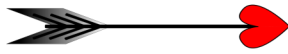# TEDS Monthly Notes

CTE Technical Education Database System Updates   **February 2018**

Stop and CHECK Myself

(Al Green)

Groundhog Day, Super Bowl Sunday, Valentine's Day, President's Day, Birthdays, testing, snow days, monitoring… With everything that goes on in my world, it's important for me to occasionally stop and check myself every once in a while to make sure I haven't forgotten where I am or why I'm here. Mary Kay Ash, founder of Mary Kay Cosmetics, was once quoted as saying,

"Pretend that every single person you meet has a sign around his or her neck that says, 'Make me feel important.'"

How cool would that be? Could it be difficult sometimes? Yes, but I am willing to bet that it will make you feel better than that important person you're checking out in front of you. Consider that as you check out the important reminders and updates for this month.

CHECK In
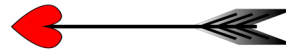
(LeCrae)

"Upcoming TEDS Training Dates"

Many of you have your two-year training window coming up soon. Some of you can check in early and beat the rush. We are offering a few sessions in April to help ease the time crunch a bit. **All sessions will be in Frankfort at 300 Sower Blvd.** Make sure you don't lose your access when you most need it. These sessions are first come, first served. You must bring your own laptop. Click the link below to register. Remember, **you will need to submit a User ID Request form** (even if you already have a User ID). All sessions are 9:00 AM – 4:00 PM.

Wednesday, April 4, 2018	**Tuesday, April 17, 2018**	**Monday, April 23, 2018**
300 Sower Blvd., Frankfort	300 Sower Blvd., Frankfort	300 Sower Blvd., Frankfort

Click here to register

Double CHECK Stomp

(Duke Ellington)

"KOSSA and TRACK"

The KOSSA deadline has passed and you kno… you're pretty su… OK… you *think* you got it right.

Now would be a good time to do a double check. Don't wait until right before your testing window. Then you are more likely to stomp. Get with your KOSSA Coordinator to verify that you got all the tickets you expected to get.

REMEMBER:

If the KOSSA Test Ticket Report does not look how you expect and your KOSSA Coordinator does not see a test ticket, start by checking the following:

- **Is the student listed in the KOSSA Registration in TEDS under their specific pathway?**

- **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.

You should double check these things now. Not every issue can be fixed, but the longer you wait, the less likely it is that we will be able to address it. Don't stomp. Double check!
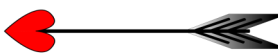
Time CHECK
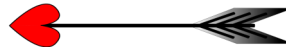
(Buddy Rich)

"Timelines"

Have you ever had that niggling feeling in the back of your mind that you forgot something? Me too. I have found that my calendar now runs my life. If it's not on my calendar, it's not real. Don't let the real sneak up on you. Do a time check with the TEDS timeline to make sure you don't miss anything.

February 28	2016-17 Completers Follow up Data completed in TEDS
March 31	2nd Semester Enrollment Data completed in TEDS
June 15	TEDS End of Year Data entered and completed in TEDS *(Remember to check ALL students, not just active)*

CHECK It Out
(Sugar Hill Gang)
"Follow Up Data Deadline"

February 28 is coming soon. **Check it out**: If you have not yet completed your follow up data for your 2016-2017 completers, it's time to get it done. This missing data impacts Perkins Accountability and ultimately funding. Don't let it get past you. It's always better to check it out in your rear view mirror than to watch as it passes you by. Then everything else waiting to be done will get in the way and slow you down.

Remember, this is based on students identified as "Completer and High School Graduate" in TEDS as of the September 1 rollover date. If you missed any termination last year, you will have to terminate the records as though they graduated this year.

CHECK Out Time
(Dionne Warwick)
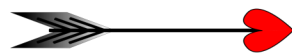*"Update on the Termination Process"*

We have been working on a process that will allow the automation of terminations for graduate, transfer and dropout records in TEDS based on data that can be pulled from Infinite Campus.

Based on students identified as preparatory in a pathway and eligible for a termination status:

- Accuracy between data in IC and TEDS for graduates is **68.3%**

- Accuracy between data in IC and TEDS for transfers and dropouts is **35.9%**

In light of these numbers, **automatic termination of student records in TEDS will not be possible for the 2017-2018 school year**. All schools will be responsible for completing their own terminations.

We are almost there, but it is not check out time yet. All TEDS users will receive additional details by email, including how to continue cleaning up data, in the coming weeks.

CHECK On It
(Beyonce')
"Contact Us"

Not sure if you are running the right report? Maybe wondering if that new piece of equipment can be paid for with Perkins money? Don't assume. Check on it. Give us a call, send an email and we will be happy to help.

OCTE website	Phone
http://education.ky.gov/Pages/default.aspx	(502) 564-4286
Career Readiness	**Perkins**
Kiley Whitaker	**Karla Tipton**
kiley.whitaker@education.ky.gov	karla.tipton@education.ky.gov
Infinite Campus	**TEDS**
Tanya Fluke	**Claude Christian**
tanya.fluke@education.ky.gov	claude.christian@education.ky.gov