



TEDS Monthly Notes

CTE Technical Education Database System

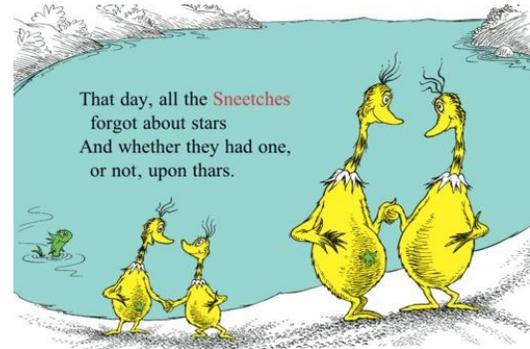
September 2020

“Long Story **SHORT**”

- The Avett Brothers -

Although this memo may appear otherwise, I am at a loss for words this month. So much has happened in our lives just in the past few months. Covid-19. Virtual classrooms. Civil unrest. Masks. Friends and family lost in a variety of ways. I planned a while ago for the September memo would be short and sweet. With everything that is happening, all I really have is the ability to try to make a long story short.

We are struggling. BUT... We are the example for our children. If we don't show them how to deal with adversity of every kind, they will try to figure it out for themselves. As educators, we can't allow that to happen. As humans, we shouldn't want that to happen. We need to put ANY differences aside and help our children move forward. If this is not why you are here, we, as a people... as educators... are in trouble. Our kids deserve the opportunity to have a long story. Don't let them down. We can and will get through this, but only if we are together.



“**SWEET** Surrender ”

- Richard Elliot -

Change Is Here

Many of you have worked in TEDS for several years. You are used to the pace, the process and the pains. We have made changes to ease all those things. Some of you will wonder, “What do I do now?” Just know that sometimes it is best to give in to sweet surrender. We have automated much of your work in TEDS, so you have less to do. However, the tasks you do have are more important. Why? Because what you cannot surrender to is lagging or inaccurate data. During training, I have often said that programs are only as smart as their programmers. As a data entry person, you are part of the programming. Let's make sure the sweet surrender of some requirements leaves us the time to ensure that our data is accurate, and we are worthy of the changes made in TEDS.

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“SHORT Skirt/Long Jacket”

- Cake -

Training

No, not me. I don't think any of you want to see me in any kind of skirt, especially not a short one... Anyway, we have had to adjust to our current situation. TEDS training is required every two years and users are required to log in at least once every four months because it is still important that those entering the data understand how and what they are entering. As in-person meetings are currently suspended, we have been compelled to try something a little different.

Virtual training has been developed and initial dates filled quickly. Additional have been [posted on the TEDS website](#). We have extended 2-year lockouts through October 15, 2020. We strongly advise each school to have at least two users and the district to have two different users for TEDS. This will ensure no one person gets burned out and provide a “partner in crime” to watch your back. Several schools lost their only TEDS person to transfers and retirement. Don't take that chance. Now that we have set dates, make sure to check your training date. Don't get locked out.

“One SWEET World”

- Dave Matthews Band -

How Clean Is Your Data?

We have completed the first automated terminations. This information will inform some data on the school report card. Automation of several processes has made it easier but remember, once the automation runs, it will be too late to correct or update data.

It's a new world out here these days. For better or worse, we have learned to work from home. Fortunately, we live in one sweet world. ALMOST everything we need to do can be done electronically. That means we have no excuse for missing and inaccurate data. More importantly, the quickest way to protect our one sweet world (we do only get one) is to do everything possible to keep it clean and running efficiently. As you determine who should be keeping everything clean (hint: that's you), 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.
- ◆ 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.
- ◆ Once a student meets the definition of concentrator, that should be properly noted in IC and imported into TEDS when it happens. Do the same if that status changes back to exploring.
- ◆ The updated TEDS vs. IC Data Cheat Sheet is your friend.

Let's keep our world sweet. Monitor your data. Even Batman had Robin. Make sure you have help. If you are the only TEDS person in your building, talk to your administrator about getting some help.

“SHORTest Straw”

- Metallica -

Enrollments on the TEDS tab in IC

As you know, TEDS is locked for updates and the rollover process. During this time, it is highly advisable that you begin working on completion of enrollments on the TEDS tab in IC. That way, when TEDS is unlocked, you only need to complete an import and check your data. If you wait, you may run out of time and feel like you have drawn the shortest straw. The timeline is set. The work is ready to be done. Let's use this time to be accurate and ready to roll.

“SWEET”

- Toby Keith-

Attend Hours Update

This one is really sweet (and short). The way to calculate attend hours in the midst of virtual, in-person and hybrid classes has been reworked. Please review how to [“Calculate Attend Hours \(2020\)”](#) on the [TEDS Step-by-Step website](#). As you work on your enrollments, you may need to reach out to your IC coordinator for assistance. IF you have already begun entering Attend Hours for enrollments on the TEDS tab in IC, remember you will need to go back and correct those hours with the new calculations process. If you need further assistance, please reach out to [Mr. Scott U'Sellis](#).

“Five SHORT Minutes”

- Jim Croce -

Upcoming Deadlines

“I have only just a minute, Only sixty seconds in it. Forced upon me, can't refuse it. Didn't seek it, didn't choose it. But it's up to me to use it. I must suffer if I lose it. Give account if I abuse it. Just a tiny little minute, but eternity is in it.” - Dr. Benjamin E. Mays

Although we may be operating from a different base of operations, our data timelines have not changed much. However, there been one big change for some. Take five short minutes to verify what is coming before it's too late. It is always best to check the [Secondary Schools Timeline](#) on the main [TEDS website](#) to be sure.

| | |
|------------------|-----------------------------------------------------------------------------------|
| Nov. 15 | Locally Operated Centers need to have all fall data in TEDS and reports submitted |
| NEW DATE! | ATC Home School Report due |
| | All High School 1st Semester Enrollment Data completed in TEDS |

“SWEET Dreams”

- The Eurythmics -

Contact Us

“Sweet dreams are made of this. Who am I to disagree? I traveled the world and the seven seas. Everybody's looking for something...” - The Eurythmics

Let us help with your sweet dream of getting through the year with TEDS, Perkins and everything CTE unscathed. We all want to help our students be successful. If you are uncertain about what to do, call us. We may not be your sweet dream, but we can help you rest easy.

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Dealing with Resistance and Managing Transitions

**Don't let what you cannot
do interfere with what
you can do.**

- John Wooden

Learn what precautions you can take about the coronavirus

Call the KY Department for Public Health's COVID-19 hotline at (800) 722-5725 or visit its [COVID-19 webpage](#).

More information also is available on [KDE's COVID-19 webpage](#).

TEAM
KENTUCKY