



TEDS Monthly Notes

CTE Technical Education Database System

April 2019

Water **RUNs** Dry

- *Boyz II Men* -

Welcome to spring! It may not seem like it, but we have accomplished a great deal this year. As we come to the end of the year, I have to remind us all not to let the water run dry. This may seem like a strange thing to say considering the longstanding debate over whether water is wet. I promise not to go down that road today. Essentially, "water runs dry" refers to anything (like a well or tap or river) without any water (or data), whose source has dried up - it "runs dry"; that is, it does not run at all.

Our kids are still in need of our help. We need to verify all of our students were properly identified in the correct pathways; ensure the accuracy of our end-of-year data and finalize the entry of all industry certifications earned this year. Our kids need us. Our schools need us. Our Perkins data needs us. Let's close the year with a strong push. Make sure the water doesn't run dry. Finish strong!

The Long **RUN**

- *Eagles* -

TEDS Training Schedule

Two years seems like a long time. From a distance, it looks like a long run, but it does have a way of sneaking up on you. Some of you have your current 2-year TEDS deadlines coming soon. Your students need you to get their information in on time and accurately. Check your last training date. If you're close to two years, register for a training session. Current training dates are posted. Unless the date is posted, there is no session. Please do not assume there will be another session before your date. If you see an opening, grab it.

Current dates are listed below. They will also be 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>). Remember: Spaces are limited. No excuses. Get ready for the long run .

April 30 (Frankfort)

June 4 (Frankfort)

June 19 (Frankfort)

June 26 (Frankfort)

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RUNning Away

- Maze featuring Frankie Beverly -

Completing TEDS Record Terminations

Each year, each school with a CTE program is required to complete terminations for all preparatory seniors, all students (exploring and preparatory, all grades) that transferred away from their home school (not just the ATC) and any students (exploring and preparatory, all grades) that dropped out of their home high school. There is no running away from this fact. There are a few basic concepts to keep in mind as you begin your work on terminations.

- Update student data in IC based on the TEDS vs. IC Data Cheat Sheet and complete your end of year export files BEFORE your building level access is locked for the school year.
- Termination of TEDS records can only be completed in TEDS (not in IC).
- Make sure the credit hours are always correct for each student. When a student enrolls in a pathway, drops a class, fails a class or transfers out before earning full credit, the information must be updated in IC and imported into TEDS.

For detailed instructions on these steps, go to the TEDS Step-by-Step website (<https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>) and review the documents “**Enter Secondary Student Data in Infinite Campus**”, “**Import Infinite Campus Data into TEDS**” and “**Enter Termination Status in TEDS**”. Lastly, don’t forget the “**TEDS vs IC (Data Update Cheat Sheet)**”. Running away is not an option. There is one thing you don’t have to worry about though... Seniors identified as “exploring” in TEDS will be terminated automatically.

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.

Nowhere to *RUN* **- Martha Reeves and the Vandellas -**

Phasing Out Pathways

The first set of pathways being phased out will be gone at the end of the 18-19 school year. This has been in process for the past two years. If you haven't already addressed this, it is time. There is nowhere to run. Some of you still want to know why this is happening. After discussion with industry and postsecondary partners and careful consideration, it was determined that some pathways needed to be updated and others needed to be phased out for pathways that better align with the Career Pathways and better address the Top 5 Industry Sectors (<https://educationcabinet.ky.gov/Cabinet-Goals-and-Objectives/Pages/Career-Pathways.aspx>).

To see which pathways are being phased out and when, review the Pathway Phase-out Guidance (https://education.ky.gov/CTE/ctepa/Documents/17-18_Crosswalk-Phaseout.pdf).

If you have students returning next year and their current pathway is being phased out at the end of this year, you will need to ensure there is a pathway in your TEDS that will best fit those students when they return next year. REMEMBER: You may need to add a pathway to your TEDS to accommodate this. New pathways are not automatically added. Each school will have to make its own decisions and request to add new pathways.

***RUN*ning On Empty**

- Jackson Browne -

Adding Pathways to Your TEDS

Did you notice that new business in town? Maybe you saw an uptick in the requirements to get into college. You feel like you're running on empty and now you want to know how to help your students prepare for those next steps in the postsecondary process. Well, do you have the right pathway offerings at your school? If not, you may want to add new pathways. You can do this. First, make sure you have the appropriate instructors for the required courses, and then add the pathway to your TEDS.

You will need someone with Secondary Administrator-Full rights in TEDS. They can make the request directly in TEDS. Once school begins in the fall, you'll be prepared to move your needle closer to full. Simply review the document Request to ADD or REMOVE a Pathway on the **TEDS Step-by-Step website** (<https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>). Hurry; you only have until September 1 to make the request. That's closer than it seems right now.

TEDS USERS BEST PRACTICES

*Every school must complete terminations **in TEDS** for the following students:*

- ◇ 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)

RUN Around
- Blues Traveler -

Did We Mention Clean Data?

I know it feels like we are giving you the run around, but I can't apologize. We have to make sure our data is clean. Clean data means accurate reports. 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 (you know, funding). If you don't want to run around like a dog chasing its tail, 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 entered in TEDS the same school year it is earned.
- When a student meets the definition of preparatory, that should be properly noted in IC and imported into TEDS when it happens. Do the same if that status changes back to exploring.

Walk Don't Run
- Sha Na Na -

Closing Tasks and Timelines

We are nearing the end of the year and our thoughts are turning to summer, backyards, BBQs and beaches. Before we release our minds to complete run away mode, I feel the need to remind you to walk, don't run to the finish. Keep your sights on the goal, but don't miss steps in the process. Before you run away to the beach (or just choose to hide inside for a few days), make sure you stroll on over and review the end of year portion of the checklist. As always, it can be found on the TEDS website (<https://education.ky.gov/CTE/teds/Pages/default.aspx>)

March 31	<i>2nd Semester Enrollment Data completed in TEDS</i>
June 15	<i>TEDS End of Year Data entered and completed in TEDS</i>
June 30	<i>17-18 Follow Up Data Locks Career Readiness Data Entered Where Possible</i>
July	<i>Career Readiness data pulled for Office of Assessment and Accountability</i>

*It's Me **AGAIN**, Margaret*

- Ray Stevens -

Contact Us

If you just read all of this, you might be feeling a little overwhelmed. You may be asking yourself, "Who can I run to?" It's OK. We have the ultimate answer for all things CTE. As long as you have not allowed your brain to run away too soon, you can give us a call or send an email and we are always happy to help.

<p>OCTEST 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 claude.christian@education.ky.gov</p>
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In honor of the Notre Dame Cathedral ...

Click on the picture of the poem to hear one of my favorite musical renditions of this wonderful blessing!