

TEDS Monthly Notes

CTE Technical Education Database System

December 2024

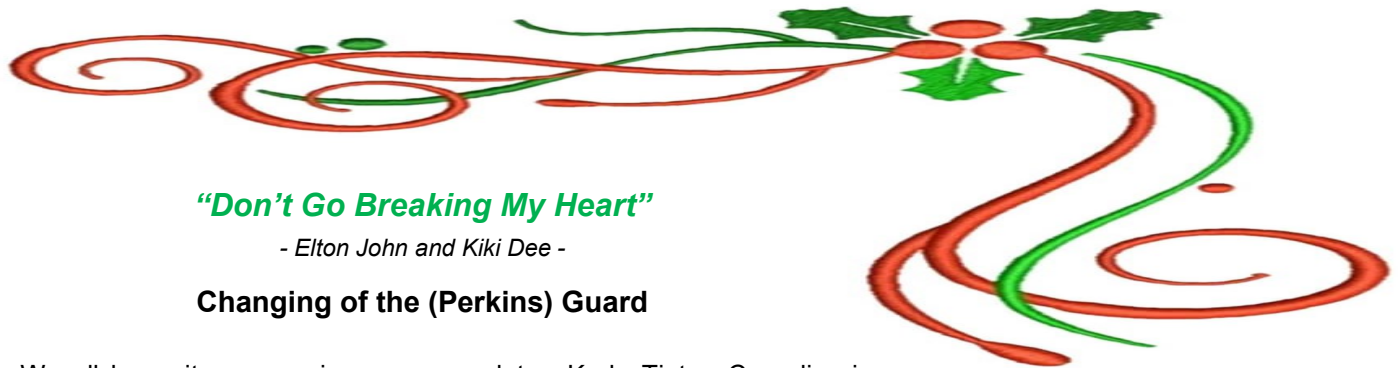


“Go to the Mirror”

- The Who -

*“I often wonder what he is feeling
Has he ever heard a word I've said?
Look at him in the mirror dreaming
What is happening in his head? ...”*

I believe we have all had similar thoughts when working with some of our kids. The answer in most cases, is yes, he's heard everything I said. Now, he must decide whether what I say is credible. I think back on my years as a student. The thing that gave my teachers credibility was knowing that they cared about me. As a person. The teachers who would go to the mirror to see if they are reflecting what they mean. Amazingly, those teachers rarely got recognized, but they were always remembered. They did not do it for any accolades, they did it for me and you. They worked and cared so we could one day go to the mirror and like what we saw. Enjoy your holiday and keep the mirror handy!



“Don't Go Breaking My Heart”

- Elton John and Kiki Dee -

Changing of the (Perkins) Guard

We all knew it was coming sooner or later. Karla Tipton Cornelius is leaving the building. In Kentucky, and most of the region, Karla has been synonymous with Perkins. She has walked us all through the fire at one time or another (some more willingly than others) and she has ensured we don't get burned too badly. It is with this very brief memory of the work Karla has done over the years for Kentucky and Perkins that I say, Karla, don't go breaking my heart. We wish you well on your next adventures, but I'm not exactly willing to completely let go. I/we will still be gleaning knowledge from you. No one would attempt to fill your shoes, but you have provided a great model for our next Perkins guru: Allow me to introduce the new Education Administration Program Manager for the Division of Technical Schools and Continuous Improvement, Data and ROI Branch, Mrs. Lori Looney. With over 20 years of experience in education and grant management, Lori formerly served as a Project Director for Kentucky's largest Full-Service Community Schools state scale grant, as a Branch Director for the Kentucky Office of Adult Education, and as a Workforce Development Project Manager for Bluegrass Community and Technical College. We look forward to working with her as we continue our Perkins pilgrimage.

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“I Go to Extremes”

- Billy Joel -

TEDS Training

The data we are responsible for is very important. It affects funding, accountability, and let’s not forget, our students monumentally. We cannot miss deadlines and expect to be excused because we were too busy. We do not accept this from our students, so we must set the proper example and not expect it for ourselves. I go to extremes trying to ensure you all are up to date with what is needed to keep it all together. This includes training. You may not always want to sit through a training session, but it’s only once every two years unless you drop the ball. Remember, we do this to help our kids do better than us. Let’s go to the extreme of setting the right example. Upcoming dates get posted on the TEDS website the Monday following the currently posted session.

“I Go to Pieces”

- Peter and Gordon -

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. We have found that, as some records are updated to correct the SSN for KEES and other potential scholarship opportunities, they go to pieces. TEDS is now checking both the SSN and the SSID to get those pieces in order. This new check helps ensure that students do not risk losing those funding opportunities. 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.

“The Show Must Go On”

- Queen -

Contact Us

Even as things change, they stay the same. You need answers and we still have them. We will get you an answer. Maybe the names have all changed since you hung around, but the dreams have remained, and they’ve turned around. We are here to help you. Call us and we’ll help you.

Career Readiness	Perkins
Amy Tracy	Lori Looney
amy.tracy@education.ky.gov	lori.looney@education.ky.gov
Infinite Campus	TEDS
	Claude Christian
	claudio.christian@education.ky.gov

“Go Your Own Way”

- Fleetwood Mac -

Important Process Update for 4-course Sequence Selection

The CTE Program of Studies provides a guideline for the required courses for each pathway. It is to be used similarly to a college course catalog. Schools are required to provide the opportunity for a student to become a concentrator and, ultimately, a completer.

Perkins V requires that each pathway offer a sequence of four or more non-duplicated earned technical credits to be considered a pathway. Schools have been asked to provide a basic 4-course sequence in TEDS to ensure they are offering valid pathways. Moving forward, individual schools will be allowed, within guidelines, to go your own way. HOWEVER, there are still requirements. To ensure clean and accurate data, each school must do the following:

- Ensure they are offering appropriate courses in accordance with the current year Program of Studies.
- Ensure courses offered will allow a student to complete the pathway based on the best practice courses listed for each pathway in the Program of Studies, meaning
 - ◇ If a listing shows “and”, both courses must be taken.
 - ◇ If a listing shows “or”, only one course may be counted toward concentrator status, completer status or for postsecondary readiness at both state and federal (Perkins) levels.
- Follow the Co-op regulations as noted in 705 KAR 4:041, Work-based learning program standards, which states a student must fit one of these categories:
 - ◇ Be enrolled in a course included within the student’s chosen career pathway within the same academic year,
 - ◇ Be a completer in the career pathway they are co-oping in by the end of their junior year; or
 - ◇ Be enrolled in an approved pre-apprenticeship program.
- Note that Co-op and/or dual credit cannot be the only 4th course option available to students as all are not able to engage in co-op or dual credit.
- Students may only be enrolled in TEDS for pathways that are offered at the school they are enrolled in.
 - ◇ If the courses are taken at an ATC, the ATC is responsible for TEDS enrollment and data upkeep
 - ◇ If the courses are taken at a KCTCS campus, the KCTCS campus is responsible for TEDS enrollment and data upkeep

With these changes, it is important to note that all schools will be responsible for providing proof of offered courses on demand and during any monitoring process to include the enrollment years of any student record under review.

“Wake Me Up Before You Go-Go”

- Wham! -

Upcoming Deadlines

Winter break is coming, so here is a reminder from your work brain: Wake me up before you go-go! There are deadlines waiting for you when you return from your break. Don’t let them sneak up on you. Review your friendly [TEDS Secondary Schools Timeline](#) for information about what may be standing in that light at the end of the tunnel.

DATE	ACTIVITY
December - January	Suggested Time for Student Data Cleanup (ALL Students) Verify enrollment status, pathway credits and student objectives (in preparation for EOP and TRACK testing)
February 1	Deadline for students to be marked Concentrator for EOP and TRACK Window opens for all pathway additions and modifications for 2025-2026
March 31	2nd Semester Enrollment Data completed in TEDS

“Can’t Go Back”

- Fleetwood Mac -

How Clean Is Your Data?

There is an old phrase we all learned: “Garbage in, garbage out”. If your data starts clean and stays clean, you don’t have to deal with garbage or missed opportunities. Remember, many mistakes are often discovered once it is too late to go back. Stay on top of your data. As you work, 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.

“Don’t Let the Sun Go Down on Me”

- Elton John -

EOP and TRACK Test Ticket Reports

The window for verifying available EOP and TRACK test tickets is now open. Now is the time to check the EOP Test Ticket and TRACK Test reports. Check those tickets early. The flow chart shows how tickets are generated. After February 1, 2025, it will be too late to make changes to test tickets based on school or district level errors. Don’t let the sun go down on [you]. Remember: For a student to generate a test ticket, they must meet ALL requirements for the ticket. After this date, if the test ticket is not correctly identified, students can still take industry certifications in order to meet requirements to become state transition ready. Lastly, if the student is an underclassman, there is always next year.

