Fall BEDS Reference Manual

October 2025

IOWA™

Department of Education

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Introduction

1. This document contains instructions for all data collected on the Fall BEDS forms from Public Districts and AEAs. Nonpublic schools are not required to complete Fall BEDS this year
2. If a nonpublic high school wishes to participate in the biliteracy seal program this school year, then the form is in Fall BEDS.
3. When you have a question about how to complete a form, refer to the instructions for that particular form.
4. If you have a question concerning the data collected or how it will be used, contact the subject matter expert on the Contact page.
5. Data is collected for various state and federal reporting requirements.
6. Save copies of Fall BEDS forms for future use.
    - Take screenshots of forms or copy/paste information into a Word document.
    - Print the frame and save as a PDF.
7. Use the Status link on the homepage to see if forms have been completed.
8. Oct. 30 is the deadline.

Reporting Requirements

Form Name	Public Districts	AEAs	Nonpublic High Schools
Professional Development	Yes		
Kindergarten Programs	Yes		
Staffing	Yes		
Staff Vacancy		Yes	
Biliteracy Seal	Yes		Only if participating this school year

Contacts

For support or general questions about Fall BEDS, contact Shelly Wolterman, 515-226-3859, shelly.neese@iowa.gov

For more specific questions regarding content, contact the Department consultant listed below.

- Kindergarten Programs: Mary Breyfogle, 515-326-1030, mary.breyfogle@iowa.gov
- Biliteracy Seal Participation: Stefanie Wager, 515-419-2876, stefanie.wager@iowa.gov
- Staffing or Staff Vacancy: Maryam Rod Szabo, 515-360-7369, maryam.rodszabo@iowa.gov

District Level Forms

Professional Development

Purpose and Legal Reference:

Professional Development data is collected for state teacher quality reporting. Iowa Administrative Code 281-83.6(284) and Iowa Code 284.6.

Guidance:

Do not include items such as:

- mandatory trainings
- parent-teacher conference days
- teachers preparing in their classrooms
- staff orientations
- time spent preparing grades, report cards, lesson plans etc.

Directions:

1. Question 1 – Select areas of focus for professional development.
2. Question 2 – The PD supplement amount is provided by the Department of Management.
    - Put in **whole numbers** in the funding categories.
    - The amounts **must add up** to the supplement amount.
    - **Do not use decimals, commas, or $ sign**

Note: If your committee hasn't decided how to spend the allocation before the Fall BEDS due date, **report your best estimate**, or enter the amount in 'Other' and let us know the committee hasn't decided how to spend the funds by entering a comment in the comment box.

3. Question 3
    - Put in whole numbers (**do not include the percent sign**).
    - Numbers **must add** to 100.
    - **Do not use decimals, commas, or $ sign**
4. The "Save" button will appear at the bottom of the form when filled out correctly.

Definitions:

High Quality Professional Development is defined as activities that target improvements in student learning and achievement.

Professional Development priorities must address the Iowa Teaching Standards; career development needs of teachers (District, Attendance Center, and Individual Teacher Career Development Plans); research-based instructional strategies and alignment with the Comprehensive School Improvement Plan student achievement goals.

Professional Development should include analysis, theory, classroom demonstration and practice, technology integration, observation, reflection, and peer coaching. The intent of quality professional development is the improvement in instructional practice to affect student learning.

Well-designed professional development involves teachers in collective learning around district and building priorities and includes collaborative learning opportunities.

Biliteracy Seal Participation

Only districts or nonpublic schools that serve high school students will possibly participate in this program.

Purpose and Legal Reference:

The Seal of Biliteracy is an award given by a district to recognize students who have **attained proficiency in two or more languages, one of which is English**, by high school graduation. Participation in the program by a school district, attendance center, or accredited nonpublic school shall be voluntary. A participating school district or school shall notify the department of the names of the students who have qualified for the seal.

Iowa Code 256.9 (59)

For more information, see the Biliteracy Seal webpage.

Guidance:

This form is for districts and schools to indicate their intent (or not) to participate in the Biliteracy Seal program for the current school year.

Directions:

1. Not participating? Click the “Not Participating During This Current School Year” checkbox. If your school does not serve high school students, check this box.
2. Participating this school year? Complete all fields in the form to indicate intent to participate, then click the “Save” button.

Student-level data elements are in student information systems. Districts and state-accredited schools that submit student data via SRI will be sending data about students who earn the seal in the spring collection.

Kindergarten Programs

Purpose and Legal Reference:

The Iowa Department of Education is committed to providing effective early learning services and programs to children, birth to five years of age, and their families. Having a variety of accessible quality programs affords educational opportunities for Iowa’s youngest students.

Iowa Code 281.12.1(11)

Directions:

1. Report the number of buildings offering the specific type of kindergarten program within the district for the current school year. All buildings offering a kindergarten program should be accounted for in the column labeled “Number of Buildings”
2. If the district's kindergarten program type is NOT listed in the choices provided, describe the program in the “Comments” box provided. These programs types may be unique to a community or fill a particular void or need.
3. Report the number of __ # of buildings offering a program option for two years of kindergarten using state aid.
4. Click the “Save” button at the bottom of the page.

Staffing

Purpose and Legal Reference:

This form will collect data on unfilled positions that were posted on Teach Iowa or IowaWORKS.

Teach Iowa Scholar program rule 261.110

Federal regulations 34 CFR 682.210(q), 34 CFR 674.53(c), and 34 CFR 686.12

Guidance:

Report the positions posted between August 20, 2024 - August 20, 2025 that were posted by your district on the job board, and that you were unable to fill or filled by individuals who were not properly licensed prior to the beginning of 2025-2026 academic year.

Only report the accurate number of FULL-TIME teacher, administrator or paraeducator positions that your district was unable to fill or filled with temporary/substitute staff upon BOEE approval. Do not duplicate the position if the same job was reposted, and only include positions that have been advertised but unable to fill.

If a position was filled by a person with an Executive Director Decision license after a diligent search to find a fully licensed teacher for the position, include that position in the Other text box with EDD in parentheses.

Directions:

1. Check the box if there were no unfilled positions for the duration of Aug, 20, 2024 – Aug, 20, 2025.
2. If there were unfilled positions, choose the position/grade level category from the first dropdown menu.
3. A second dropdown menu will be generated, depending on the selection of the first menu. Choose the corresponding position title or subject area.
4. Include a count for the number of postings for this position.
5. Click Add Row to add an additional posting.
6. If advertised positions are not found in the menus, add them in the Other Not Listed Below text box. When done adding postings, click the Save button.
7. Editing:
    a. To delete a position or change the count, click the remove button. You many need to refresh the webpage or click Home in the application menu box then open the Staffing form again in order to remove the row.
    b. To re-add a position, you may need to refresh the webpage or click Home in the application.

AEA Form

Staff Vacancy

Directions:

1. Check the box if there were no unfilled positions for the duration of Aug. 20, 2024 – Aug. 20, 2025.
2. If there were unfilled positions, choose the position/grade level category from the first dropdown menu.
3. Include a count for the number of postings for this position.
4. Report the percentage of time related to job duties by category; must add to 100%.
5. Click Add Row to add an additional posting.
6. When done adding postings, click the Save button.
7. Editing:
    a. To delete a position or change the count, click the remove button. You many need to refresh the webpage or click Home in the application menu box then open the Staffing form again in order to remove the row.
    b. To re-add a position, you may need to refresh the webpage or click Home in the application.