December 2015 TEDS Notes

We are coming to the end of 2015. We have survived Thanksgiving, Black Friday and Cyber Monday. Now all we have to do is focus on the holidays. Maybe…

Here are your "notes" for the month of December…

You better watch out…

Things are changing at CTE and in TEDS. Since I can't always get to everybody at the same time, we have released the new Frequently Asked Questions for 2015-2016 on the TEDS website. Additionally, other basic questions are addressed in the new User Guide and step-by-step instructions. You can also see an archive of monthly notes so you won't have to search through emails trying to find that thing you thought you heard a couple of months ago. So remember to watch out for updates and news.
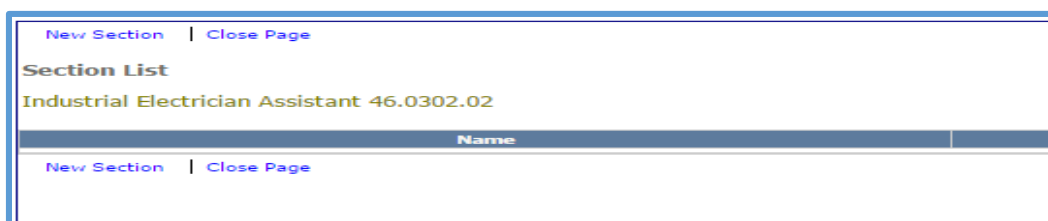
You better not cry…

Deadlines for all ATC home school reports and secondary school 1st Semester Enrollment Data have passed. Many of you met the deadline and made the *"Nice"* list. Some others, well… I won't tell if you won't but if you have not completed your import or have not turned in your Home School Reports, you're on the wrong list. Still having issues with the process? Check out the step-by-step instructions. If there are other issues, wipe your eyes and contact Claude yesterday!

You better not pout…

Still getting error codes? Maybe something like, **"***Program: 14.0101.01 Or Section: 1 Does not Exist in TEDS"?*

You're probably missing a section for your new pathway. Go look at your pathway. No… no… I'll wait. Does your pathway look like this? *(Notice the only links are New Section and Close Page).*

That means you're missing a section for your pathway. Tuck that lip in, go to the new Step-by-Step website and review *"How to Import Infinite Campus Data Into TEDS"* to find out how to fix this error in a jiffy.

I'm telling you why…

We can't issue all the gifts until everyone is present and accounted for and the "Naughty" list is empty. TEDS can't do it all. In fact, sometimes it seem like it is only doing things half fast… Everyone in the TEDS world has a part to play. If you aren't following the rules, you are making the "Naughty" list necessary. So, just stop it. OK? OK. We are here to help, but you have to take the first step: Review the first few documents on the [Step-by-Step website](). Sometimes it might seem like a magic trick, but there are still rules to make it work right.

Monitors are coming to town…

Everybody has to have accurate data and student information. Some of you will need it sooner than others because of the coming consolidated monitoring. Districts to be visited are being notified by our Office of Next Generation Schools and Districts. Want to know how they are chosen? Check out the [District Identification Flowchart]() on the [Statewide Consolidated Monitoring Process webpage]().

2015-2016 has been designated a "data cleanup year". During training sessions, we review the variety of reports that can be run in TEDS. This has been an eye-opener for many as errors are popping up in places they didn't know existed.

Is Your Data Clean? Are you sure? Now is a great time to run a few reports to see if you are as clean as you think. We have made some changes over the last couple of years to get cleaner data. Most of these changes are not retroactive. Remember: trash in = trash out. Let's not play in the trash! ☺

A good starting point is to run a **Duplicate Federal Indicator Report** (#5) in the [Recommended Reports for Data Validation](). If all goes well with this report, you will have a blank (clean) report. If it's not blank, don't worry. There are instructions for that, too!

He's making a list…

We have recently acquired a new programmer and are planning much-needed updates. Since not everything can happen at the same time, your wonderful staff here at KDE has heard many of your suggestions. We are working with our programmer to put together a game plan for updating TEDS. While we work on this, remember that you also have a list (see the *"2015-2016 TEDS Timeline & Checklist"* on the [Step-by-Step website)](). This gives you a heads up on most deadlines headed your way. Why? Because it is important to make sure that you join is as…

He's checking it twice…

Why should I check it twice? Well, let me tell you. The first thing we have to do to take over the production of TEDS is to take over the production of TEDS. That means that, at some point, we are going to have to SHUT TEDS DOWN for a little while. No data will be lost but we need to move everything into our own house.

What does this mean for me? It means that your window to get students properly identified in TEDS as preparatory may shrink a little bit. **The deadline is still January 15.** We have not yet solidified a date, but the optimal time would be sometime during the break. Your "2015-2016 TEDS Timeline & Checklist" suggests that you check your student objectives by December 15. If you want to avoid any weather-related problems, it is to your great benefit to consider doing this before you leave for the holidays.

He's gonna find out who's naughty or nice…

As we prepare for the snow and the cold and KOSSA and Industry Certification assessments, etc., etc., etc., we need to have people who can ensure that students are getting proper credit and recognition for their efforts. That means we have to have properly trained TEDS users.

In 2014, we began the requirement that all TEDS users be trained and that training must occur every two years. Two years is almost up. As your access end date draws near, you will get reminders from TEDS. Heed those notices. Once you are locked out, you cannot get back in until you attend a training session.

With our planned revisions, there will definitely be a need to update your knowledge about what TEDS can do for you. Training sessions will begin roughly mid-spring. Make sure you sign up in time. Don't tempt Krampus. Don't be on the naughty list.

All these dates are coming up soon…

December 15	*Suggested* **Data Cleanup Day** to ensure preparatory status for students
January 15, 2016	Deadline for Students to be marked Preparatory for KOSSA
February 28, 2016	2014-15 Completers Follow up Data completed in TEDS
TEDS training will resume after January 2016	

However you choose to celebrate,

I wish you *all* JOY during this holiday season!!