

TEDS Monthly Notes

CTE Technical Education Database System

BACK TO SCHOOL EDITION

September/October 2024



“Everybody Have Fun Tonight”

- Wang Chung -

*“Across the nation
Around the world
Everybody have fun tonight...”*

How many of you sang (or thought) the next line? I propose that, as we start this new school year, we keep the idea of fun in our minds. When we work tirelessly to make sure our kids get what they need, it should be fun. If it's not fun, why are we doing it? Can you convince yourself that there is no fun in the work you do? If there is no fun in what you do, how do you think that translates to your kiddos? Yes, there are days that seem to never end, but when that day is over, it should have been worth it. This is going to be a good year. It's time to Wang Chung! Have a great year!

“Ffun”

- Con Funk Shun -

TEDS 24-25 Opening Delayed

I know, you want to get your data into TEDS and finish up that one task you been waiting get off your plate. We ask that you give us a bit of grace as we ensure all is right in TEDS. Our plan is to ensure you don't have to do any work twice. Yes, TEDS is so much that you have twice the fun compared to your other work (Let's call it Ffun!).

In the meantime, you can use this time to ensure all your enrollment data is complete and accurate on the TEDS tab in IC. You can then run the [TEDS Audit Report](#) to verify the accuracy of your data before you do your import. Once we unlock TEDS, a message will be sent out and you can start your imports.

In This Issue

- ◆ [TEDS 24-25 Opening Delayed](#)
- ◆ [TEDS Training](#)
- ◆ [Enrollment Do's and Don'ts](#)
- ◆ [New Data Check Process](#)
- ◆ [No Data Hostages](#)
- ◆ [How Clean Is Your Data?](#)
- ◆ [Co-op Rules](#)
- ◆ [Timelines/Deadlines](#)
- ◆ [Contact Us](#)

“Just Wanna Have Some Fun”

- Steve Winwood -

TEDS Training

I survived the August training run. 12 sessions in 30 days. If you did not get to take advantage of one of those sessions, there will be more. Beginning in September there will be ONE session per month. I don't mind hard work (usually), but even then, I just wanna have some fun. Picture it: There's a deadline on the horizon and you don't have access to TEDS to get it done. OK, maybe training still doesn't sound like fun, but compare it to not getting access and missing the deadline. Sometimes, perspective matters. I'll do my best to make it “fun” work. Remember, each session date will be posted on the TED website the Monday following the currently posted session.

“Good Clean Fun”

- The Monkees -

Enrollment Do's and Don'ts (Learning from Our Mistakes)

Each year, we learn from our mistakes and try to make TEDS better. We want you to do the same thing (learn from our mistakes, that is). We are willing to engage in some good clean (data) fun by showing you what we have learned from our (and others') mistakes.

1. DO NOT REMOVE END DATES UNLESS THE STUDENT IS ENROLLED IN A CLASS FOR THE PATHWAY IN THE CURRENT YEAR

- a. An end date on the TEDS tab in IC, stops the record from being exported to TEDS.
- b. If you remove the end date and click save, the student will be active for the rest of the year and will remain active the whole year even if you put the end date back. WHY? *Because the only end date that counts is the one that is entered on the enrollment tab by the school or district level Infinite Campus coordinator AT THE END OF THE PREVIOUS SCHOOL YEAR as part of the IC rollover process.*
- c. If a student is identified as active for 24-25 and NOT in a course for the pathway, that is a FUNDING VIOLATION as you are claiming to provide service to a student you are not.

2. DO NOT ENROLL A STUDENT IN EVERY PATHWAY THAT COUNTS JUST BECAUSE THEY ARE TAKING A CERTAIN CLASS.

- a. There is no viable reason to enroll the student in every possible pathway just because the class counts.
- b. Encourage **CAREER COUNSELING**. Ask the student what their interests are and enroll them in that pathway. If the student later changes his/her mind, enroll them in a different pathway.
- c. If you are not the one who advises the student, pass this message on to them.

“Fun and Games”

- The Isley Brothers -

New Data Check Process

There has been a change in data matching in TEDS. While IC does not require an SSN, it is the only common connection for postsecondary institutions (both in-state and out-of-state) to make a connection between student and data. To assist with this connection, TEDS is now checking both the SSN and the SSID. This new check helps ensure that students do not risk losing KEES funds or any other potential scholarships. If either the SSID and/or SSN do not match what is already in TEDS or exists in TEDS connected to a different name, you will get the following message:

Error : The specified SSID and SSN combination does not match the SSID and SSN stored on the existing TEDS student Demographic record.

If you see this error, it is most likely that the student does not have the correct SSN in IC. Please do the following:

1. DO NOT USE IC TO CHECK FOR ACCURACY.

2. To verify the SSN, it is best to use a copy of the SSN card to verify the correct number was entered in IC.
3. If it is verified, and there is still an error on import, contact Claude Christian.
4. If an error is discovered, correct it in IC, then create new export files from IC and import into TEDS.

Help us keep our data accurate. It's all fun and games until someone gets blamed for inaccurate data.

“Fun While It Lasted”

- Taylor Mitchell -

No Data Hostages

Well, it was fun while it lasted. We know that attention to detail is a must when working with data and an absolute necessity when the data impacts our children. Understandably, we all make mistakes. We teach our children that when it happens, they must own up to it and deal with the consequences while learning from experience. We must lead by example and sometimes that can hurt. This also means leading by example. We must also understand that it is not fair to use a student as the reason for ignoring your mistake. This is viewed as an attempt to hold data hostages.

Pay attention to the details. Even if you are not a decision maker, you are responsible for the data. If you are the only TEDS user in your school/district, this would be a good time to consider our best practices for access to ensure you have the help you need. Having at least two people in each school and two different people at the district level helps to ensure your data is clean. Make the fun last as long as you can.

“Serious Fun”

- The Dave Clark Five -

How Clean Is Your Data?

The beginning is always the best place to start. If you start with clean data, it makes all the difference. If your data is clean and stays clean, you can make time for some serious fun (of course, numbers are fun for me). You are always responsible for the data you enter. If you want to make sure you have time for fun, consider these points :

- When students are enrolled in pathways,
 - ◇ They should know they are in that pathway (no surprises)
 - ◇ The correct credit hours must be posted. Then, credit **hours must be updated whenever they change on the official transcript** (e.g., end of semester/trimester) .
- When a student earns an industry certification for their chosen pathway, it should be properly entered in TEDS **as soon as the information is received from the instructor** and in 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.
- You must review and update the data one last time at the end of the school year (before your local IC is locked for the year) to ensure data accuracy.

Clean data allows us to have serious fun. NO DATA HOSTAGES ALLOWED!

BEST PRACTICE FOR TEDS ACCESS

Identify **at least two users** for **each school** and **at least two different users** at the **district level** to have full access to TEDS

- ⇒ Helps ensure the fidelity of TEDS data
- ⇒ Helps ensure data entry is not delayed

“How Much Fun”

- Robert Palmer -

Co-Op Rules

Co-op can be fun for the student. How much fun, you ask? They get to learn more about their chosen area and often have hands-on opportunities. It’s our job to ensure we do not ruin the fun. We must ensure that we are following the rules. Co-op guidance is a legislative mandate. The co-op regulation, 705 KAR 4:041 gives very specific ways a student can legally co-op. They include the following:

A student must fit one of these categories:

- a. Be enrolled in a course included within the student’s chosen career pathway within the same academic year,
- b. Be a completer in the career pathway they are co-oping in by the end of their junior year; or
- c. Be Enrolled in an approved pre-apprenticeship program.

If your student does not meet one of these criteria, they cannot legally co-op. Review your enrollments. Review your data. and... have fun!

“Time Out for Fun”

- Devo -

Upcoming Deadlines

Everyone wants to take time out for fun. All work and no play and all that. To ensure your fun is timely, TEDS provides you with a [Secondary Schools Timeline](#) on the main [TEDS website](#). Don’t lose out on your fun times.

DATE	ACTIVITY
August	Follow IC Timeline to begin entering 24-25 Student data on IC-TEDS tab
September 1	23-24 TEDS Data locked (24-25 Rollover Began). Deadline for pathway additions, pathway modifications and 4-course identification for 2024-2025
November 15 <i>(First data deadline)</i>	ATC Home School Report due 1st Semester Enrollment Data completed in TEDS TEDS Attend Hours Confirmation (Attend Hours T1 Report) Uploaded to TEDS
December - January	Suggested Time for Student Data Cleanup (ALL Students) Verify enrollment status, pathway credits and student objectives (in preparation for EOP and TRACK)

“Funhouse”

- Pink -

Contact Us

Sometimes trying to work through all the things we must do can be like looking into a not-so-fun house mirror. Don’t fret. We can help clear up the view. That’s what we are here for. We can help you. Call on us.

Career Readiness	Perkins
	Karla Tipton
	karla.tipton@education.ky.gov
Infinite Campus	TEDS
Amy Tracy	Claude Christian
amy.tracy@education.ky.gov	claudio.christian@education.ky.gov