



Office of P-12 Education  
Information and Reporting Services  
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**To:** Nonpublic School Administrators

**From:** Ellen Martin

**Subject:** Nonpublic Schools BEDS Data Collection – Fall 2019

An annual report from every school in New York State is required by the Commissioner of Education. The Basic Education Data System (BEDS) Nonpublic Schools Data Form, Fall 2019 can be downloaded and printed from the [NYSED IRS BEDS landing page](#). There are three documents you will need to complete this data collection process:

- BEDS Nonpublic Schools Data Form
- Instructions – Nonpublic School Data Form
- Public School Codes

We strongly encourage all nonpublic schools to submit their fall 2019 BEDS using the **IRS Data Exchange** (IDEx) application available via the [NYSED Business Portal](#). This reporting option is in keeping with the State Education Department's goal of using technology to share information and provide services more effectively.

The Online BEDS IMF application will provide the following benefits to users:

- Convenient access to past year's data
- Online edits that catch errors before forms are submitted
- Automatic calculations of totals; and
- The ability to amend or correct data on-line

To ensure security and confidentiality, BEDS On-line users must have a registered SED Delegated Account System (SEDDAS) username and password. Every principal or chief school officer of a nonpublic school appearing in the State Education Department's Reference File (SEDREF) has a username and password. The same account is used for examination ordering and completing mandated services forms. Other school staff can be assigned a username and password by their principal or chief school officer. Information on SEDDAS is located at the [NYSED SEDDAS page](#).

Submitting a completed Nonpublic School BEDS form is necessary to maintain NYS Textbook Loan participation, to participate in the NYS testing program and to be eligible for funds from Mandated Services. ***Please note: BEDS Day is October 2, 2019, and you should report your enrollment as of that date.***

Please complete and submit on-line, or if necessary by paper, to the Office of Information and Reporting Services no later than **November 15, 2019**. Your school should maintain a copy of the form in case questions arise about the report.

If you have any questions about the form or the BEDS Online system, please contact our office at (518) 474-7965 or visit [BEDS IMF Help Center](#). Thank you in advance for your cooperation and promptness in providing this information.