



TEDS Monthly Notes

CTE Technical Education Database System Updates

January 2018

All At **ONCE**

(The Fray)

“Important Dates”

Welcome to 2018! As always, we hit the ground running. It may seem like it is happening all at once, but there have been reminders all year. Here is another. Deadlines are coming...

Manage your time wisely. The whole timeline is on the website. (<https://education.ky.gov/CTE/teds/Pages/default.aspx>)

January 15	Deadline for Students to be marked Preparatory for KOSSA and TRACK
February 28	2016-17 Completers Follow up Data completed in TEDS
March 31	2nd Semester Enrollment Data completed in TEDS

ONCE and for All

(Vern Gosdon)

“KOSSA and TRACK Deadline”

Don't wait until the last minute. The countdown is almost over! The KOSSA and TRACK deadline is January 15. January 15 is Martin Luther King, Jr. Day, but we will pull information as scheduled. Remember that imports and changes don't update in TEDS until the next day. Set an early deadline for yourself. Get it done by Wednesday, January 10. That way, you can check everything on Thursday and still have time to verify it (on Friday) without working and worrying over the weekend.

Timing and communication are key. No data hostages allowed! Once and for all, the deadline is January 15, 2018. Don't wait. The clock is almost done ticking.

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Yesterday **ONCE** More

(The Carpenters)

“Preparatory Status”

Be sure you are properly marking student status. You have to review and verify student records. Every CTE student is “Exploring” until they meet the definition for Preparatory.

“Preparatory” means the student has, at bare minimum, **completed two credits** (evidenced on the transcript) **in a valid career pathway and** **has enrolled to earn the third credit** (evidenced on a current year schedule) **for the same pathway**. As you update your student data in preparation for KOSSA and TRACK, make sure you are following the guidelines and properly identifying your students.

Don’t panic yet. You can look to yesterday once more... Maybe... Remember: **IF** an inactive student is **already listed in TEDS as preparatory** they will be eligible to take KOSSA and TRACK assessments.

Yesterday won’t last. You have only a few days left to make corrections and updates.

ONCE Was Blind

(Gospel Gangstaz)

“Double Check that KOSSA Ticket”

When a student is preparatory, they become eligible to take a KOSSA assessment. However, you may not see a KOSSA Test Ticket for that student. There are several possible reasons for this. You can start by checking the following:

- **Is there a KOSSA for that pathway?** Check the [Valid KOSSA and Industry Certificates List](#)
- **Did the student already pass the KOSSA?** (run [Student Assessment Summary Report](#) to determine if test was already passed)
- **Did the student transfer from another school where they were already prep?** The ticket may be showing at the old school (run the [Student Assessment Summary Report](#) to determine if student was eligible at another school last year).
- **Is the student enrolled in a pathway at their home school that requires the same KOSSA?** The default is to send the ticket to the home high school. Contact them to see if they have the ticket.

OCTE website

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

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