TEDS Monthly Notes

CTE Technical Education Database System

March 2019

Like You'll Never See Me AGAIN

- Alicia Keys -

Happy March! As we roll into the last bit of the school year, I am reminded that some of our students will be moving on in a few months. I know we have our "favorites", the ones we want to follow and others we can't wait to see leave. I also know our students feel the same way about us. One of the biggest joys I get these days is hearing from a former student who has become successful. Even more so is hearing them say, "Thank you for driving me nuts" or "…for supporting me" or "…for being a role model". No, it doesn't happen that often (not even from our own kids). What matters is that we carry ourselves in a way that makes it possible. Often, what kids are asking without saying it is, "Treat me like you'll never see me again." Maya Angelou once said, "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." I suggest that we all forget ourselves long enough to lend a helping hand to our kids.

Back on the Road AGAIN

- REO Speedwagon -

TEDS Training Schedule

Can you smell it? Spring is trying to sneak up on us. Those 2-year TEDS deadlines are coming, too. Time to get back on the road again. Don't wait until the last moment. Training dates are being set and posted. Please do not assume when the next session might be. If you see an opening, grab it. We don't want you struggling to explain why you can no longer get into TEDS because your access timed out. Current dates are posted on the **TEDS Website** (https://education.ky.gov/CTE/teds/Pages/default.aspx) and on the **KDE Professional Learning Bulletin Board** (https://applications.education.ky.gov/PLBB/Home/PLBBHome).

Next Training Session: **April 10, 2019** (Frankfort)

Remember: Spaces are limited. No excuses. No data hostages.

TEDS USERS BEST PRACTICES

In order to ensure there is always someone with access to your TEDS data, we suggest that you:

◊ Identify **at least two people** at each school/location to have access and ability to make changes in TEDS (no more than 3 or 4)

◊ *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)

Do It *AGAIN*

- The Kinks -

Review Those End of Program and TRACK Test Tickets

I know. You already checked their test tickets and you know they are all there. Until you find out you have missing tickets... the day before the test. Humor me. Do it again. Work with your building EOP Coordinator to make sure all of your expected test tickets are available. Don't wait. Do it now. Don't see what you expect to see? Look back at the Questions and Answers from the January 2019 TEDS Memo. Your building EOP coordinator has also received information from Sherri Craig concerning the CTE EOP test tickets and other important information. Additional information concerning the CTE EOP can be found on the **CTE EOP** website (https://education.ky.gov/CTE/endofprog/Pages/default.aspx) and on the **Accountability and CTE** website (https://education.ky.gov/CTE/Pages/CTE-St-Acc.aspx). Go for it. Test Tickets. Do it again for the first time. That pathway might not even have an EOP test. You might be looking for Industry Certifications.

Here Comes the Rain AGAIN

- Eurythmics -

The Importance of Clean Data

We have been "watering" TEDS users with reminders about clean data for a while now in hopes that the idea would germinate and grow. Nevertheless, here comes the rain again. When are we going to stop talking about clean data? Well, when clean data is no longer necessary. Clean data lets you prove that your kids are as good as you think they are. Clean data ensures your school is being properly represented in accountability measures. If you want to stop the "rain" of clean data talk, keep these things in mind:

- 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.

- When a student transfers, drops out or graduates from their home school, the record should be properly noted in TEDS as terminated. Not before.

- DO NOT terminate student records UNLESS they are leaving their home high school (graduation, transfer, drop out, deceased).

- 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 data should be properly noted in IC and imported into TEDS. When it happens; not later. Do the same if that status changes back to exploring.

When Can I See You AGAIN
- Babyface -
Follow Up Deadline

Each school is required to complete follow up data for all student records that were terminated in TEDS as *"Completer and High School Graduate"*. Yes, the deadline (February 28) has passed. You have a slight reprieve because we (KDE) have not yet been asked for that data. However, when we are asked to submit it, we have to give what we have. Remember, there is no such thing as a "soft deadline". If you have not done this yet, you are late.

If you still need to get this done, check the TEDS Step-by-Step Directions website (http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx). Follow ALL of the instructions for how to "Process Student Follow Up Information". Missing follow up data can impact Perkins Accountability and ultimately funding. Get it done so we can see you this year and you are looking at your funding wondering "when can I see you again?"

Start Over AGAIN
- Joe -
Terminations

We started a discussion about terminations in the section on clean data, but let me start over again. Terminations are required for all senior students and all underclassmen who transfer or drop out. We have been attempting to reach the point where we can automate terminations. We are not there yet because we need clean data. Let me start over again. We need clean data. Review the instructions on how to Enter Termination Status in TEDS (https://education.ky.gov/CTE/teds/Documents/Enter_Term_Stat.pdf). Here is a handy chart to get you started. Over. Again…

WHAT RECORDS HAVE TO BE TERMINATED?

Every school must complete terminations __in TEDS__ for the following students:

◊ *ALL __preparatory__ seniors*

◊ *ALL students that have transferred away from their HOME HIGH SCHOOL*

◊ ALL students that have dropped out of school

IMPORTANT REMINDERS

⇒ Make sure to select **ALL STUDENTS** when searching

⇒ DO NOT terminate records of a student who will return to the HOME HIGH SCHOOL next year. If the pathway is being phased out, you will not be able to put them back in the pathway.

⇒ Make sure you have done your last import for the year BEFORE you begin work on terminations.

⇒ Make sure your last import of the year is completed BEFORE your building level Infinite Campus has been locked for the year.

Time and Time AGAIN
- Missy Elliott -

Upcoming Deadlines

Some things are just inevitable. Taxes and birthdays for example. April 15 has not moved or changed, (with the exception of an additional day when it falls on Sunday). Last time I checked my birthday is still on the same day. Yes, my birthday gets gobbled up by the Thanksgiving holiday. Yet my sanity still gets called into question when I forget. I have found that the best way to try to keep up is to follow a calendar and a schedule. Fortunately, TEDS has Timelines & Checklists on the website (https://education.ky.gov/CTE/teds/Pages/default.aspx). It is a wonderful tool for sanity maintenance.

Day Before Yesterday	*Check those test tickets now. Make sure they are all there.*
Yesterday	*Follow up Data for all students marked Completer and HS Grad is past due*
March 31	*2nd Semester Enrollment Data completed in TEDS*
June 15	*TEDS End of Year Data entered and completed in TEDS* *Make sure your last import of the year is completed BEFORE your building level Infinite Campus has been locked for the year*

It's Me AGAIN, Margaret
- Ray Stevens -

Contact Us

No, my name is not Margaret (or Susan). However, I am thankful to those who are calling and emailing to ask questions. It is not a bad thing that we recognize your name or your number when you call. It tells us you are trying to get it right (we hope). At any rate, we are happy you called because it is so much easier to discuss an issue beforehand rather than react to a problem. You never know, we might even answer to Margaret. Give us a call or send an email when you aren't sure.

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