAR CONTACT IN THIS ASSIGNMENT

- Write the correct numbers in the squares
- Bubble in the circles
10D. EXPERIENCE IN THIS ASSIGNMENT AREA (YEARS)

- Write the correct numbers in the squares
- Bubble in the circles
10E. PERCENT OF TIME IN THIS ASSIGNMENT

- **Write** the correct numbers in the squares
- **Bubble** in the circles
Please **check** your form **for accuracy** and completeness before handing in.

THANK YOU!