

## March 2016 TEDS Notes

St. Patrick's Day is coming. Luck o' the Irish, green ale and four leaf clovers will become hot topics. Since we haven't quite perfected the formula for good luck and we can't seem to find that blarney stone, we present some surefire ways to help reduce your need for luck when working with TEDS...

### **I've Got Beginner's Luck** (Diane Schuur)...

Some of you have the joy of being new to CTE and/or TEDS. This means you are now responsible for completing a task someone else started (hopefully). It is important to ensure there is someone at each school with adequate and accurate knowledge to complete the end of year process. Since we don't want to depend too much on beginners luck when working with student data, we are scheduling a couple of opportunities for TEDS first-timers and newbies (new hires that are required to complete end of year reporting in TEDS). These short sessions, dedicated only to end of year reporting (and basic access, of course) will grant **NEW TEDS USERS** temporary access to complete their work. However, as luck would have it... **These mini-sessions do not take the place of the required Full training session**. Those attending mini-sessions must still complete a full training session to maintain access to TEDS.

Mini-sessions will take place on April 7 and April 8. These will be in the OCTE Training Center, 500 Mero St., Frankfort, KY 40601. For more information and to register for the mini-lesson go to the TEDS Step-by-Step website.

<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>

### **A Good Run of Bad Luck** (Clint Black)...

In 2014, we began the requirement that all TEDS users be trained and that training must occur every two years. As your access end dates draw near, you will get reminders from TEDS. Well, actually **IN** TEDS. That means you have to make a habit of following the timeline and going to TEDS on a regular basis. If you had access but have not attended a training since this started, your access is already blocked. In order to regain access, you will have to attend a scheduled full TEDS training. Full training sessions will begin in the summer once updates have been completed. Dates will be sent out as soon as everything has been finalized.

## **Bad Luck** (Harold Melvin and the Blue Notes)...

**Any user who has not logged in to TEDS for 120 days or more is currently locked out.** This should not be an issue as long as you remember to follow the TEDS timeline on the [Step-by-Step website](http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx) (<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>).

If you have already experienced the lockout and requested access, we have been understanding and even attempted a bit of levity in the response emails while addressing this very serious issue of not following TEDS data security protocols. Please do not take this levity as a “pass”. We all have a responsibility to maintain the security of our student data. Your account being locked out is evidence of not living up to that responsibility. Don’t run the risk of bad luck coming your way. The TEDS website has timelines, instructions, monthly newsletters and updates all designed to keep you abreast of changes and other requirements that can help prevent security lockouts. Create your own luck. Bookmark the TEDS website and set reminder to check it regularly. (<http://education.ky.gov/CTE/teds/Pages/default.aspx>).

Just to make sure we don’t push our luck, there is one other change in security: **Password time limits.** You will be required to change your password every 180 days (that’s 6 months for those counting). You cannot repeat any previously used password and the new password strength requirements will remain. That means the new password must contain at least one upper and lower case letter, at least one number, at least one special character and be between 8 and 32 characters in length. No spaces.

## **With a Little Luck** (Wings)...

Luck is fickle. It can come in handy in some of those “when all else fails” moments but it can’t be counted on. Let’s face it; it’s like trying to smell the color 9. Luck stresses the need for, well... proper communication.

As a high school, ATC or CTC that shares students, are you communicating with each other? Are you asking the right questions? Are you sharing the correct information? Don’t depend on luck to get everything right for your students. Talk to your partners in education...

## **Lucky to Be Here** (Montgomery Gentry)...

Do you plan to offer your students new and amazing pathways and opportunities? Does that plan include ideas to offer new career pathways that are not already in your TEDS? Do you want everyone to know about your plans?

We can help! Follow our foolproof guide and you will amaze your friends and coworkers. Look at the [CTE Program Areas](http://education.ky.gov/CTE/ctepa/Pages/default.aspx) (<http://education.ky.gov/CTE/ctepa/Pages/default.aspx>) for the Individual **Program of Studies by Program Area** to see what is available.

If you want to offer something more, check out the **Career Pathway Request Guidance** on the same page (2016-2017 version coming soon). Check it out. Make good choices. Get your kids properly placed in approved pathways.

Remember: Don't let your completers feel lucky to be there. Make sure your pathways, courses and credits are accurate and approved.

## **Good Luck Charm** (Elvis Presley)...

2015-2016 is a data cleanup year. Along with verifying federal indicators, you should be confident about your terminations.

If you got lucky, you haven't lost any students to transfer or dropout so far this year. If you did have students leave their home school, they will need to be terminated in TEDS. Terminations must be done **in TEDS** under each pathway on the Termination Screen.

### **STUDENTS ARE ONLY 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.
  - 12<sup>th</sup> Grade Preparatory Students **that Graduate** are terminated as either:
    - ◆ **Completer and HS Graduate** (Completed 4 credits in one pathway)
    - ◆ **Graduated w/o Completing** (Completed less than 4 credits in one pathway)
  - 12<sup>th</sup> 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 16-17 (Change them to 11<sup>th</sup> Graders on the termination screen in TEDS and **do not terminate them**)
  - **Underclassmen that drop out or transfer** from their home high school.
    - ◆ **DO NOT TERMINATE UNDERCLASSMEN THAT ARE RETURNING TO THEIR HOME HIGH SCHOOL**

Don't depend on good luck charms for the accuracy of your TEDS data. Terminate responsibly and accurately.

## You Got Lucky (Tom Petty & the Heartbreakers)...

If you don't pay your car note on time... they may not take your car (at least not the first time)... but there is a cost.

If you get a speeding ticket, you can usually drive away afterward... but there is a cost.

If our students (or children) wait until the last minute then don't get something done, they get to stay in school/live at home... but there is a cost. Why? Responsibility.

One of our jobs as adults is to teach our children responsibility. Another is to teach our children that there are consequences when we are not responsible. We all have responsibilities. We all set deadlines and due dates for our students. We don't make a habit of altering these for our students. So we must teach by example. Remember:

Consider the "2015-2016 TEDS Timeline & Checklist" your syllabus and the "How to" Guides your notes. NEVER ASSUME. "You got lucky" and "uh oh" are two things that should not be heard from doctors... or TEDS coordinators. Don't create problems then call them emergencies. Process student data correctly and in a timely manner.

*(Email Claude for a full-sized copy)*

## Till Good Luck Comes My Way (from the play "Show Boat")...

It is important, whenever possible, not to be caught by surprise. Until luck becomes more dependable, to stay abreast of upcoming deadlines click here for the [TEDS](#)

[Timeline & Checklist](http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx) (<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>)

|                   |  |
|-------------------|--|
| <b>March 31</b>   | 2nd Semester Enrollment Data completed in TEDS   |
| <b>June 15</b>    | TEDS End of Year Data entered and completed in TEDS<br>(Remember to check <b>ALL</b> students, not just active)<br><ul style="list-style-type: none"> <li>- Semester Data (credits, student objectives, etc.)</li> <li>- Termination Status</li> <li>- Termination Dates</li> </ul> <b>** Best if completed BEFORE IC End of Year Script</b> |
| <b>June 30</b>    | 14-15 Follow Up Data Locks   |
| <b>June 30</b>    | Career Readiness Data Entered Where Possible   |
| <b>July 17-20</b> | Summer Conference – Galt House-Louisville  |