

Entering Termination Status

READ EVERYTHING BEFORE YOU DO ANYTHING...

- CTE terminations **MUST** be completed in TEDS, **NOT** in Infinite Campus
- It is best to complete terminations at the end of the school year, *after your final TEDS import from Infinite Campus*
- **DO NOT** terminate underclassmen unless they drop out or transfer out of their home high school
- **DO NOT** terminate underclassmen that are returning to their home high school for the next year for any reason
- Senior student records that show them as exploring in a pathway are terminated automatically as Exploratory Exit
- Student terminations should be done for each individual pathway based on number of credits

1. Login to TEDS at <http://teds.ky.gov>

2. Click on **Select School**

3. Select your **“School”** and **“School Year”**. Click **Select**

4. Select the pathway section for which you want to complete terminations

5. Click **"Termination"**

6. **TO TERMINATE ALL PREPARATORY SENIORS**

a. **Student Objective = Preparatory**

b. **Education Level = 12th Grade**

c. **Student Status = All Students**

d. Click **Search**

READ EVERYTHING BEFORE YOU DO ANYTHING...

- CTE terminations **MUST** be completed in TEDS, **NOT** in Infinite Campus
- It is best to complete terminations at the end of the school year, *after your final TEDS import from Infinite Campus*
- **DO NOT** terminate underclassmen unless they drop out or transfer out of their home high school
- **DO NOT** terminate underclassmen that are returning to their home high school for the next year for any reason
- Senior student records that show them as exploring in a pathway are terminated automatically as Exploratory Exit
- Student terminations should be done for each individual pathway based on number of credits

- e. Place the date of termination in **Termination Date**
- f. Use the dropdown box and select the **Termination Status** for each student
- g. Click **SAVE** before moving on to next page

7. TO TERMINATE UNDERCLASMEN

Do not terminate underclassmen that are returning to their home high school for the next year for any reason

There should be a relatively small number of students in this category

FROM THE TERMINATION SCREEN:

- a. **Search for the student by name**
- b. **Student Objective = ALL**
- c. **Education Level = All**
- d. **Student Status = All Students**
- e. Click **Search**

- 8. Using the dropdown box, select the correct **Termination Status**
- 9. Enter the **Termination Date**
- 10. Click **SAVE** before moving on to next student