TEDS Monthly Notes

CTE Technical Education Database System

November 2024

"Thanks for the Memory"

- Bob Hope and Shirley Ross -

"Thanks for the memory
Of rainy afternoons, swingy Harlem tunes
Motor trips and burning lips and burning toast and prunes
How lovely it was …"

No, I'm not going anywhere (at least not any time soon). This song just gives me reason to think forward rather than backwards. **The song** is from the movie "The Big Broadcast of 1938". They are looking back on what was. Good times, not so great times and the very special times. I often wonder how many people (especially my former students) look back on their time in my presence and think, thanks for the memory. Like I said, I'm not leaving yet, but I am building my reasons for saying (and hearing) thank you. How about you?

"The Thanks I Get"

- Chris Pine (Wish Soundtrack, Disney) -

TEDS Training

If you do anything with the expectation of an equal return, you must question your motives. There are exceptions: we work to earn money, travel to get to a destination and eat to live. As an example, I don't do what I do for the thanks I get. Of course, being told "Thank you" is great, but it is not a motivator. I know no one wants to sit through a training session, but last month I talked about perspective. It still matters. Remember, we do this to help our kids do better than us. I'll see you at training. Dates are posted on the TEDS website the Monday following the currently posted session.

"Thanks for Your Time"

- Gotye -

Contact Us

Sometimes we need to invoke the lyrics to "Thanks for Your Time": "*You have been placed in a queue, but your call is valuable… We hope this doesn't inconvenience you, because you're valuable… so very valuable!"* We will get you an answer. We are here to help. Call on us with confidence.

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"Thanks for the Information"

- Van Morrison -

Upcoming Deadlines

I am breaking my pattern. Sort of. We are flooding everyone with this important timeline, so hopefully, you will say, "Thanks for the information".

This is a reminder that TEDS Term 1 data is due on November 15. If you have students enrolled in CTE pathways in Term 1 (Fall 2024), please upload this data as soon as possible. Once your data has been imported, the Term 1 Attend Hours Report does need to be uploaded to TEDS Attend Hours Confirmation Upload Site (sharepoint.com). Please note that TEDS refreshes data overnight, so if you import today, the data in the T1 report will not show until tomorrow. Directions for completing the report may be found below. **Funding for CTE pathways for the 2025-2026 school could be impacted if the TEDS data has not been imported and the TERM 1 attend hours report has not been completed by Nov. 15.**

Term 1 Report Instructions:

1. Go to TEDS (teds.ky.gov) or have your TEDS Coordinator assist

2. Click on "Reports" (on the left)

3. Click on "Statistical"

4. Click on "Next"

5. Choose your School

6. Choose "2024-2025" for the School Year

7. Choose "***Attend Hours (T1 Only)***" as the Report Type

8. Choose "Default (PDF)" as the Report Type

9. Click "Build Report"

Upload Instructions:

1. Ensure your file is named using the following naming convention:

   a. Year_Full School Name"
      example: 24-25_Anywhere County High School"

2. Select the "Upload" button and choose the file to upload.

3. Select the uploaded file (without opening it) to complete the document properties. *Do this by clicking the selection checkmark to the left of the file name or click the yellow "Required info" space anywhere to the right of the file name. Clicking the file name will open the document instead of selecting it. To successfully submit, you MUST complete the following after uploading*:

   a. School Year

   b. School District

   c. School Name

   d. Data Validation Agreement. Select "**Yes" or "No"** to the following statements:

      i. By checking the verification box, I am agreeing that I have reviewed the Attend Hours (T1 Only) report.

      ii. I understand by uploading the report, I affirm the data is accurate.

      iii. acknowledge that inaccurate data may impact my district's CTE funding allocation.

By submitting this report on the TEDS Attend Hours Confirmation Upload Site (sharepoint.com), you are confirming that the data is accurate and should be used for funding purposes. *If you have any questions related to this process, please feel free to reach out to Amy Tracy. Thank you in advance for your attention to this matter.*

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 follow the steps below:

1. DO NOT SEND A SCREENSHOT of the error. It includes both the SSID and SSN.
2. DO NOT USE IC TO CHECK FOR ACCURACY.
3. To verify the SSN, it is best to use a copy of the SSN card to verify the correct number was entered in IC.
4. If it is verified, and there is still an error on import, contact Claude Christian.
5. If an error is discovered, correct in IC, then create new export files from IC and import into TEDS.

Help us keep our data accurate. That way, thanks to you, no student will lose scholarship or KEES opportunities.

"Thanks A Lot"

- *Johnny Cash -*

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

I don't believe in using the phrase, "I told you so". However, I do like the idea of leaving people in the position of feeling they should say, Thanks a lot", without sarcasm. We do our best to help you avoid problems with your data. Here are some of the ways (reminders) for how we get you to that point.

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.

"Thank You for Being a Friend"

- Andrew Gold -

How Clean Is Your Data?

Remember the phrase, "Be kind, Rewind"? Working with data rarely allows you to rewind. If you start with clean data, it makes all the difference. If your data is clean and stays clean, you won't have to worry about rewinding. I want to say, in advance, "Thank you for being a friend". Take responsibility. Don't make a rewind necessary. As you work with your data, consider these points:

When you enroll students in pathways,

The student 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.

NO DATA HOSTAGES. Clean data is happy data.

"A Letter of Thanks"

- Jack Bruce -

Co-Op Rules

Let's be honest, it is one thing to write a letter of recommendation or have one written on your behalf. But, how cool would it be if you got a letter of thanks from one of your students for helping them find their professional calling? It could all start from simply getting them properly set up with a co-op. Remember, when you are helping them connect with a co-op, the process 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. Don't worry. Even if they never say thank you, it is still satisfying knowing you did it the right way!

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