



TEDS Monthly Notes

CTE Technical Education Database System

May 2019

Always With Me, Always With YOU

- Joe Satriani -

As a long time educator, I have found that it is hard to forget how to be an educator. It is hard to shut down for more than a few days. Even then, I find myself thinking about how to do something better or differently. I wonder how my kids (not just blood related) are doing. At the end of each year, those feelings get stronger even though I try to hide them in the excitement of summer break. Why? Because education is me. No, not grammatically correct, but direct and to the point. For those who understand, education is always with me, always with you. You can't escape it. You can't run from it. You can't ignore it. You understand that education is not a curriculum, a test or a specific class. It is the children. Every one of them. No matter what. As we close out this year, let's make the effort to leave all of our children with the same idea about those escorting them through this process: Always with me, always with you. Have a great end of year. For them and for YOU.

Before YOU Walk Out Of My Life

- Monica -

Closing Tasks

Can you smell it? BBQs, suntan oil, fresh cut grass... Yes, we are in the homestretch before that all becomes reality. Before you walk out of my (TEDS) life for the summer, I ask that you stay focused for just a bit longer. Print a copy of the "Secondary Schools Timeline/Checklist" and make sure you have completed everything. This includes updating student data (exploring vs preparatory), credit hours, entering industry certifications data and terminating senior preparatory, transfer and dropout students. Don't assume. Make a point of reviewing instructions on the TEDS Step-by-Step website (<https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>).

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Pieces of YOU

- Jewel -

EOP Scores in TEDS

We have made several improvements in TEDS over the past few years. One is the uploading of EOP data into TEDS at the end of each year. We have been operating for a few months without a programmer, so uploading EOP into TEDS will be delayed this year. This will not have any effect on student accountability as the same data that is uploaded to TEDS is provided to our Office of Standards, Assessment and Accountability.

This presents itself as a perfect time to put those collaboration skills to work! There are many moving parts in each school (curriculum coach, counselor EOP Assessment Coordinator, TEDS Coordinator, etc.). Each of you is responsible for a portion of the schools' operation. This year, we encourage you to gather some of the pieces of you (make sure to include your EOP Coordinator) to review EOP scores in E-SESS to ensure all students are properly recognized.

I Will Be Here for YOU

- Al JArreau -

TEDS Training Schedule

We have been experimenting with ways to shorten the training sessions. We are not there yet, but we are working on it. Regardless, all users are required to attend training every two years. That's a long time if you aren't aware of your work's impact on our students (and the schools, too). You are not alone in this work. Remember that I will be here for you. Make it a point to come and see who else (besides me) is in it with you. Check your last training date. If you're close to two years, register for a training session.

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>).

June 4 (Frankfort)

Aug 5 (Calloway Co)

Aug 16 (Frankfort)

Aug 26 (Florence)

June 19 (Frankfort)

Aug 6 (Logan Co)

Aug 19 (Pike Co)

Aug 28 (Frankfort)

June 26 (Frankfort)

Aug 12 (Corbin)

Aug 20 (Carter Co)

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)

When Will I See **YOU** Again

- *The Three Degrees* -

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. Phased out means gone. If you are wondering when will I see you again, the answer is: You won't. Once the pathway is officially phased out, it will no longer be visible in TEDS.

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. 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 requests to add new pathways.

YOU Can Do Magic

- *America* -

Adding Pathways to Your TEDS

Do you want to offer new high wage high demand pathways at your school? Do you have pathways that are phasing out that you need to replace? If you said "yes" to either of these, it is time for you to learn that you can do magic. Well, not really, but if you get them added in time it will garner you praise and appreciation from your students and school administrators. Before you perform this minor magic trick, make sure you have the appropriate instructors for the required courses, and then add the pathway to your TEDS. Your magician will need Secondary Administrator-Full rights in TEDS. They can request the addition directly in TEDS. Voila, your new pathway is in your TEDS and waiting for you. 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. Don't let time sneak up on you.

There Will Never Be Another YOU

- *The Modern Jazz Quartet* -

Updates for Diesel Pathway

Usually, when we say, "There will never be another you", we are thinking along the lines of, "If I had to deal with two of you..." We feel the same way about CIP codes. No doubling. Such an error has been discovered in the 19-20 Program of Studies for the **Diesel/Medium-Heavy Technology Career Pathways**.

- The correct CIP code for Diesel Brake Repairer is **47.0605.04**
- The correct CIP code for Diesel Engine/Electrician Technician is **47.0605.05**
- The correct CIP code for Diesel Front End Technician is **47.0605.06**

These will be updated online.

YOU Do Your Thing

- Montgomery Gentry-

Completing 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. Everybody wants to do things their way. I say go right ahead. You do your thing. To make sure your thing fits the TEDS thing, 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 Directions website and review “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)”. 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.

YOU Ain't Seen Nothing Yet

- Bachman-Turner Overdrive -

State Conference

CTE is growing and improving every day. As we prepare for the upcoming KACTE Conference, all that comes to mind is you ain't seen nothing yet. There are big changes coming for 2019-2020. We are not talking just changes in TEDS. The new program of studies, EOP, Perkins, pathway courses and curriculum are just a few of the changes. You should really make plans to be there so you can get up to speed and be better prepared for your kids next year. For more information, go to <http://kacteonline.org/program/registration/>. Bring a friend!



Galt House Hotel and Suites
Louisville, Kentucky
July 23-26, 2019

**2019 Kentucky Career
and Technical Education
Summer Program**

Thankful For YOU

- Toby Mac -

Clean Data

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). I would like to take this moment to say that I am thankful for you. All of you. I am thankful that you care enough about your students to ensure that they get the best. I am thankful for you because you

- Double check your data to ensure that students enrolled in pathways have the correct credit hours posted.
- Ensure student records are updated when anything about that record changes. This includes if the student drops class, fails class or transfers out.
- Properly terminate TEDS record when a student transfers, drops out or graduates from their home school and not before.
- Enter industry certification information when a student takes and/or earns an industry certification for their chosen pathway the same school year it is taken/earned.
- Properly note a student record in IC and import into TEDS When that student meets the definition of preparatory or change it back to exploring when necessary.

Don't **YOU** Forget About Me

- Simple Minds -

Upcoming Deadlines

I know we just talked about the checklist and the importance of closing well. I just feel we need to reiterate, repeat, say again and provide a reminder that TEDS says don't you forget about me. To forget about TEDS means forgetting about our students and part of their permanent record. I realize as school winds down and summer tunes up, our focus starts to change. We are not there yet, so keep your sights on the goal and don't miss the steps in the process. Those steps and the instructions for following them can be found on the **TEDS Step-by-Step website** (<https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>). When you need to complete them can be found in the **Secondary Schools Timeline/Checklist** (<https://education.ky.gov/CTE/teds/Pages/default.aspx>). Here is a glimpse of what you shouldn't forget.

June 15	<i>TEDS End of Year Data entered and completed in TEDS</i>
June 30	<i>17-18 Follow Up Data Locks</i>
	<i>Career Readiness Data Entered Where Possible</i>
July	<i>Career Readiness data pulled for Office of Assessment and Accountability</i>
August	<i>Follow IC Timeline to begin entering 18-19 Student data on IC-TEDS tab</i>
September 1	<i>18-19 TEDS Data locked</i>
	<i>19-20 Rollover Begins</i>
	<i>Deadline for all new pathway requests for 2019-2020</i>

YOU Can Never Ask Too Much

- Take 6 -

Contact Us

Yes, we realize that we occasionally ask that you complete some rather daunting tasks. We provide guides and suggestion that you not go through these tasks alone. Sometimes, the guides may not answer your questions. When that happens, reach out to us for help. You can never ask too much. All we ask is that you review the guides to make sure the answer doesn't already exist. Even with that, we are always happy to help. Just reach out.

OCTEST website https://education.ky.gov/CTE/Pages/default.aspx	Phone (502) 564-4286
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