# TEDS Frequently Asked Questions

Here you will find answers to some of the more compelling but frequently asked questions. Remember, the only bad question is the one not asked. The questions are not in any particular order. Names have been omitted to protect the innocent.

1. How do I add a new career pathway (program) to my school?

2. In which format should Infinite Campus data be exported so that it can be uploaded to TEDS?

3. How can I check my exports from Infinite Campus to ensure that they are reliable before trying to import into TEDS?

4. How can I verify if the import process was successful and that my information is in TEDS correctly?

5. If a student is active in both an exploratory and preparatory program, which one is marked as the Federal Indicator?

6. Should I complete terminations in TEDS or Infinite Campus?

7. If terminations were not done for the prior year, can I still do follow up letters and data entry this year?

8. Why do all of my students who are continuing from last year have an end date and termination status in Infinite Campus?

9. Should I indicate federal indicators in TEDS or Infinite Campus?

10. Should we complete initial enrollment information in TEDS or Infinite Campus?

11. Do we have to enter KOSSA data into TEDS or is that taken care of by the program office?

12. If a student is taking courses at the high school AND an ATC, which one keeps the TEDS record?

13. If a preparatory student transfers in or out of my school, which school gets the career ready points?

14. If a student is taking courses at the high school AND an ATC, who is responsible for verifying/correcting assessment (KOSSA, Industry Certificates, WorkKeys and/or ASVAB) scores?

15. Can you use Perkins funds to pay for travel/subs for TEDS training?

16. Can we count credits for a student if they were earned in another state prior to coming to Kentucky?

17. If a student takes a course and gets credit for it during their 8th grade year, can it be counted as part of their pathway once in high school?

18. If a preparatory senior is active in a pathway and in coop in a job directly related to that pathway (for example an Allied Health student works in a Physical Therapy office 3 hours a day) does it count for attend hours? Does it count for credit hours?

19. If we require every student to take a class, how do we enter them in TEDS?

## Answers

**1.  How do I request a new career pathway for my school?**

There are three options for requesting a new pathway:

1)  add an existing published pathway to your school,

2)  add/change a course(s) in an existing published pathway for your school or

3)  create a brand new pathway that is not currently published

To determine the correct process for your request, review the Career Pathway Request Guidance.
([http://education.ky.gov/CTE/ctepa/Documents/Career_Pathways_Guidance.pdf](http://education.ky.gov/CTE/ctepa/Documents/Career_Pathways_Guidance.pdf))

**2.  What is the correct format to use when creating an Infinite Campus export file for TEDS upload?**

Infinite Campus data must be exported using "State Format (Fixed Width)" format in order to upload to TEDS. For details, see How to **Create an Infinite Campus Export file** on the TEDS Step-by-Step web page.
([http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx](http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx))

**3.  Can I test my Infinite Campus export before I complete an import into TEDS?**

Yes. The first step to complete an import in TEDS is to test your data. If there are any errors, the test output report at the top of the screen will show an error report. If there is an error report, review How to **Troubleshoot TEDS Import Errors** on

the TEDS Step-by-Step web page
(http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx)

4. **How can I verify if the import process was successful and that my information is in TEDS correctly?**

   After you have completed the import, your import report should state that it was successfully completed with no errors. **REMEMBER:** The actual import will happen overnight. The next day you can run a class list report in TEDS to verify that the information was uploaded successfully. Refer to report # 7 in **Recommended Reports for Data Validation** on the TEDS Step-by-Step web page
   (http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx)

5. **If a student is enrolled in both an exploratory and preparatory program, which one is marked as the Federal Indicator?**

   If a secondary student is in any preparatory program, then the preparatory program must be marked as the Federal Indicator.

6. **Should I complete terminations in TEDS or Infinite Campus?**

   Termination status should not be entered on the TEDS tab in Infinite Campus. TEDS is the authoritative source for CTE data. Terminations should only be entered in TEDS. See How to Enter Termination Status in TEDS on the TEDS Step-by-Step web page (http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx)

7. **If terminations were not done for the prior year, can I still do follow up letters and data entry this year?**

   No. If a student is not properly terminated, they do not meet the qualifications for follow up.

   Follow up letters and data are only completed for students that were seniors, identified as preparatory and properly terminated as "Completer and HS Grad" prior to the data lock date.

8. **Why do all of my students who are continuing from last year have an end date and termination status in Infinite Campus?**

   When your school end dates the master enrollment at the end of the year, by default Infinite Campus end dates all students. This will mark the student "Inactive (Not Terminated)" unless a different Termination Status has been assigned (e.g., graduated, transferred or drop out).

9. **Should I indicate federal indicators in TEDS or Infinite Campus?**

   Federal Indicators should not be entered on the TEDS tab in Infinite Campus. TEDS is the authoritative source for CTE data. As of August 2016, an automated process makes sure each student has one and only one federal indicator. Once in TEDS, you may be able to change the federal indicator based on the guidelines. For help with this process, see How to **Change the Federal Indicator** on the

TEDS Step-by-Step web page
(http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx)

**10. Do we enroll new students and add pathways for existing students in TEDS or Infinite Campus?**

Secondary students can only be enrolled through the TEDS tab in Infinite Campus. Pathways can only be added for an existing student in Infinite Campus. For help with this process, see How to **Enter Secondary Student Data in Infinite Campus** on the TEDS Step-by-Step web page
(http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx)

**11. Do we have to enter KOSSA data into TEDS or is that taken care of by the program office?**

KDE/TEDS personnel handle all importing of KOSSA data into TEDS. After the data is loaded, school personnel can check the data to ensure reliability.

**12. If a student is taking courses at the high school AND an ATC, which one keeps the TEDS record?**

Both the ATC and the high school may show the courses the student is taking. However, where the pathway exists is where the student is entered in TEDS. Credits will be counted at both locations.

**13. If a preparatory student transfers in or out of my school, which school gets the career ready points?**

The school that has the student for at least 100 instructional days during their senior year.

**14. If a student is taking courses at the high school AND an ATC, who is responsible for verifying/correcting assessment (KOSSA, Industry Certificates, WorkKeys and/or ASVAB) scores?**

The TEDS coordinator _where the assessment is taken_ is responsible for verifying this information on the Career Readiness screen in TEDS.

**15. Can you use Perkins funds to pay for travel/subs for TEDS training?**

Yes, Perkins funds can be used to send a representative to TEDS training. You can pay for both the travel and the sub.

**16. Can we count credits for a student if they were earned in another state prior to coming to Kentucky?**

IF the student finishes (earns) credits in another state and is now in Kentucky, the credits can be counted as long as they match the approved courses in the pathway for which the student is enrolled.

For example, if a student took and passed Principles of Agriculture and Animal Science in another state _and earned two credits on their transcript for these_

*classes*, then enrolled in Advance Animal Science for one credit in Kentucky, the student would be enrolled in the Animal Science pathway. Because the student has two credits (Principles of Ag and Animal Science) AND is enrolled in the third (Adv. Animal Science), the student would be preparatory.

**Remember:** Preparatory status is based on credits NOT courses.

17. **If a student takes a course and gets credit for it during their 8th grade year, can it be counted as part of their pathway once in high school?**

    In order for the credit to count in a pathway, it would have to meet the following criteria:

    a.  Teacher must be certified to teach the pathway course.

    b.  Student must receive the same content, assignments, tests, etc. that would be offered at the high school level.

    c.  Course code must be the state course code for the high school course.

    d.  Student must be given high school credit for the course towards graduation.

18. **If a preparatory senior is active in a pathway and in coop in a job directly related to that pathway (for example an Allied Health student works in a Physical Therapy office 3 hours a day) does it count for attend hours? Does it count for credit hours?**

    It depends.

    -   If the student has a class in the pathway and coop related to the pathway in the same year, then they can count the class periods that the student is cooping as attend hours towards the pathway.

    -   If the student has 3 credits completed in the pathway and they do not have another class in the pathway, then coop cannot be counted.

    -   If the student has 4 credits completed in the pathway, then they can count the coop and the class periods towards the attend hours without another class."

19. **If we require every student to take a class, how do we enter them in TEDS?**

    If a class is required for all students in the school, then the students are not considered exploring, and should not be entered into TEDS until they enroll in a second CTE class.

20. **If a student drops out of school after I have completed my IC export into TEDS, how do I terminate him?**

    First, we do not do TEDS terminations until the end of the year.

    Second, you have to ask the question: What did the student leave? The pathway, an ATC or school all together?

- If he **dropped out** of school, the school will terminate the student in IC and it will show up when you do your next export during data cleanup in December or at the end of the year.

- If the student left the pathway or an ATC as an UNDERCLASSMAN and was EXPLORING, do not change his status. **IF HE IS A SENIOR**, at the end of the year he will be automatically terminated in TEDS as EXPLORATORY EXIT.

- If the student left the pathway or an ATC as an UNDERCLASSMAN and was PREPARATORY, do not change his status. **IF HE IS A SENIOR**, at the end of the year you will have to terminate the student in TEDS as LEAVER/DROPOUT.

21. **If a senior becomes preparatory, then graduates early (December), can the student still sit for a KOSSA?**

    Once the student graduates, they are not allowed to return to take a KOSSA or other assessment.

22. **What do I do if I have Exploratory Courses (students are taking a few weeks of each program area in your building to find out what they are interested in), Academic Enrichment or a similar type of dedicated time in your schedule or "Beyond the Pathway" Courses?**

    *High schools and CTCs are not required to track exploratory course enrollment.*

    **As an ATC**, if are going to have one of these categories of courses in your school, you will need to begin using the **Multi-Program Exploration** (CIP Code 40.0700.00). This pathway will not count towards accountability for Perkins or Career Readiness, but would be used when determining your Home School Report Attend Hours and associated funding.

    Students in this pathway will be exploring and credit hours are unimportant for this pathway, as they will always be exploring and exploratory exit students. You will need to ensure that you are appropriately entering your attend hours for students in this pathway though.

23. *If a student passes a course that is eligible in multiple pathways, which pathway gets the credit?*

    If a student receives credit on his transcript for a course, the CREDIT may be counted in any pathway in which they are enrolled that recognizes that course in its program of study. *HOWEVER, only ONE of the pathways may claim the ATTEND HOURS.* Any additional pathways will not count that course in their attend hours.

24. *Can our school offer or continue to offer a pathway that has only three courses?*
    There are a few things to consider here:

- ❖ To make a change in your course offerings for a pathway would require special approval.
  - ➢ The special approval window for 2015-2016 closed on October 1.
  - ➢ No changes may be made for 2015-2016 at this time.
  - ➢ The window for requesting changes for 2016-2017 will be announced in the coming weeks
- ❖ A pathway, by definition, is a progression of non-duplicative courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education.
  - ➢ The student must be afforded the opportunity to attain "Completer" status
  - ➢ To be a completer a student must earn a minimum of four credits in the same pathway.
  - ➢ Offering only three courses in a pathway would not be approvable for this reason.
- ❖ If this would happen to be your only pathway, its removal would also remove any Perkins funding associated with it.

In short, you have to offer at least four courses with the possibility of earning at least four credits to be eligible to offer a Pathway.

# Special Scenarios

**25. Special Transfer Scenario #1** (Who can claim the student when they transfer?)

- A student with two credits transfers to another school/ATC
- Student enrolls in a different pathway with some classes in common

**Question**:

- ❖ If the class they take at the new school/ATC aligns with the pathway they were in at the previous school, can the previous school mark the student preparatory and get test tickets, CCR credit, etc.?
  - o There are several things to consider here:
    - ▪ To be considered preparatory, the student must have two **complete** credits in a pathway AND be enrolled in the third/fourth credit **within the same approved CTE pathway**.
    - ▪ Since the student is at a new school and no longer enrolled in the same pathway,
      - • The previous school/ATC cannot count the class or the credit
      - • The previous school/ATC cannot change her objective to preparatory, and

- she cannot sit for a KOSSA based on her pathway at the previous school/ATC
    - o If she were to later return to the original school/ATC and enroll in the same pathway, any credits earned while she was away that were part of the pathway *at the time they were taken* would count in the pathway. At that point, you could claim the credit she earned and mark her as preparatory.

26. **Special Transfer Scenario #2** (Can a student take a KOSSA at the new school if he were prep at the old school?)

    - Student became preparatory at the end of his junior year but record was not updated.

    - Student transfers to another school for his senior year and enrolls in a different pathway.

    Questions:

    ❖ If the student does not enroll in the pathway where he is preparatory, can the new school let him KOSSA test for that pathway?

      - o If the school the student transfers to also offers the pathway, the student can still KOSSA test.

      - o If the school the student transfers to does not offer the pathway, then you must notify OCTE before January 10 of the school year to ensure the test ticket is transferred to the new school before the identification deadline.

    ❖ If the student can KOSSA test, which school gets CCR credit?

      - o CCR credit would be awarded based on the 100-day senior year rule from OAA.