

TEDS Monthly Notes

CTE Technical Education Database System Updates

May 2016

It Never Ends...

We are all but ready to put the year in our rearview mirror. Another year in the bag. Old students graduate. Some come back; new ones arrive. Summer is merely an opportunity to refuel and reload. But, as educators, we know it never ends. **"It"** is dedication to the success of our children.

"It" is willingness to do a little extra to let our children know we care.

"It" is the fact that we look forward to next year with almost the same zeal as we do the end of this one.

"It" is what our students and others know about us but can't put into words.

"It", for better or worse...is our attitude. Make sure it matters because...

You May Be Gone

(Paul Hardcastle)

If you are blessed to be retiring or changing positions this year, **PLEASE, PLEASE, PLEASE** make sure there is someone else in your school or district that can carry on with TEDS data. We don't want to create data hostages for any reason. Currently, best practice is for each location (school, district, ATC, CTC) to make a habit of having AT LEAST TWO people trained to change/edit student data in TEDS. If you know you are the only one, find a buddy (or at least someone who can handle being around you) who knows and loves data to sign up for training. Yes, we know someday you may be gone and we will miss you. Nevertheless, our students and their data won't miss a beat.



People may hear your words,
but they feel your attitude.

John C. Maxwell

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Come What May

(Moulin Rouge Soundtrack - Ewan McGregor and Nicole Kidman)

Some things just bear repeating. If you have students that have left your school, they will need to be terminated in TEDS. 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 there are no fires waiting for us when we return. So, once more, with feeling:

STUDENTS SHOULD ONLY BE TERMINATED WHEN THEY LEAVE THEIR HOME HIGH SCHOOL

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

- ◆ Underclassmen that **Drop Out or Transfer** from your school.
- ◆ 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 less than 4 credits in one pathway)*
- ◆ 12th Grade Preparatory Students **that do not Graduate**, are terminated as either:
 - ◇ **Completer, Not Graduated** *(Completed 4 credits in one pathway but did not graduate)*
 - ◇ **Dropped Out** *(terminate them as Leaver/Dropout)*
 - ◇ **Transferred** out of their home high School *(Terminate them as Transfer)*
 - ◇ **Did not pass.** Returning in 16-17. **Do Not Terminate.** *(Change grade level to 11)*

DO NOT TERMINATE:

⇒ **RETURNING UNDERCLASSMEN**

⇒ **12th Grade Exploring Students** *(this is done automatically)*

Don't wait for some other spring to complete your terminations. Make sure you have clean TEDS data.

Terminate responsibly and accurately

You May Be Right

(Billy Joel)

I may be crazy... but it just may be a different word you're looking for... (you KNOW you were thinking, "that's not how it goes")

TEDS continues to change. Here is another example:

- ◆ "Program" has been changed to "Pathway" in TEDS.
- ◆ "Program Area" has been changed to "Perkins Area" in TEDS.
- ◆ Additionally, we can now categorize data by Program, Program Area, and Career Clusters.

Devil May Care

(Diana Krall)

2016 KOSSA information is **NOW LOADED** in TEDS!!

Make sure to verify your KOSSA scores. To be certain, this is no time for devil may care attitudes.

Changes cannot be made once the rollover takes place on September 1, 2016.

KOSSA questions?

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KOSSA in TEDS questions?

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For Emily, Whenever I May Find Her

(Simon & Garfunkle)

We want to make sure you always know where to find Emily and all the rest of your students. Quickly. To help this along, students can no longer be manually entered/enrolled into TEDS. All enrollments must happen in Infinite Campus and be imported into TEDS. This helps to ensure that we don't hear, "This is not the Emily you are looking for." In most cases, this change should not be a problem. However, some instances will need special attention. Here is one:

Best Practices for enrolling 8th Grade Students participating in CTE courses for the KTS Data Exchange and TEDS

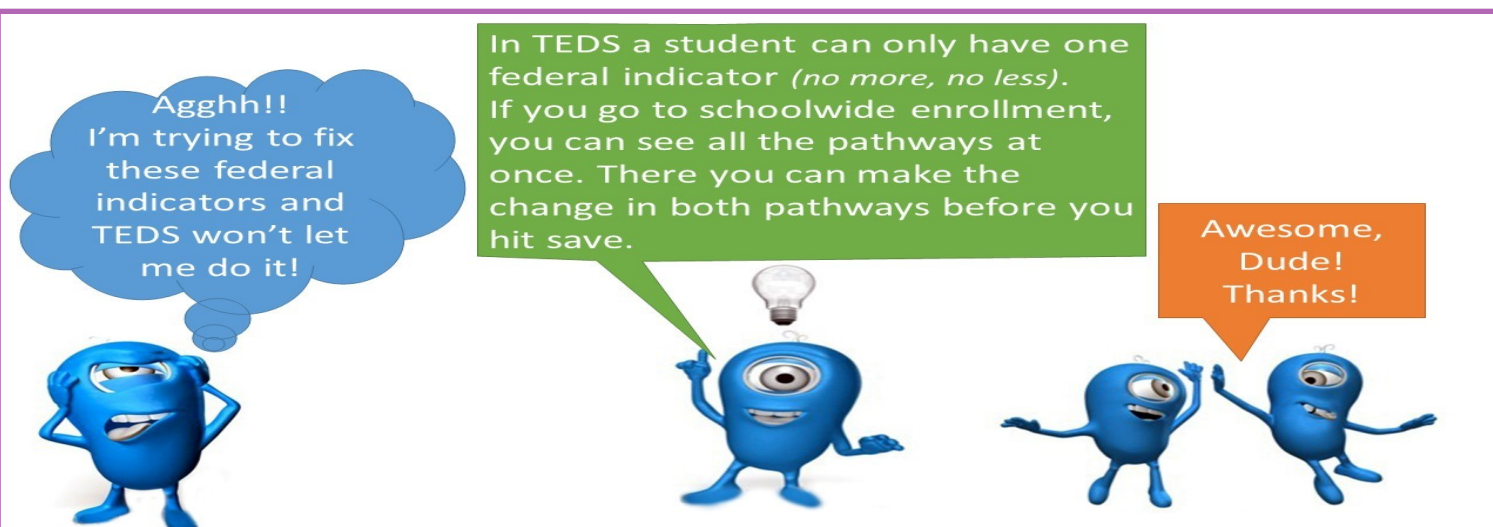
Technical schools **should not** manually enter 8th grade student data directly into the Infinite Campus or the TEDS databases. Below are OCTE's best practice setup suggestions for 8th grade students who participate in CTE courses.

1. 8th 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](#). To do this, districts have two options:
 - a. Pull 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. Add 8th 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.

Both methods will "link" the student to the CTE Course, which will populate a secondary enrollment record in the technical school Infinite Campus database.

2. Students who are setup properly through the exchange process are able to have TEDS records created for them on the TEDS tab in Infinite Campus which will allow them to be exported into the TEDS database.
3. *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 for specific guidance with setup in IC for those students.

ATCs and districts need regular communication to make sure we keep up with our students. Don't lose sight of Emily and them.



Stormy May Day (AC/DC)

End-of-access deadlines are coming. You must attend a TEDS training session every two years to maintain your access.

Here is some important information about **TEDS Training** and **TEDS Access**:

- ◆ New training sessions have been scheduled. Register on the [TEDS webpage](#).
- ◆ Each location (school, district, ATC, CTC) should have at least two people trained to change/edit student data in TEDS.
- ◆ Each location can have additional users trained with READ ONLY access.
- ◆ **EVERY USER** (new and experienced) **must** complete a User ID Request Form to establish correct roles and verify need for access.
- ◆ If you get locked out because your time is up your account will remain locked until you attend a new users training session.

Avoid stormy days. Don't create data hostages. Make sure your people are properly trained.

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<http://education.ky.gov/Pages/default.aspx>

Then You May Take Me to the Fair (Camelot Soundtrack – Julie Andrews)

Don't be late for the fair, but take a minute to verify to the minute minutiae that stands between you and the *(fill in the blank)*. Here is a minute bit of up to the minute minutiae that should be on your "to do" list. For more details, make sure to review the **TEDS Timeline & Checklist** (<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>)

June 15	<p>TEDS End of Year Data entered and completed <u>in TEDS</u> (Remember to check ALL students, not just active)</p> <p>Make sure to include Semester Data (credits, student objectives, etc.), Termination Status and Termination Dates</p> <p>** Best if your last IC export is completed BEFORE IC End of Year Script</p>
June 30	14-15 Follow Up Data Locks and Career Readiness Data Entered Where Possible
July 17-20	Summer Conference – Galt House - Louisville
August 2	TEDS Training begins (dates and registration info on the TEDS website) http://education.ky.gov/CTE/teds/Pages/default.aspx
September 1	2015-2016 TEDS data will be locked for rollover