



TEDS Monthly Notes

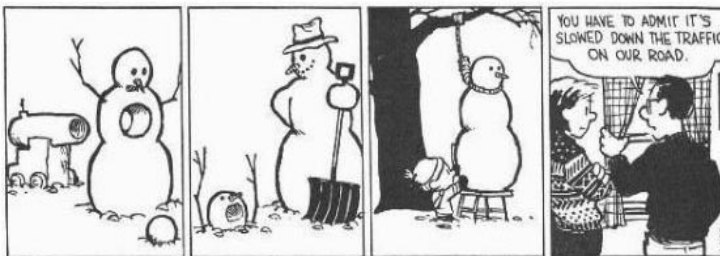
CTE Technical Education Database System

December 2018

SNOWflakes

- Nicole Mitchell -

Every snowflake is unique. There are certainly similarities: cold, icy, slippery, pretty, dangerous. Yet, as they come together, they serve a purpose. Even with the best planning and forecasting, we can't know when the snow is coming (I seem to recall an 18-inch "dusting" a few years back) any more than the snowflakes can know how they will be formed once we get our hands on them (note what Calvin can cook up when bored). What we can do, like the snowflakes, is stick together. Together we can guide a student to a bright future. Together we can keep each other from melting under the heat of stress. And, together we can be better for and do better by our students.



The Wisdom of SNOW

- The Deele -

Technical Skill Attainment: End of Program Assessments and TRACK Deadline Straight Ahead

Welcome to winter. We start with a rush of holidays and celebrations then sink into a warm place until the thaw comes. Over time, through trial and error, we have learned certain truths. Don't get caught off guard... No, that dog is NOT smiling at you... It's deeper than you think. Call it the wisdom of snow. Snow is quiet and beautiful, but dangerous. Let's be prepared for the snow and err on the side of caution. There's a deadline coming. If we wait, it will feel like an avalanche. The bad thing is that it is as unstoppable as an avalanche. The good thing is we can heed the warning and prepare to be out of its path.

Here is the warning: January 15 is the deadline for ensuring students are properly marked as preparatory in TEDS in order to sit for the CTE End-of-Program (CTE EOP) assessment or TRACK assessment. If you are not the CTE EOP Assessment Coordinator in your building, find out who is. The two of you will need to work together to ensure this deadline is met.

Your building coordinator will also get information from Sherri Craig concerning deadlines, when to check for CTE EOP test

tickets and other important information. Details concerning the new CTE EOP can be found on the [CTE EOP website \(https://education.ky.gov/CTE/endofprog/Pages/default.aspx\)](https://education.ky.gov/CTE/endofprog/Pages/default.aspx).

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High Country SNOWS

- Dan Fogelberg -

Technical Skills Attainment: Industry Certificates

We want our students to have a purpose. We want them to be ready to enter the high country snows of their chosen pathways rather than just playing in the snowdrifts. We know that just as important as reaching their goals is the reason for seeking them: The purpose/desire that makes it worth the trek. That purpose may be college, a fledgling career step, additional training or direct entry into the workforce. Industry Certificates are one form of evidence we can use to show that they are ready to travel.

Here is some helpful information as you help guide them toward their current choices.

- Don't send them up a blank hill. Don't give a test that does not fit their pathway. **Ask:** Will this assessment help my student reach the goals of their chosen pathway?
- Advise students of the requirements of the pathway, including any assessments they may have to take to reach THEIR goal
- Ensure the student is only taking the currently valid certification assessment(s) for their chosen pathway
- Ensure all industry certification assessment results are entered in TEDS, pass or fail, with the date it was taken, the same school year it is earned. That means when the score is received. Certifications cannot be entered if they are no longer valid. Do not hold on to scores.
- Remember that all parts of a stacked certificate (industry certificates that requires multiple assessments) must be entered in TEDS before the student is automatically credited for completing the assessment

If you are responsible for TEDS data but you are not the one guiding them through the snow (the instructors and career counselors), make sure to stay in touch with the guides. Help them to ensure students are doing what is necessary to make it to and through the high country snows.

Every Time It SNOWS

- Olivia Newton-John -

Upcoming Deadlines

It came a little earlier than usual this year. The snow and the cold snuck up on us. What is nice is that you have a way to know every time it "snows" in TEDS. When it's coming and when it's due is right at your frozen little fingertips. You just have to pay attention to the signs. Check out the **TEDS Timelines & Checklists** on the [TEDS website](https://education.ky.gov/CTE/teds/Pages/default.aspx) (<https://education.ky.gov/CTE/teds/Pages/default.aspx>). You might wake up to an unexpected snowfall, but you won't be caught in an avalanche of TEDS work.

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| January 15, 2019 | <i>Deadline for identifying students as preparatory for CTE End-of-Program and TRACK</i> |
| February 28 | <i>2017-18 Completers Follow up Data completed in TEDS</i> |

SNOWman

- Barenaked Ladies -

All Clean Data, All the Time

Our kids (and probably a good many of us) can't wait for the first snow day to come around. Throwing snowballs, making snow angels and, of course, the inevitable snowman. We need a good bit of snow to make a decent snowman, but we also want the snow to be clean. Nobody wants a snowman covered in leaves and dirt.

Our data should be the same way. No blemishes, leaves or dirt. Clean data makes pretty pictures to show how well we are doing in truly preparing our students for their next steps. We depend on our trained TEDS users and those who provide information to them for the fidelity of that data. Here are five ways to help us present a clean snowman.

- When students are enrolled in pathways, the correct credit hours must be posted. Then, they must be updated when anything about the student record changes. This includes if the student drops class, fails class or transfers out.
- Whether a student is active or inactive in a pathway should be properly noted in TEDS.
- If a student transfers, drops out or graduates from their home school, it should be properly noted in TEDS.
- When a student earns an industry certification for their chosen pathway, it should be properly noted in TEDS the same school year it is earned.
- When a student meets the definition of preparatory, that should be properly noted in TEDS when it happens. It should also be updated if that status changes back to exploring

If you want help in keeping your data clean, review and follow all instructions on the [TEDS Step-by-Step website](https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx). (<https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>). In the meantime, let's hear it for clean snow and successful snowman building!



Let It SNOW

- Straight No Chaser -

Training Opportunities

I was never a Boy Scout, but the concept of “Be Prepared” is a worthy motto. Recently, we noticed that several schools and districts were not as prepared as they thought they were. Their one (and only) TEDS person has moved on because of retirement, reassignment or transfer. This went unnoticed (didn’t matter…) until we reminded people of the coming January 15 deadline (...until it mattered). We would rather not have you caught unaware. We have developed some Best Practices for access to TEDS data to help schools and districts better ensure the fidelity of the data they enter into TEDS. Specifically, we suggest the following best practices:

- ⇒ Identify at least two people at each school/location to have access and ability to make changes in TEDS (no more than three or four)
- ⇒ Identify at least two different people at the district level to have access and ability to make changes in TEDS (yes, even in small districts)

This will provide each school with a team of TEDS users, including district staff who knows TEDS enough to review and monitor school submissions for accuracy. We have to let it snow, but we don’t have to get caught in it. If you are interested in TEDS training, watch the following locations for future training dates:

TEDS website (<https://education.ky.gov/CTE/teds/Pages/default.aspx>)

TEDS Monthly Notes (<https://education.ky.gov/CTE/teds/Pages/TEDSMM.aspx>)

KDE Professional Learning Bulletin Board (<https://applications.education.ky.gov/PLBB/Home/PLBBHome>)

Footprints in the SNOW

- Flatt and Scruggs -

Contact Us

Many have tread the snowy paths of TED-dom. Some trod the path by choice and others were pushed. Regardless of their motivation, they left footprints in the snow. Over time, those tracks can get a bit blurred (even if you made them). If you’re not sure which tracks to follow, call on us and we will be happy to help show the way. After all, someone will be following you one day.

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