September 25, 2018

To: District Superintendents
            School Superintendents
            Charter School Leaders

From: Ellen Martin

Subject: BEDS Online – Fall 2018

All school districts, BOCES, and charter schools are required to submit the annual BEDS District and BOCES Summary Forms and School Data Forms online using the **IRS Data Exchange** application, available via the NYSED Business Portal at http://portal.nysed.gov.

Those responsible for using the BEDS Online application should take a few minutes before BEDS day, October 3, to log on and browse through the IRS Data Exchange to gain familiarity with system navigation and functionality. Instructions as well as printable data collection forms for fall 2018 can be found at: http://www.p12.nysed.gov/irs/beds/. In addition, there are articles, Frequently Asked Questions, and instructions to guide you through the application located at the BEDS IMF Help Center at https://bedsvadirsupport.nysed.gov.

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.p12.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 visiting the help center at https://bedsvadirsupport.nysed.gov.

BEDS Day for Fall 2018 is October 3.
BEDS Online forms should be completed and submitted to SED by Friday, November 16, 2018.