



September 19, 2019

**To:** District Superintendents  
School Superintendents  
Charter School Leaders

**From:** Ellen Martin

**Subject:** BEDS Online Fall 2019

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 (IDEx)** application available via the [NYSED Business Portal](#).

Those responsible for using the BEDS Online application should take a few minutes before BEDS Day, **October 2**, 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 2019 can be found at the [NYSED IRS BEDS landing page](#). In addition, there are articles, Frequently Asked Questions, and instructions to guide you through the application located at the [BEDS IMF Help Center](#).

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. 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 privacy. 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 [BEDS IMF Help Center](#).

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**BEDS Day for Fall 2019 is October 2.**

**BEDS Online forms should be completed and submitted to SED by Friday, November 15, 2019.**