Good Morning!

This is just a quick update on where we are with changes in TEDS. More information will be in the February Notes…

TEDS had a new update applied over the weekend. This is in addition to the update that was implemented over the Christmas break. Some of the new changes are minor but are there to meet some of your requested changes to help make it easier to work in TEDS.

Below is a summary of the differences you will see:

CHANGES IMPLEMENTED OVER CHRISTMAS BREAK

SECURITY UPDATE
TEDS will now lock out any user who has not signed in to TEDS for 120 days or more. This should not be an issue if schools are reporting their data by the deadlines for fall and spring terms and at the end of the school year. Contact Claude Christian to have your TEDS access unlocked.

STUDENT SEARCH
A new statewide search screen has been added requiring a search by Last Name, SSN and Date of Birth before a new student may be added. The steps for the search are now:

From the Class List screen for the program:
- **First Search screen**: Searches within the specific program section for the student
- **Second Search screen**: Searches within your school for the student (enrolled in any program offered at the school)
- **Third Search screen**: Searches statewide to ensure that the student has not been enrolled in TEDS in any program at any school during any school year

TEDS will only allow a brand new student to be added to the database if this third Search screen comes back with the student not in the search results.
REMEMBER: **Secondary schools** (High Schools, CTCs, Locally Operated and ATCs) **should enroll new students on the TEDS tab in IC first, then complete an import.** Do **<u>NOT</u>** enroll students directly in TEDS. This helps to ensure consistent and accurate (clean) data.

CHANGES IMPLEMENTED THIS PAST WEEKEND

STUDENT ENROLLMENT SCREEN
- **Changed** *"Federal Report"* **to** *"Federal Indicator"* – This changes the field name to the way it is referred to during training and other conversations.
- **Changed** *"Took Program Assessment"* **to** *"Attempted an Ind Cert/KOSSA"* – This change in terminology better describes the purpose of the check box.

- **Industry Certification screen** looks the same whether you are in Career Readiness or on individual student enrollment screen. It will only list the approved valid industry certificates for the program in which the student is enrolled.

REPORTS
- The program dropdown box on reports will now list all programs if a School Name and School Year are not selected. Should you run a report for a school year and program not offered by your school without choosing a school, the report will include only 0's. However, selecting a School Name and School Year will have only the programs offered at the selected school displayed in the drop-down box - the way it worked before the update.
- The Termination Status dropdown on reports now contains a value called "Not Terminated". Reports that use this criteria will select only enrollment records that do not have a Termination Status set. This will be helpful when looking at end-of-year data etc. For example, a Class List report could be generated for only seniors without a Termination Status.
- The Class List report can now list student names as **"Student Full Name"** (formerly "Student Name") or they can be broken down into **"Student First Name"**, **"Student Middle Name"** (just initial) and **"Student Last Name"**. Additionally, CIP Code is now a separate field.

As always, if you have any questions, please let me know.

Claude

Claude W. Christian
TEDS Coordinator
Kentucky Department of Education
Division of Technical Schools and Federal Programs
500 Mero Street
Capital Plaza Tower
Frankfort, KY 40601
502-564-4286
Fax: 502-564-2241

It's not that I'm so smart, it's just that I stay with problems longer.
- Albert Einstein