

**From:** [Jenkins, Becky - Division of Enterprise Data](#)  
**To:** [All State KSIS Contacts](#)  
**Subject:** KSIS Notification: OCTE & KTS Data Exchange Notification: Best Practices for 8th Grade Students Participating in CTE Courses for the KTS Data Exchange and TEDS  
**Date:** Thursday, April 28, 2016 5:37:39 PM

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KSIS Contact:

FYI - The information below was sent to KTS Data Exchange contacts from the Office of Career and Technical Education.

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**From:** Fluke, Tanya - Division of Technical Schools and Federal Programs  
**Sent:** Thursday, April 28, 2016 1:26 PM  
**Subject:** RE: OCTE & KTS Data Exchange Notification: Best Practices for 8th Grade Students Participating in CTE Courses for the KTS Data Exchange and TEDS

We made one additional clarification to the communication that was forwarded yesterday, which is highlighted below. Please let me know if you have questions.

**Best Practices: 8<sup>th</sup> Grade Students participating in CTE courses for the KTS Data Exchange and TEDS**

Student enrollment information for TEDS must come directly from the Infinite Campus upload. Manual entry of student data directly into TEDS is now prohibited. This is no longer an issue for high school students, because high schools who send their students to a CTE program must add them according to KTS Data Exchange guidelines. However, there has been some confusion regarding 8<sup>th</sup> grade students who participate, and how to properly report them in TEDS. Technical schools **should not** manually enter 8<sup>th</sup> grade student data directly into the Infinite Campus or the TEDS databases. Because students can no longer be manually entered into TEDS, below are OCTE's best practice setup suggestions for 8<sup>th</sup> grade students who participate in CTE courses.

1. 8<sup>th</sup> Grade students **must** be rostered into courses using the KTS Data Exchange process. Refer to the [KTS Course Setup Guide](#) and the [KTS Grading Task Setup](#) documents on the KTS Data Exchange [webpage](#).
2. Districts have the option of:
  - a. Pulling KTS Data Exchange courses directly into the middle school in the district IC database using the KTS Course Setup Guide to add them to CTE courses.
  - b. Adding 8<sup>th</sup> grade students to the high school in the district IC database with a secondary enrollment record, then using the KTS Course Setup Guide to add them to CTE courses.
3. Both methods will "link" the student to the CTE Course, which will populate a secondary enrollment record in the technical school Infinite Campus database.
4. Students who are setup properly and according to guidelines will automatically populate a TEDS record in IC that will export into the TEDS database.
5. **Private School & Home School Students:** Technical schools who service students coming

from a private school or a home school situation, regardless of grade, should contact [Tanya.Fluke@education.ky.gov](mailto:Tanya.Fluke@education.ky.gov) for specific guidance with setup in IC for those students.

For questions about TEDS, contact [Claude.Christian@education.ky.gov](mailto:Claude.Christian@education.ky.gov)

For questions about the KTS Data Exchange, contact [ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov) or [Tanya.Fluke@education.ky.gov](mailto:Tanya.Fluke@education.ky.gov)

## *Tanya Fluke*

Systems Consultant IT  
Kentucky Department of Education  
Office of Career and Technical Education  
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500 Mero Street, 20<sup>th</sup> Floor CPT  
Frankfort, KY 40601

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**From:** Fluke, Tanya - Division of Technical Schools and Federal Programs

**Sent:** Wednesday, April 27, 2016 2:13 PM

**Subject:** OCTE & KTS Data Exchange Notification: Best Practices for 8th Grade Students Participating in CTE Courses for the KTS Data Exchange and TEDS

### **Best Practices: 8<sup>th</sup> Grade Students participating in CTE courses for the KTS Data Exchange and TEDS**

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to CTE courses.

3. Both methods will “link” the student to the CTE Course, which will populate a secondary enrollment record in the technical school Infinite Campus database.
4. Students who are setup properly and according to guidelines will automatically populate a TEDS record in IC that will export into the TEDS database.

For questions about TEDS, contact [Claude.Christian@education.ky.gov](mailto:Claude.Christian@education.ky.gov)

For questions about the KTS Data Exchange, contact [ktssupport@education.ky.gov](mailto:ktssupport@education.ky.gov) or [Tanya.Fluke@education.ky.gov](mailto:Tanya.Fluke@education.ky.gov)

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