

**Iowa Department of Education  
Spring BEDS 2012 – Webinar  
Long-Standing BEDS Forms**

Area	Topic	Talking Points	Required Action
Welcome	Welcome	<ol style="list-style-type: none"> <li>1. Thank you joining us for this Spring BEDS webinar entitled <i>Long-Standing BEDS</i> Forms.</li> <li>2. My name is Mike Baethke and I'll be you host for this session.</li> <li>3. The purpose of this session is to highlight significant aspects of the Long-standing Elements of Spring BEDS. Other webinars will address the newer elements of Spring BEDS such as Teacher Evaluation, Principal Evaluation and School Minutes.</li> <li>4. Let's get started by <b>selecting Spring BEDS from the application menu.</b></li> <li>5. <b>The Indianola Community School District has given us permission to use their site for this webinar, and we thank them for their participation.</b></li> </ol>	None
Overview	District Level Forms Building Level Forms	<ol style="list-style-type: none"> <li>6. The Spring BEDS application will <u>open on May 7, 2012</u>, and close on June 15, 2012.</li> <li>7. Please be aware, districts will not have access to the "Certification Button" <u>until "Complete" shows in the "Status Column" for all forms.</u></li> <li>8. The Certification Page will look somewhat different than previous years when you logon.</li> </ol>	None

		<p>9. We are no longer collecting data related to 8<sup>th</sup> Grade Technology Literacy and Individual Student Option Transfers.</p> <p>10. There is no longer a reporting requirement for the 8<sup>th</sup> Grade Technology Literacy, and Individual Student Transfers will be collected through Project Easier.</p>	
Transition	Transition	<b>11. We'll begin by selecting Address Review button.</b>	Select the Address Review Button.
Address Review	District Level Individual Buildings	<p>12. This will bring up a list of all buildings linked to the district by number.</p> <p><b>13. We'll select one of the buildings.</b></p> <p>14. <u>The Address Information Form</u> will open. This will provide current data related to the selected building.</p> <p>15. Please review all information on this page for accuracy.</p> <p>16. If the information is correct for the 2012-13 school year, <b>select the "Info Is Correct" button.</b></p> <p><b>17. This will update our database for the selected school.</b></p> <p>18. If corrections or updates are needed, <b>select "Request Changes" button.</b></p>	As noted.

		<p>19. The right-side of the Address Information Form is now available for editing the data.</p> <p>20. Make the necessary changes on the right-hand side of the form and <b>then select “Post Change Request.”</b></p> <p><b>21. We will now return to the Address Review Form to demonstrate how to “Open a Building” and “Close a Building” for the 2012-2013 school year.</b></p> <p>22. First, to open a building, select the district identifier button, building 0000.</p> <p>23. Then select the “Add New Building” button.</p> <p>24. This action will open a blank Address Information Form.</p> <p>25. Enter all relevant data for the building. When complete select the “Post Add Request” button. This will then update our data base.</p> <p>26. We will return to the Address Review page to demonstrate how to close a building for the 2012-13 school year.</p> <p>27. Once back at the Address Review Form if the district needs to close a building, select the building. You will return to the Address Information Form.</p>	
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		<p>of which is a local decision.</p> <p>36. If the district has an alternative program which is currently identified as a building, select that building. Then on the Address Information Form, select “Close this Building.” This action then removes the building as a reportable school for submissions of data.</p> <p>37. The building may still exist with programs and students intact. The intent and purpose is to remove the building from our table of schools that must meet the accreditation requirements under Chapter 12 and Federal accountability.</p>	
Transition	Transition	<p><b>38. We will now move to the drop down menu, and select Early Start Calendar Waiver Request.</b></p>	Select the Early Start Waiver Request Button.
Early Start Waiver Request	District Level Form	<p>39. On this form, identify the calendar date for <b>the first day of school for the 2012 -13 school year.</b></p> <p>40. Then, identify the calendar date for <b>the last day of school of the 2012-13 school year.</b></p> <p>41. If you plan on starting school prior to Monday, August 27, you must <b>select “yes” requesting the Early Start Waiver.</b></p> <p>42. After selecting yes, identify the date of the public hearing for input regarding the early start waiver.</p>	Update Button for data to be submitted.

		<p>43. Non-publics may hold the hearing independently of the public district or in conjunction with the public system. If the hearing is held in conjunction with the public district, the non-public calendar must be specifically identified as a part of the Board action related to Early Start Waiver requests.</p> <p><b>44. Verify the accuracy of each date posted and then select “Update.” Please be aware that the “Update” button must be selected prior to moving to the next drop down menu.</b></p>	
Transition	Transition	<b>45. <u>We will now locate</u> Graduation Requirements.</b>	Select Graduation Requirements
Graduation Requirements	District Level Form	<p>46. This form captures data for graduating seniors – the class of 2012 and for the current freshmen – class of 2015.</p> <p>47. Please note, data for the curricular areas must be reported in Carnegie Units, <u>not semester credits</u>.</p> <p>48. One Carnegie Unit is equivalent to 200 minutes of instruction per week for 36 weeks.</p> <p>49. Typically, schools operate on a semester basis; <u>therefore</u> full-year courses equal one Carnegie Unit.</p> <p>50. Semester courses are typically posted at .5 Carnegie Units.</p>	Must select Update Button for data to be submitted.

		<p>51. Buildings operating on a trimester or on a quarterly basis will need to adjust accordingly.</p> <p>52. As a reminder, students in the State of Iowa are required to successfully complete four years of English, three years each of science, math and social studies.</p> <p><b>53. Once data are entered, select the Update button and move on.</b></p>	
Transition	Transition	<p>54. As a part of their high school experience, some students will enroll in PSEO courses.</p> <p><b>55.</b> This data must be reported to the Department of Education.</p>	Select PSEO Form.
PSEO	District Level Form	<p>56. Report dollars expended for PSEO courses on this form.</p> <p>57. The amount reported here must match the PSEO entries from Project EASIER or <u>you will get an error message in Project Easier.</u></p> <p>58. Please note the maximum is \$250 dollar per PSEO course.</p> <p><b>59. Once the data have been entered, select the “Update” button and move to the next drop</b></p>	Must select Update Button for data to be submitted.

		<b>down.</b>	
Transition	Transition	<b>60. From the drop down menu, we will select “<u>LEP/ELL Staffing.</u>” Select “Go.”</b>	Select the LEP/ELL Form
LEP/ELL	District Level Form	<p>61. Here you will first identify a contact person for the district’s LEP/ELL program.</p> <p>62. Then use the checkbox system to identify professional development activities that specifically addressed the teaching of LEP students or programs that were related to the learning of LEP students.</p> <p>63. In the next section, we ask you to identify the number participants involved in those professional development activities.</p> <p><b>64. Please be sure to select the “Update” button prior to moving to the next drop down.</b></p>	Must select Update Button for data to be submitted
Transition	Transition	<b>65. From here we will go to the Early Childhood Form.</b>	Select Early Childhood Form.
Early Childhood	District Level Form	<p>66. On this form, districts are to report the number of students served in each type of school-aged child care program.</p> <p>67. In section B the number of building offering each type of kindergarten program should be identified.</p> <p>68. And in section C, we ask that you validate the existence of the Early Childhood Advisory</p>	Must select Update Button for data to be submitted.

		<p>Committee.</p> <p><b>69. Again, after posting these data, select the Update button and move to the next form.</b></p>	
Transition	Transition	<p><b>70. We will now look at Anti-bullying/Harassment.</b></p>	Select the Anti-bullying button.
Anti-Bullying	Building Level Form	<p>71. Please review the data at the top of this form.</p> <p>72. Here you do have the option of using the checkbox system to indicate that no incidences of bullying and harassment occurred during the 2011-12 school year.</p> <p>73. However, if written incidences were reported enter data in the appropriate column based on the type of disciplinary action.</p> <p>74. Please note that these data are submitted based on perpetrator of the incident. (Student to Student, Staff to Student or Volunteer to Student)</p> <p>75. You may be aware that at least one private entity and some school districts provide online reporting of bullying and harassment complaints. As a school district, you may want to document the <u>origin</u> of your formal complaint so that you have that for your own records.</p> <p><b>76. Again, when all relevant data have been entered, select “Update” and move to the drop down menu.</b></p>	<p>Must select Update Button for data to be submitted</p>

Closing	Closing	<p><b>77. From here we will return to the Certification page.</b></p> <p>78. At the Certification Page, please, review the “Status” of each form.</p> <p>79. You will also get an opportunity to identify the number of records for the district, and you will have information related to the number of records updated for the district.</p> <p>80. Once all forms have “Complete,” the Certification Button will appear.</p> <p>81. Once the Certification Button is selected, district will have a date and time stamp associated with the submission of Spring BEDS 2012.</p> <p>82. Please ensure that all data are accurately reported by Friday, June 15, 2012.</p> <p>83. Thank you for viewing this session of Spring BEDS 2012 training.</p> <p>84. Feel free to contact me or other Spring BEDS consultants based on the contact information provided at the bottom of each page of the Spring BEDS form.</p> <p>85. Again, thank you for viewing this session. Please feel free to contact us if you need additional information.</p>	
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