

## Technical Education Data System (TEDS) GLOSSARY

### Attend Hours

Actual seat time the student spends in a particular program/career pathway.

#### Semester or Trimester?

Semester	Trimester
Full Year Schedule, Traditional Fall & Spring Schedule, Quarterly Schedule or Block Fall & Spring Schedule	Trimester Schedule

#### What do I put in Term 1, 2 and 3?

POST-SECONDARY: Enter "6" if student is FULL time, or enter "3" if student is PART time.

SECONDARY: Average Daily Attendance in a Career Major (No rounding)

**Example 1:** Kim is on a **full year schedule**. She has two 55-minute courses that are in the Animal Systems Career Major

$55 * 2 = 110 \text{ Minutes} / 60 \text{ minutes} = 1.83 \text{ Attend Hours for Term 1 and Term 2.}$

**Example 2:** Sarah is on a **Trimester schedule**. She has one 50-minute course in the Business Management Career Major AND one 50-minute course in the Animal Systems Career Major.

$50 / 60 \text{ minutes} = .83 \text{ Attend Hours for Term 1 in each of the Career Majors and } 0 \text{ Attend Hours in Term 2 and Term 3 until you have her schedule for Trimester 2 and 3}$

**Example 3:** Charles is on a **Block schedule**. He has one 90-minute course on Mon, Wed, Fri the first week, and Tues, Thurs the second week.

$(90 * 3) + (90 * 2) = 450 \text{ minutes} / 10 \text{ days} = 45 \text{ minutes} / 60 \text{ minutes in an hour} = .75 \text{ Attend Hours for Term 1 and } 0 \text{ Attend Hours in Term 2 until you have her spring schedule.}$

### Career Clusters

Sixteen broad categories that encompass virtually all occupations from entry through professional levels

## **Career and Technical Student Organizations (CTSO)**

Co-curricular organizations within CTE program areas to enhance student career and leadership development, motivation and recognition. The CTSOs are Future Farmers of America (FFA), Future Business Leaders of America (FBLA), Family, Career & Community Leaders of America (FCCLA), Health Occupations Students of America (HOSA), Skills USA (SKILLS), Distributive Education Clubs of America (DECA) and Technology Student Association (TSA)

## **Classification of Instructional Programs (CIP) Code**

Developed by the U.S. Department of Education's National Center for Education Statistics (NCES), the CIP code provides a taxonomic scheme that supports the accurate tracking, assessment, and reporting of fields of study and program completions activity.

## **Data Retention Policy**

All documentation relative to TEDS, including but not limited to demographic, enrollment, program completion and placement, special populations, credentials, industry testing and certification must be kept on file for a minimum of five (5) school years.

## **Dual Credit**

When students earn secondary and postsecondary credit for the same course. This is awarded to all secondary students who complete a technical education program, graduate from high school and enroll in a postsecondary Institution where there is an articulation agreement with the secondary Institution.

## **Dual Credit Student (articulated)**

Secondary students who are enrolled in a technical education course at the high school and receiving credit for the course from the Community and Technical College System or a university as secondary students.

## **Dual Enrollment**

Some secondary students enroll in college courses while they are currently attending high school, and they are considered dual enrollment. (The students are physically attending both Institutions.) When these students graduate from high school and enroll in the postsecondary Institution, they receive articulated credit for the postsecondary course taken at the same time they were completing high school. These dual enrollments are usually in required academic courses such as English.

## Enrollment Status

Identifies the enrollment status of each student in a CTE program/pathway. Students can be identified as EXPLORING (secondary or post-secondary) or PREPARATORY (secondary or post-secondary).

POST-SECONDARY: Information must be entered for any student who has been enrolled in a technical education course(s) long enough to be required to pay tuition. Enter “exploring” in the student objective field for any student who has 12 or fewer credits in the program/CIP code. Once the student has completed 12 credits in their program AND is enrolled for the next course (resulting in 13 or more credits in the program), change the status to “preparatory”.

## Exploratory Program

Any program, secondary or postsecondary, designed for career exploration or short-term skills upgrade only, not leading to a credential. Exploratory programs do not qualify for Perkins funding.

## Exploring Student, Postsecondary (Participant)

Any student who has enrolled in the beginning sequence of courses (up to 12 credits) in a postsecondary career and technical education program. *Not included in Perkins accountability reporting except for 5P1/Nontraditional Participation measure.*

## Exploring Student, Secondary (Participant)

Any student who has enrolled in the beginning sequence of courses (up to two credits) in a secondary career and technical education program that requires at least four credits to complete the program. *Not included in Perkins accountability reporting except for 6S1/Nontraditional Participation measure.*

**NOTE:** Students enrolled in only general education or remedial courses do not qualify as technical education students and are not to be entered into TEDS.

## Exporting

Creating two text files (i.e. demographic and enrollment) containing TEDS data from STI or Infinite Campus that is imported into TEDS

## General Education Course

A course that is required for completion of a certificate or degree that is required for all majors, whether the major is considered a technical education program or not.

## Importing

Using the two text files generated from the export process from Infinite Campus to move data into TEDS

### **Non-Traditional**

Programs that lead to nontraditional careers. Generally identified as programs/careers identified as having less than 25% participation by one gender.

### **Preparatory Program, Postsecondary**

Sequence of courses at least one year in length that prepares a student for further education or employment in high skill, high way or high demand occupations.

### **Preparatory Program, Secondary**

Sequence of at least four technical courses in a career and technical education program leading to an occupation/profession. Program must receive Perkins funds.

### **Preparatory Student, Secondary**

Any secondary student who has completed two credits in a pathway AND is enrolled in the third/fourth credit within an approved CTE pathway. *Preparatory students are included in Perkins accountability reporting.*

### **Preparatory Student, Postsecondary (Concentrator)**

Any student who has successfully completed at least 12 credits in same CTE program AND is enrolled in the next credit course in the same program. *Preparatory students are included in Perkins accountability reporting.*

### **Program Section**

An electronic version of a teacher's roster. Program sections provide a convenient way for schools to manage their lists of students. While schools **MUST** have at least one section per program, there is no upper limit to the number of sections.

### **Remedial Courses**

Those courses designed to increase a student's skills or understanding of the subject matter to the level that the student could be expected to complete entry-level courses in the subject area successfully.

### **TEDS**

Technical Education Database System. The official repository of student data for all career technical programs in Kentucky (secondary and postsecondary).

### **Termination status**

The reason a student exits the technical education program. Perkins IV requires states to track the outcome of every student who enrolls in a technical education program until the 'normal amount of time has passed' for the student to graduate.