New York State Education Department Office of Information and Reporting Services (IRS)

IRS Data Exchange (IDEx) Guidance For BEDS IMF Reporting

- Go to the NYSED Application Business Portal at https://portal.nysed.gov
- Log in and click on the IRS Data Exchange link.

New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity	Application Business Portal
A My Applications	
 SEDDAS User Guide BEDS-IMF-School Safety (VADIR/DASA) Application IRS Data Exchange Information and Reporting Services Portal (IRSP) New York State Student Identification System (NYSSIS) SED Delegated Account System (SEDDAS) SEDREF Main Menu 	Notice: If the Superintendent or Principal has changed, please click here. (Does not apply to Summer School principals.)

- You will see a list of "Data Collections" with the collection year, due date, submission status and the last user to update form. Click on the desired form to enter the online data collection.
- If you do not see the BEDS IMF form on the first screen, you can also use the "Search" box to look for a "BEDS" in the list of data collections.

Data Collections					
Show 10 v entries					
Data Collection	Collection Year 🌵	Due Date 🛛 🗍	Status 🕼	Last Updated	
BEDS - District Data Form	2017-2018				

• If you are in a District and looking for a Public School form, use the "Search by Form" box and begin typing the word "Public". Then click on the correct year from the drop-down menu.

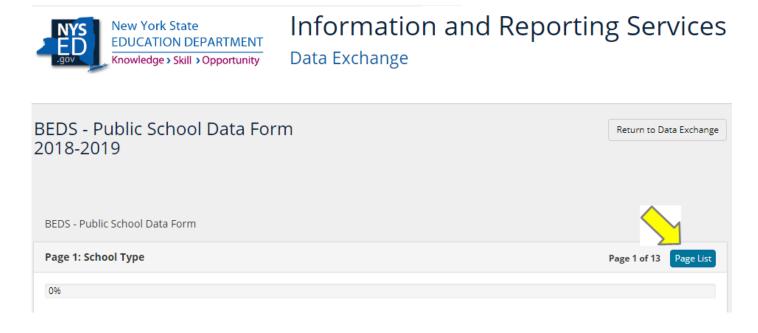
New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity		
Q Search by Institution	Q Search by Form	
Enter an institution name, ID, or BEDSCODE	public s	
	BEDS - Public School Data Form 2018-2019 BEDS - Public School Data Form 2017-2018	

• Complete the required fields and click "Save" at the bottom of each question to move on to the next page. If there is any incorrect or missing data, the application will prompt you to correct it before allowing you to save the data or progress.

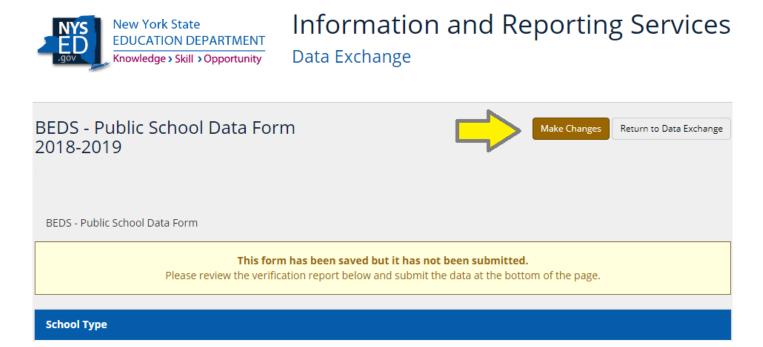
New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity	Information and Repor	rting Services
BEDS - Public School Data Forr 2018-2019	n	Return to Data Exchange
BEDS - Public School Data Form		
Page 1: School Type		Page 1 of 13 Page List
0%		
School Type		
1A.		
* What is the primary focus or type of this school?	Regular School	
	 Special Education School 	
	Vocational Education School	
	 Alternative Education School 	

Save

• You can also use the "Page List" button to navigate between the pages that you have already saved.



• When you complete the form and have saved the last question, a screen will appear with all of the questions and your responses. You will have the opportunity to "Make Changes".



 After reviewing the responses, the principal or superintendent must check the Attestation box at the bottom of the page to certify the accuracy of your data. Then click "Submit" at the bottom of the page to complete your submission. Only the CEO of the school will see the Attestation and Submit button.

Person completing this form
* Name:
* Title:
E-mail Address
Phone: Please type whole numbers and they will be auto-formatted for you.
Fax: Please type whole numbers and they will be auto-formatted for you.
Attestation
I certify that the data reported here are complete and accurate to the best of my knowledge.
Make Changes Return to Data Exchange Submit

• Your submission will be confirmed and the data collection complete. This submitted page has all of your responses and can be **printed** (using Ctrl+P) from the website on this page.

New York State EDUCATION DEPARTMENT Knowledge > Skill > Opportunity	Information and Reporting Services Data Exchange	
BEDS - BOCES Data Form 2018-2019	Make Changes Return to Data Exchange	
This form has been successfully submitted. You can review the submitted data below and make changes if necessary.		

- Once submitted, the "Make Changes" button will be available to un-submit the form and allow for any corrections or updates up until the due date listed on the home screen of the IRS Data Exchange.
- For any further questions or assistance, please visit the help center <u>https://bedsvadirsupport.nysed.gov</u> and click on the "BEDS IMF" section.