

Technical Education Data System (TEDS) GLOSSARY

Attend Hours

Actual seat time the student spends in a specific program/career pathway.

Semester or Trimester?

| Semester | Trimester |
|--|--------------------|
| Full Year Schedule, Traditional Fall & Spring Schedule, Quarterly Schedule or Block Fall & Spring Schedule | Trimester Schedule |

What do I put in Term 1, 2 and 3?

POST-SECONDARY: Enter "6" if student is FULL time, or enter "3" if student is PART time.

SECONDARY: Average Daily Attendance (calculated) in a Career Major (No rounding)

Example 1: Kim is on a **full year schedule**. She has two 55-minute courses that are in the Animal Systems Career Major

$55 * 2 = 110$ Minutes / 60 minutes = 1.83 Attend Hours for Term 1 and Term 2.

Example 2: Sarah is on a **Trimester schedule**. She has one 50-minute course in the Business Management Career Major AND one 50-minute course in the Animal Systems Career Major.

$50 / 60$ minutes = .83 Attend Hours for Term 1 in each of the Career Majors and 0 Attend Hours in Term 2 and Term 3 until you have her schedule for Trimester 2 and 3

Example 3: Charles is on a **Block schedule**. He has one 90-minute course on Mon, Wed, Fri the first week, and Tues, Thurs the second week.

$(90 * 3) + (90 * 2) = 450$ minutes / 10 days = 45 minutes / 60 minutes in an hour = .75 Attend Hours for Term 1 and 0 Attend Hours in Term 2 until you have her spring schedule.

Career Clusters

Sixteen broad categories that encompass virtually all occupations from entry through professional levels

Career and Technical Student Organizations (CTSO)

Co-curricular organizations within CTE program areas to enhance student career and leadership development, motivation and recognition. The CTSOs are Future Farmers of America (FFA), Future Business Leaders of America (FBLA), Family, Career & Community Leaders of America (FCCLA), Health Occupations Students of America (HOSA), Skills USA (SKILLS), Distributive Education Clubs of America (DECA) and Technology Student Association (TSA)

Classification of Instructional Programs (CIP) Code

Developed by the U.S. Department of Education's National Center for Education Statistics (NCES), the CIP code provides a taxonomic scheme that supports the accurate tracking, assessment, and reporting of fields of study and program completions activity.

Concentrator Program, Postsecondary

Sequence of courses at least one year in length that prepares a student for further education or employment in high skill, high wage or high demand occupations.

Concentrator Program, Secondary

Sequence of at least four technical courses in a career and technical education program leading to an occupation/profession. Program must receive Perkins funds.

Concentrator Student, Postsecondary

Any postsecondary student who has successfully earned at least 12 credits in the same CTE program or completed such a program if the program encompasses fewer than 12 credits or the equivalent in total.

Concentrator Student, Secondary

Any secondary student that has completed 2 courses in a single program of study (career pathway). In Kentucky, a course is defined as 1 credit on the student's official transcript. *Concentrator students are included in Perkins accountability reporting.*

Completer

Any secondary student that has completed four (4) credits from valid courses within a single Kentucky Department of Education approved career pathway

Data Retention Policy

All documentation relative to TEDS, including but not limited to demographic, enrollment, program completion and placement, special populations, credentials, industry testing and certification must be kept on file for a minimum of five (5) school years.

Dual Credit

When students earn secondary and postsecondary credit for the same course. This is awarded to all secondary students who complete a technical education program, graduate from high school and enroll in a postsecondary Institution where there is an articulation agreement with the secondary Institution. Dual credit is tracked in Infinite Campus by the student's home high school using appropriate dual credit course codes.

Dual Credit Student

Secondary students who are enrolled in a technical education course at the high school and receiving credit for the course from the Community and Technical College System or a university as secondary students. Dual credit is tracked in Infinite Campus by the student's home high school using appropriate dual credit course codes.

Dual Enrollment

Some secondary students enroll in college courses while they are currently attending high school, and they are considered dual enrollment. (The students are physically attending both Institutions.) When these students graduate from high school and enroll in the postsecondary Institution, they receive articulated credit for the postsecondary course taken at the same time they were completing high school. These dual enrollments are usually in required academic courses such as English.

Enrollment Status

Identifies the enrollment status of each student in a CTE program/pathway. Students can be identified as EXPLORING (secondary or post-secondary) or CONCENTRATOR (secondary or post-secondary).

POST-SECONDARY: Information must be entered for any student who has been enrolled in a technical education course(s) long enough to be required to pay tuition. Enter "exploring" in the student objective field for any student who has 12 or fewer credits in the program/CIP code. Once the student has completed 12 credits in their program, change the status to "concentrator".

Exploratory Program

Any program, secondary or postsecondary, designed for career exploration or short-term skills upgrade only, not leading to a credential. Exploratory programs do not qualify for Perkins funding.

Exploring Student, Postsecondary

Any student who has enrolled in the beginning sequence of courses (up to 12 credits) in a postsecondary career and technical education program. *Not included in Perkins accountability reporting.*

NOTE: Students enrolled in only general education or remedial courses do not qualify as technical education students and are not to be enrolled in TEDS.

Exploring Student, Secondary (Participant)

Any student who has enrolled in the beginning sequence of courses (up to two credits) in a secondary career and technical education program that requires at least four credits to complete the program. *Not included in Perkins accountability.*

NOTE: Students enrolled in any course required for all students do not qualify as technical education students and are not to be enrolled in TEDS until they have enrolled in a second course that is valid for the pathway.

Exporting

Creating two text files (i.e. demographic and enrollment) containing TEDS data from Infinite Campus that are then imported into TEDS

General Education Course

A course that is required for completion of a certificate or degree that is required for all majors, whether the major is considered a technical education program or not.

Importing

Using the two text files generated from the export process from Infinite Campus to move data into TEDS

Non-Traditional

Programs that lead to nontraditional careers. Identified as programs/careers identified as having less than 25% participation by one gender.

Remedial Courses

Those courses designed to increase a student's skills or understanding of the subject matter to the level that the student could be expected to complete entry-level courses in the subject area successfully.

TEDS

Technical Education Database System. The official repository of student data for all career technical programs in Kentucky (secondary and postsecondary).

Termination Status

The reason a student exits the technical education program.