

TEDS Monthly Notes

CTE Technical Education Database System Updates

May 2017

Simply the BEST

(Tina Turner)

It is a wonderful thing to see a completed project. A few weeks ago, we began sending reminders about submitting follow-up data for your 2015-2016 graduate completers. While it took a bit of prodding for a few, everyone got their information uploaded. This officially marks the first time in a while that we can claim a 100% response to follow up data. I extend a hearty thank you to you all. You are simply the best.

The BEST of Times

(Styx)

We are nearing the end of the year. Some are preparing for a much-deserved vacation. Others are looking forward to the beginning of retirement. Best Practice for TEDS access is for each location (school, district, ATC, CTC) to have **AT LEAST TWO** people trained to change/edit student data in TEDS. It is important that we not create data hostages by having no one to update student records in TEDS. If you are the only one, or are about to be the last one with access, it's time to prepare for the Best of Times. Recruit someone and have them sign up for training. Sessions will be posted as they are scheduled.

A series of small training sessions (limited to 10 people each) are scheduled in Frankfort in the coming weeks. Each session will start at 9:00 AM (EST). Upcoming session dates are:

Thursday, **May 25**, 2017

Thursday, **June 1**, 2017

Thursday, **June 8**, 2017

Click [here](#) to register for a session

<https://www.surveymonkey.com/r/TEDS-May-June-2017>



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The BEST Thing

(Rev. Timothy Wright)

The [TEDS vs IC](#) (Data Update Cheat Sheet) is designed to let you know what should be done in TEDS and what should be done in IC. What's so great about that, you ask? A lot, but here is the best thing: We can guarantee that **IF** you choose to follow ALL of the directions in this wonderful "cheat sheet", you will NEVER have to worry about IC messing up TEDS data. Get it right the first time! The Cheat Sheet can help.

IF...



The BEST You Never Had

(Leona Lewis)

Clean data. 100% follow up data for 15-16 proves we can do it. Let me once again stress the importance of clean data. This year we are going to run a statewide pilot on terminations.

What we have found in our early tests is that it will only work if the data in TEDS is clean. This includes the correct credit hours, student status and SSID.

For now, **you still have to do your own terminations**. We are running the pilot process to see whether everything is accurate and to determine if any other problems exist. If our pilot runs the way we anticipate, we will be able to automate the termination process beginning with 2017-2018 terminations.

However, if your data isn't clean, the automated termination process won't work for your school. If the automated process won't work for your school, you will have to continue doing terminations manually. That means if your data is not clean, automated terminations will become the best thing you never had...



Be Your Own BEST Friend

(Ray Stevens)

Sometimes you have to encourage yourself. Sometimes you have to speak victory during the test... Sometimes the "test" is just a matter of remembering the rules and the changes to the rules. This is an important reminder about the changes in all pathways we have been announcing for almost a year now.

OR means OR. If the pathway says Course A **OR** Course B, schools will not be able to count both courses towards Preparatory and Completer Status.

May Substitute ONE" means credits for only ONE of the courses in this section can count towards Preparatory and Completion Status.

These changes go into effect beginning in 2017-2018. Note that it does not change anything about the total credits a student earns toward graduation and it does not take away anything that has already been earned. Be your own best friend. Don't let the new rules catch you unaware.

Giving You the BEST That I Got

(Anita Baker)

This year, we have approximately 157 different pathways for the offering. Some of those pathways don't have many students enrolled. Many times, it is because they don't know the pathways exist. What's the best way to ensure they are aware of all offerings? Talk to those who help our students make decisions about scheduling. Our school counselors, mentors, parents and anyone else who influences scheduling decisions **must** be helped to understand how CTE works for our kids. Share the **Preview to Career Pathways** and the **Programs of Study** documents because sometimes they forget. CTE is for everyone: College-bound, work-bound, military-bound and every student in between. Make sure they are all aware of their choices. Make sure you can say to them "I'm giving you the best that I got (to offer)".



The Last BEST Place

(Rhonda Vincent)



Speaking of clean data... each year, each school with a CTE program is required to complete, in TEDS, terminations for all **preparatory seniors**, all students (exploring or preparatory, all grades) that transfer away from their home school (*the ATC is NOT a home school*) and **ANY** students (exploring or preparatory) that dropped out of their home high school. Detailed instructions can be found in "*Enter Termination Status in TEDS*" on the [TEDS Step-by-Step Directions](#) website.

REMEMBER: Do not terminate students who will return to school next year
Seniors identified as "exploring" in TEDS will be terminated automatically

Terminations must be done **in TEDS, under each pathway, on the Termination Screen**. We are all itching for summer to start but come what may; we have to be diligent now to ensure that our students' records end up in the last best place to ensure they remain clean. Reminder ad nauseam...

STUDENT RECORDS SHOULD ONLY BE TERMINATED WHEN THEY LEAVE THEIR HOME HIGH SCHOOL

You are required to terminate active and inactive students that fall into one of the categories below.

- ⇒ 12th Grade Preparatory Students **that Graduate** are terminated as either:
 - ◇ **Completer and HS Graduate** (Completed 4 credits in one pathway)
 - ◇ **Graduated w/o Completing** (Completed 3 but not the 4th credit in one pathway)
- ⇒ 12th Grade Preparatory Students **that do not Graduate**, fall into one of these categories:
 - ◇ **Dropped Out** (Terminate them as Leaver/Dropout)
 - ◇ **Transferred** out of their home high School (Terminate them as Transfer)
 - ◇ **Coming back in 17-18** (Change them to 11th Graders on the termination screen in TEDS and **do not terminate them**)
- ⇒ **Underclassmen that drop out or transfer** from your school
- ⇒ **Underclassmen who are EARLY GRADUATES** (change the education level to 12th grade, then terminate according to the choices above)

DO NOT TERMINATE UNDERCLASSMEN THAT ARE RETURNING TO THEIR HOME HIGH SCHOOL

It is best to complete your last IC export BEFORE the IC End of Year Script is run.

Make sure you have clean TEDS data. Terminate responsibly and accurately

We've Saved the BEST for Last

(Kenny G)

Forewarning is usually a good thing. I do not want you to be unaware, nor do I want to be responsible for fostering excuses. So, we've saved the best for last. The chart below is just a snippet of work to be done in TEDS in support of our students. Review the [TEDS Timeline & Checklist](http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx) (<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>) for a complete and detailed view of up to the minute deadlines for TEDS work

June 15	<p>TEDS End of Year Data should be entered and completed in TEDS</p> <p style="text-align: center;"><i>(Remember to check ALL students, not just active)</i></p> <p>⇒ Semester Data (credits, student objectives, etc.)</p> <p>⇒ Termination Status & Termination Dates</p> <p>** Best if completed BEFORE IC End of Year Script</p>
June 30	<p>All Industry Certifications earned during the 2016-2017 school year must be entered</p> <p>Career Readiness Data will be entered by KDE where possible</p>
July 23-26	KACTE State Conference—Louisville
August	Begin Enrolling/Updating 2017-2018 student data on the TEDS tab in Infinite Campus
September 1	<p>All 2016-2017 data locked</p> <p>TEDS Rollover begins</p>



Contact Us

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