FAQ TEDS Audit Report

The TEDS Audit report will compare a student's scheduled hours of qualifying Career and Technical Education (CTE) courses in their reported active pathway to the reported TEDS Attend Hours for the first semester (or trimester).

1. **Where do I go to find this report?**
   - Since this is a new report, Infinite Campus Tool Rights will have to be given to users to run the report.
   - After rights are given, you can find the report under KY State Reporting | KDE Reports | TEDS Audit In the old version of Infinite Campus.
   - Districts using the New Look will have to use the Custom Tool Placement Editor to add the report to your KY State Reports.
2. **Who is on this report?**
   - Students with a Pathway start date before 10/15 and an end date that is null or after 10/15 in their TEDS tab for the reporting year
3. **What is the difference between the Detail by Pathway Report and the Detail by Courses report?**
   - The scheduled hours in the Detail by Pathway report are an aggregated total of any course(s) that is qualified to count in the student's active pathway.
   - The Detail by Courses report shows the courses that were counted in the pathway's scheduled hours on the Detail by Pathway report.
4. W**hy are the student's scheduled hours zero when I know that the student has a qualifying course on their schedule?**
   - The scheduled hours come from qualifying courses in the current **Program of Studies** document. If you have a course that OCTE has approved to use in a Pathway that is not listed on the Program of Studies document, it will not show on this report. **Do not change your TEDS Attend Hours in the student's TEDS tab.** OCTE is aware of this and will not see this as an error.
   - This report is only looking at courses scheduled within the standard school day. If a course is scheduled outside the standard day it will not be recognized in this report. Courses must be taught in the standard day to be counted towards TEDS Attend Hours.
   - Courses that are a "Virtual" course type or have an instructional setting of "Dual Credit – College Offered" are excluded from this report. Only course taught in the building are counted.
   - If a student has a TEDS record that is end dated before 10/15 of the reporting year, the scheduled hours will report as 0.00 even if there is a qualifying course in the student's schedule.
5. **If my reported attend hours do not match the scheduled hours, should I change it to match the scheduled hours on the report?**
   - No, we are still working on the scheduled hours calculations on the report. Depending on how complicated your school's schedule is, it might be difficult for this report to exactly match calculations done by the Attend Hours Calculator. **Official TEDS Attend Hours must still be calculated by using the Attend Hours Calculator**.
6. **My student has more than one qualifying course in more than one active pathway, but the report put both courses in one pathway and the other pathway has zero scheduled hours. Is this an error?**
   - Since some courses can qualify for more than one pathway, the report cannot know which pathway your school chose to credit therefore the report will just choose an active pathway to

credit in the scheduled hours. Your total number of scheduled hours will still show up on the Detail by Pathway report and the auditor will see that the course was attributed to the wrong pathway in the report. **DO NOT CHANGE YOUR DATA TO MATCH THIS REPORT.**

7. **I ran this report, and it was blank. What is wrong?**
   - This report only selects students who have an active pathway. If your school has not started removing end dates and creating new pathway entries for the current year, there will be no students with an active pathway.
   - If you have started editing your data but your report is still blank, this report only refreshes from live data once a week. You will have to run this report first thing Monday morning to see updated data.

This report is updated every Monday from districts live data. Any changes made during the week will not be reflected in the report until the next refresh.

Calculating scheduled hours using Campus data is extremely complicated due to the different types of master schedules available to districts. Scheduled hours may not add up exactly to your reported attends hours using the Attend Hours Calculator. **DO NOT CHANGE YOUR REPORTED TEDS ATTEND HOURS TO MATCH THE REPORT.** Continue to use the Attend Hours Calculator for your reported TEDS Attend Hours.

During the next couple years, we hope to fine tune this report to be more accurate. Until then, this should only be used to find major gaps like when you have a qualifying course in an active pathway and there are no attend hours or when you have reported attend hours and no qualifying courses.

While auditors will be using this report to find discrepancies, this will not be the only data they will be looking at to determine attends hours mistakes. Auditors know that this report is not perfect and will only be using it to find large discrepancies to further investigate.

More detailed information about how this report works can be found in the TEDS Audit Report Quick Reference Guide.

Please contact Kim Walters with questions or concerns regarding this report.