

Data Standard TEDS

Rev. 7/1/2025

Ownership and History

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Revision history

July 1, 2025

Updated for the new school year.

August 8, 2024

Update Data Steward

May 9, 2024

ADA compliance updates.

July 3, 2023

Added Holly Tracy as a data steward.

Updated format for Section A red text to black with yellow highlight to be ADA complaint.

May 5, 2023

Updated Campus Path to Classic View

Added Search Terms

March 20, 2023

Attend Hours examples have been replaced by an Attend Hours Calculator (with link to calculator provided)

Link to training information changed to main TEDS website

June 17, 2020

TEDS Student Objective code '2: Preparatory' has been changed to '3: Preparatory'

Definition of Student Objective Concentrator updated

End Date hidden from user view

Termination Status hidden from user view

July 31, 2019

TEDS Student Objective code '2: Preparatory' has been renamed '2: Concentrator'

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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. TEDS tab Data entry and Career Tech Programs tab data entry are separate and serve different purposes. The use of one does not supersede the need for data entry in the other.

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 website](#)

Section A – Adding or Updating a TEDS Enrollment

Path: Select a Student | Student Information | State Programs | TEDS

Search Terms: TEDS

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.

The screenshot shows the TEDS enrollment form with the following fields highlighted by red boxes and labeled with letters:

- a.** *School: Polk High School(10)
- b.** *Start Date: [Calendar icon]
- c.** *CIP Code: Select a Value
- d.** Special Populations: [Dropdown menu]
- e.** *Daily Attendance Hours: Semesters (selected) / Trimesters
- f.** Credit Hours: [Text box]
- g.** *Student Objective: [Dropdown menu]
- *Term 1: [Text box]
- *Term 2: [Text box]
- ATC_CTC: Select a Value

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

- School** - This is the home school for the student, it auto fills when you add a new TEDS record.
- Start Date** – Enter 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.
- CIP Code** – From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.
- Special Populations** – Select from the dropdown ONLY if you know this information. DO NOT ASK STUDENTS FOR THIS INFORMATION.

Daily Attendance Hours

- 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 – Enter the average daily amount of time each 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

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the student's schedule for the 2nd semester. Use the Attend Hours Calculator below for this calculation.

Attend Hours Calculator – The attend hours calculator will assist in calculating time accurately. The Attend hours calculator can be found on the [TEDS Step-by-Step website](#).

- f. **Credit Hours** - Total number of credits the student has earned in the Career Pathway.
- g. **Student Objective** - Every student is “**Exploring**” until they meet the definition for Concentrator. “**Concentrator**” means completed 2 courses in a single program of study (career pathway). In Kentucky, a course is defined as 1 credit on the student's official transcript.

Section B – Exporting Data from Infinite Campus

Path: Reporting | KY State Reporting | TEDS Report

Search Terms: TEDS Report

Step 1: Expand KY State Reporting

TEDS Report ☆ Reporting > KY State Reporting > TEDS Report

TEDS Report

This tool can extract data to complete the TEDS Report. Choose the State Format to produce a file in the state-defined fixed width format, otherwise, choose one of the testing/debugging formats.

Extract Options

Date Range: 05/05/2025 – 05/05/2025

Extract Type: Enrollment

Format: State Format (Fixed width)

Select Students

☒ Grade

All Grades
 7th Grade
 8th Grade
 9th Grade
 10th Grade
 11th Grade
 12th Grade
 Over 17 by October 1st

☐ Ad Hoc Filter

Generate Extract Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year

☐ list by school

☐ list by year

24-25

24-25 Barren County Area Techn

24-25 Bell County Area Technology C

24-25 Bell County Area Technol

24-25 Boone County Area Techno

24-25 Breathitt County Area Te

24-25 Breckinridge County Area

24-25 Bullitt County Area Tech

24-25 Butler Co. Area Technolo

24-25 Caldwell County Area Tec

24-25 Campbell County Area Tec

24-25 Carroll County Area Tech

24-25 Casey County Area Techno

24-25 Clark County Area Techno

24-25 Clay County Area Technol

CTRL-click or SHIFT-click to select multiple

Step 2: Click on TEDS Report

- **Date Range** – Enter the first day of school until the last day of school (07/01/2025 – 06/30/2026)
- **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 to Import into TEDS. 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 imports.
- **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.
- **Generate Extract** – For Enrollment, click Generate Extract, save as TEDS-E
- For Demographic, click Generate Extract, save as TEDS-D