



Office of P-12 Education  
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September 2023

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

**From:** Ellen Martin

**Subject:** BEDS Online – Fall 2023

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 4th**, 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 2023 can be found at the [NYSED IRS BEDS home 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 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 the [NYSED SEDDAS page](#).

Answers to questions concerning the BEDS Online system may be obtained by [submitting a Datasupport ticket](#).

**BEDS Day for Fall 2023 is October 4.**

**BEDS Online forms should be completed and submitted to SED by Friday, November 17, 2023.**