

Data Standard TEDS

10/18/2018

Ownership and History

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Revision history**October 18, 2018**

CIP Codes were updated with the new codes in the dropdown menu. Document converted to accessible format.

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Overview

Description

The Technical Education Database System (TEDS) tab in Infinite Campus is for entering data on Career and Technical Education (CTE) students. All initial data entry for CTE students should be completed on the TEDS tab in Infinite Campus and then imported to TEDS.

Regulation citation(s)

- Perkins Accountability – Federal Perkins Law and Perkins funding is based on CTE data that is initially entered into the TEDS tab.
- Career Readiness – Career Readiness accountability is based on CTE data that is initially entered into the TEDS tab.

Data use

- Federal Reporting
- Transition Readiness
- Federal Funding
- State Funding

Related ad-hoc filters and reports

- KY State Reporting – TEDS Report

Training

Contact Claude Christian for available training.

[TEDS Step-by-Step website](#)

Section A – Adding or Updating a TEDS Enrollment

Campus Path: Select a Student / Click on TEDS tab

Step 1: Click Add TEDS for a New Enrollment or click on the Enrollment if activating an inactive enrollment. You should always choose to activate an inactive existing enrollment if possible when the student is continuing in the same Career Pathway/CIP Code. Do not change a current enrollment to a new Career Pathway/CIP Code. Choose to Add a New Enrollment if the student has a new Career Pathway/CIP Code.

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The screenshot shows the TEDS form interface. Red boxes highlight the following fields: 'School' (a), '*Start Date' (b), '*CIP Code' (c), 'Special Populations' (d), '*Daily Attendance Hours' section including radio buttons for 'Semesters' and 'Trimesters' (e), two input boxes for '*Term 1' and '*Term 2' (e), 'Credit Hours' (f), and '*Student Objective' (g). Other visible fields include 'End Date', 'Termination Status', 'Federal ID', 'ATC_CTC', 'Credential Earned', and 'Industry Certificate'.

Step 2: Complete required fields in red, credit hours, and special populations on TEDS tab

- a. **School** - This is the home school for the student, it auto fills when you add a new TEDS record.
- b. **Start Date** - The date when the student starts in the **first course** of a Career Pathway. This date should **not be changed** after it is entered the first time.
- c. **CIP Code** – From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.
- d. **Special Populations** – Select from the dropdown ONLY if you know this information. DO NOT ASK STUDENTS FOR THIS INFORMATION.

Daily Attendance Hours

- e. **Semesters vs. Trimesters** - *If your school schedule is trimesters* choose trimesters, all others choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.

Term Boxes - The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format.

Example: John is in two 55-minute courses in the pathway all five days a week, so John has 110 minutes total, which I divide by 60 minutes, which equals 1.83 attend hours in my Term 1 box and zero in Term 2 until I know the student's schedule for the 2nd semester.

- f. **Credit Hours** - Total number of credits the student has earned in the Career Pathway.

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- g. **Student Objective** - Every student is “**Exploring**” until they meet the definition for Preparatory. “**Preparatory**” means the student has completed two credits in a career pathway and has enrolled in the third credit for the same pathway and eventually completes the third credit.

End Date – Should be blank for an active student

Termination Status – Should be blank for an active student

Section B – Exporting Data from Infinite Campus

Campus Path: KY State Reports / TEDS Report

Step 1: Expand KY State Reporting

The screenshot displays the 'TEDS Report' configuration page. At the top, the 'Year' is set to '15-16' and the 'School' is 'COUNTY HIGH SCHOOL'. The left sidebar lists various report types, with 'TEDS Report' highlighted. The main content area is titled 'TEDS Report' and includes a brief instruction: 'This tool can extract data to complete the TEDS Report. Choose the District Format to get the file in the state defined csv format, otherwise, choose one of the testing/debugging formats.' Below this, the 'Extract Options' section contains: 'Date Range' (7/1/2016 to 6/30/2017), 'Extract Type' (Enrollment), 'Format' (State Format (Fixed width)), and a 'Grade' dropdown menu (All Grades). An 'Ad Hoc Filter' field is also present. To the right, 'Select Calendars' options are shown, with 'active year' selected. A list of school years (15-16) is visible. At the bottom, there are 'Generate Extract' and 'Submit to Batch' buttons, and a table header for 'Batch Queue List' with columns for 'Queue Time', 'Report Title', 'Status', and 'Download'.

Step 2: Click on TEDS Report

Date Range – Enter the first day of school until the last day of school (07/01/2018 – 06/30/2019)

Extract Type – Use Enrollment for the first export and then repeat for Demographic

Format – Use State Format (fixed width) for both Enrollment and Demographic Extract Types

Optional Format – Use HTML for both Enrollment and Demographic Extract Types if you would like data that can be imported into Excel to verify if the data is correct before importing to TEDS or if you receive a Line # error during TEDS import.

Grade – Default is “All Grades”. If you would like the report for a specific grade or grade range, hold down the CTRL key and select the grade(s) for which you want in the report.

Ad Hoc – Optional. Select an Ad Hoc Filter to only report data based on filter criteria.

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Generate Extract – For Enrollment, click Generate Extract, save as TEDS-E
For Demographic, click Generate Extract, save as TEDS-D

Section C – Creating An Ad Hoc Filter for Exporting Data from Infinite Campus

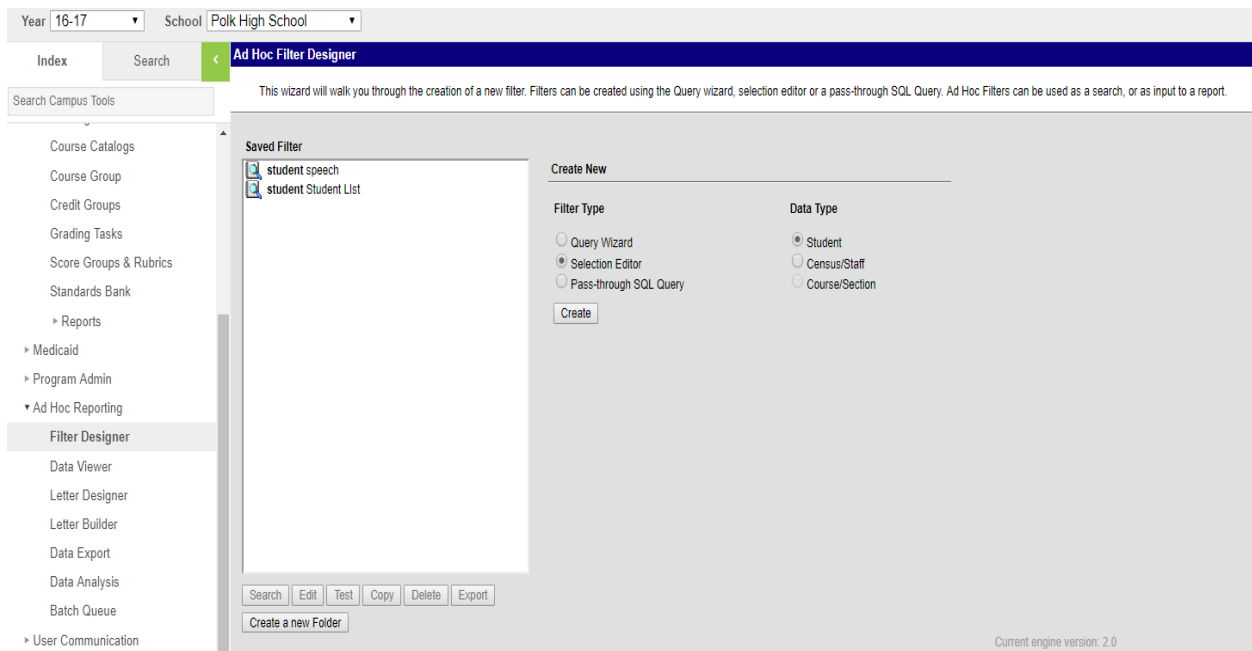
Campus Path: KY State Reports / Ad Hoc Reporting

The TEDS report can be generated based on an ad hoc filter. This allows the user to select a smaller subset of students, such as new enrollments. The ad hoc allows the user to export only a small group of needed records and avoid potentially overwriting any changes to other TEDS records.

Step 1: Click on Filter Designer

Step 2: Choose “Selection Editor” and “Student”

Step 3: Click Create



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Selection Name – Give it a name like “TEDS Export Students”

The screenshot shows the 'Ad-Hoc Selection Editor' interface. At the top, there are dropdowns for 'Year' (15-16) and 'School' (High School). The main area is divided into a sidebar on the left and a main content area. The sidebar includes an 'Index' section with a 'Search' button and a list of navigation options: System Administrator, CIITS, Student Information, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Program Admin, Ad Hoc Reporting, Filter Designer (highlighted), Data Viewer, Letter Designer, Letter Builder, Data Export, Data Analysis, Batch Queue, and Transcripts. The main content area has a 'Selection Name' field, 'Short Description' and 'Long Description' fields, and a 'Quick Search' section. The 'Quick Search' section includes a dropdown for 'Active today' (set to 'Yes'), a dropdown for 'Grade' (set to 'All'), and a text field for 'Name' with a placeholder '(last name, first name)'. Below the search section are two lists: 'All Students' and 'Selected Students', each containing a list of student identifiers (e.g., 09 B1, 09 B2, 09 C1, 09 C2). There are arrows between the lists to move students. At the bottom, there is a 'Save To' section with radio buttons for 'User Account' (selected) and 'User Groups', a 'Folder' dropdown, and a 'Save' button.

Short Description – Optional

Active today – Default is “Yes” (currently enrolled). Select “Both” to select from all available students.

Grade and Name – Optional to narrow the search to a specific grade or student

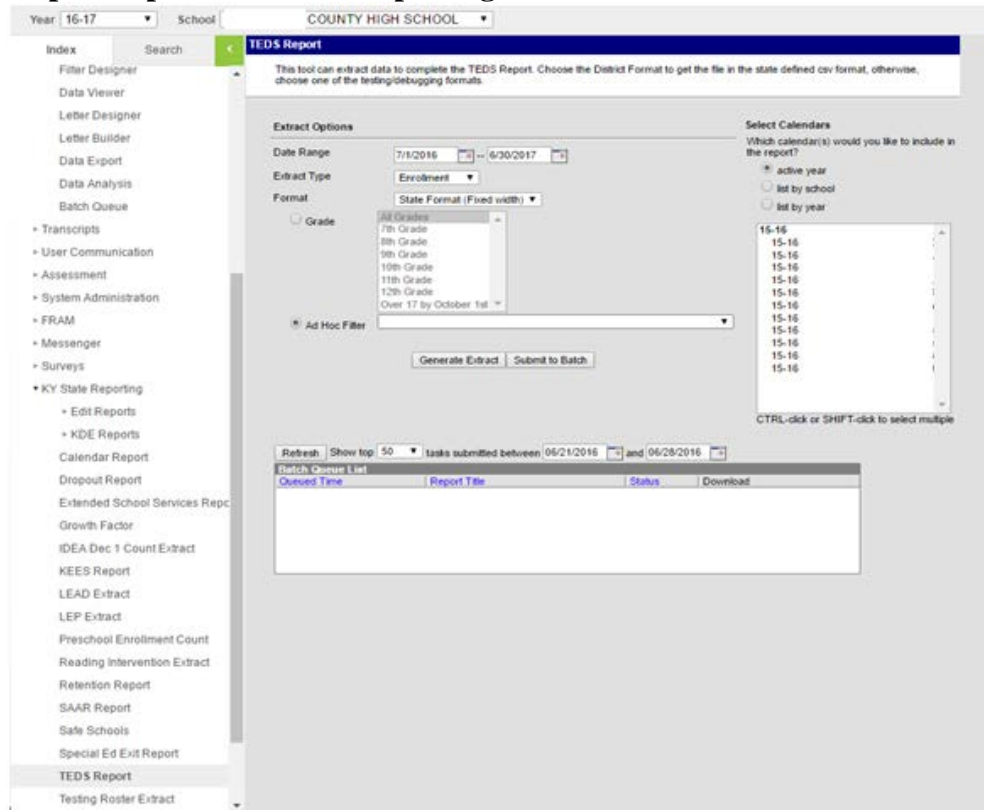
Step 4: Select Students - Hold down the CTRL key and select the student(s) you want included in the export

Step 5: Click Save

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Step 6: Expand KY State Reporting



Step 7: Click on TEDS Report

Date Range – Enter the first day of school until the last day of school (07/01/2018 – 06/30/2019)

Extract Type – Use Enrollment for the first export and then repeat for Demographic

Format – Use State Format (fixed width) for both Enrollment and Demographic Extract Types

Optional Format – Use HTML for both Enrollment and Demographic Extract Types if you would like data that can be imported into Excel to verify if the data is correct before importing to TEDS or if you receive a Line # error during TEDS import.

Ad Hoc – Click on the dropdown to select the Ad Hoc list you created

Generate Extract – For Enrollment, click Generate Extract, save as TEDS-E
For Demographic, click Generate Extract, save as TEDS-D