

## 2018-2019 TEDS DEADLINES

DATE	ACTIVITY
July	Career Readiness data pulled for the Office of Assessment and Accountability
August	Follow IC Timeline to begin entering 18-19 Student data on IC-TEDS tab
September 1	17-18 TEDS Data locked 18-19 Rollover Began Deadline for all new pathway requests for 2018-2019
November 1	Locally Operated Centers need to have all fall data in TEDS ATC Home School Report due
November 15	1st Semester Enrollment Data completed in TEDS Begin entering 2017-2018 Completers Follow up data in TEDS
December	Suggested Time for <b>Student Data Cleanup</b> (ALL Students) <ul style="list-style-type: none"> <li>- Verify enrollment status, pathway credits and student objectives (in preparation for EOP and TRACK)</li> </ul>
January 15	Deadline for students to be marked Preparatory for EOP and TRACK
February 28	2017-18 Completers Follow up Data completed in TEDS
March 31	2nd Semester Enrollment Data completed in TEDS
June 15	TEDS End of Year Data entered and completed in TEDS (Remember to check ALL students, not just active) <ul style="list-style-type: none"> <li>- Semester Data (credits, student objectives, etc.)</li> <li>- Termination Status and Termination Dates</li> </ul> <b>** Best if completed BEFORE IC End of Year Script is run</b>
June 30	17-18 Follow Up Data Locks
June 30	Career Readiness Data Entered Where Possible
July	Career Readiness data pulled for the Office of Assessment and Accountability
August	Follow IC Timeline to begin entering 19-20 Student data on IC-TEDS tab
September 1**	18-19 TEDS Data locked

**\*\* REMEMBER:** 1. Check scores for **ALL** students when you receive them for End-of-Program and TRACK. Once the data locks on September 1, it cannot be changed

2. Industry Certificates must be entered at the school level

## TEDS Basics Yearly Check List

### Beginning of Year

_____	Enter New Students into Infinite Campus	<i>Enter Secondary Student Data in Infinite Campus</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Activate Returning (Inactive) Students in Infinite Campus removing the termination status and end date	<i>Enter Secondary Student Data in Infinite Campus</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Enter Attend Hours ( <i>Average Daily Attendance in a career pathway</i> ) for Term 1	<i>Enter Secondary Student Data in Infinite Campus</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Verify Student Objective (exploring or preparatory?)	<i>Enter Secondary Student Data in Infinite Campus</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Update Credit Hours ( <i>credits earned PLUS credits currently enrolled in a pathway</i> )	<i>Enter Secondary Student Data in Infinite Campus</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Complete an Export from IC	<i>Create an Infinite Campus Export file</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Complete an Import into TEDS	<i>Import Infinite Campus Data Into TEDS</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Verify Import – Run an Enrollment Report ( <i>report #7</i> ) to verify numbers the day after importing data into TEDS	<i>Recommended Reports for Data Validation</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>

### Mid-Year

_____	Print Student Folio Report for Follow-up Data	<i>Process Student Follow-Up Information</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Complete Follow Up Data Entry	<i>Process Student Follow-Up Information</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Enter Industry Certificates earned during the fall semester	<i>Enter Industry Certifications Information</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	<u>Trimester Schools</u> Enter Term 2 Attend Hours ( <i>Average Daily Attendance in a career pathway</i> ) in IC	<i>Enter Secondary Student Data in Infinite Campus</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Run a Class List Report ( <i>report #4</i> ) for Preparatory students to verify student objectives are properly coded for EOP Registration	<i>Recommended Reports for Data Validation</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>

### Spring Semester

_____	<u>Semester Schools</u> Enter Term 2 Attend Hours ( <i>Average Daily Attendance in a career pathway</i> ) in IC	<i>Enter Secondary Student Data in Infinite Campus</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Complete an Export from IC	<i>Create an Infinite Campus Export file</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Complete an Import into TEDS	<i>Import Infinite Campus Data Into TEDS</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
_____	Verify Import – Run an Enrollment Report ( <i>report #7</i> ) to verify numbers the day after importing data into TEDS	<i>Recommended Reports for Data Validation</i> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>

### End of Year

	Trimester Schools <b>Enter Term 3 Attend Hours</b> ( <i>Average Daily Attendance in a career pathway</i> ) in IC	<b>Enter Secondary Student Data in Infinite Campus</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
	<b>Complete an Export</b> from IC	<b>Create an Infinite Campus Export file</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
	<b>Complete an Import</b> into TEDS	<b>Import Infinite Campus Data Into TEDS</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
	<b>Verify Import</b> – Run an Enrollment Report ( <i>report #7</i> ) to verify numbers the day after importing data into TEDS	<b>Recommended Reports for Data Validation</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
	<b>Verify Federal Indicators</b> – Run the Duplicate Federal Indicator Report ( <i>report #5</i> )	<b>Recommended Reports for Data Validation</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
	<b>Enter Industry Certificates</b> earned during the spring semester	<b>Enter Industry Certifications Information</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
	<b>Verify EOP scores</b> for ALL students – Run a EOP Results Report ( <i>report #3</i> )	<b>Recommended Reports for Data Validation</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
	<b>Complete Terminations</b> for all Active <b>AND</b> Inactive SENIORS in TEDS	<b>Enter Termination Status in TEDS</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
	<b>Enter Termination Status and Dates</b> for all Active <b>AND</b> Inactive TRANSFER Students and DROPOUTS in TEDS	<b>Enter Termination Status in TEDS</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>
	<b>Verify Terminations</b> – Run a Statistical (Termination Status) Report ( <i>report #1</i> ) the day after completing termination data entry	<b>Recommended Reports for Data Validation</b> <a href="http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx">http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx</a>