Data Standard TEDS
7/3/2023

Ownership and History

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Office(s)
Office of Career and Technical Education

Revision history

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Attend Hours examples have been replaced by an Attend Hours Calculator (with link to calculator provided)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

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. 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

Classic View: 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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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** – 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.

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 – 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 the student's schedule for the 2nd semester.==

   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.
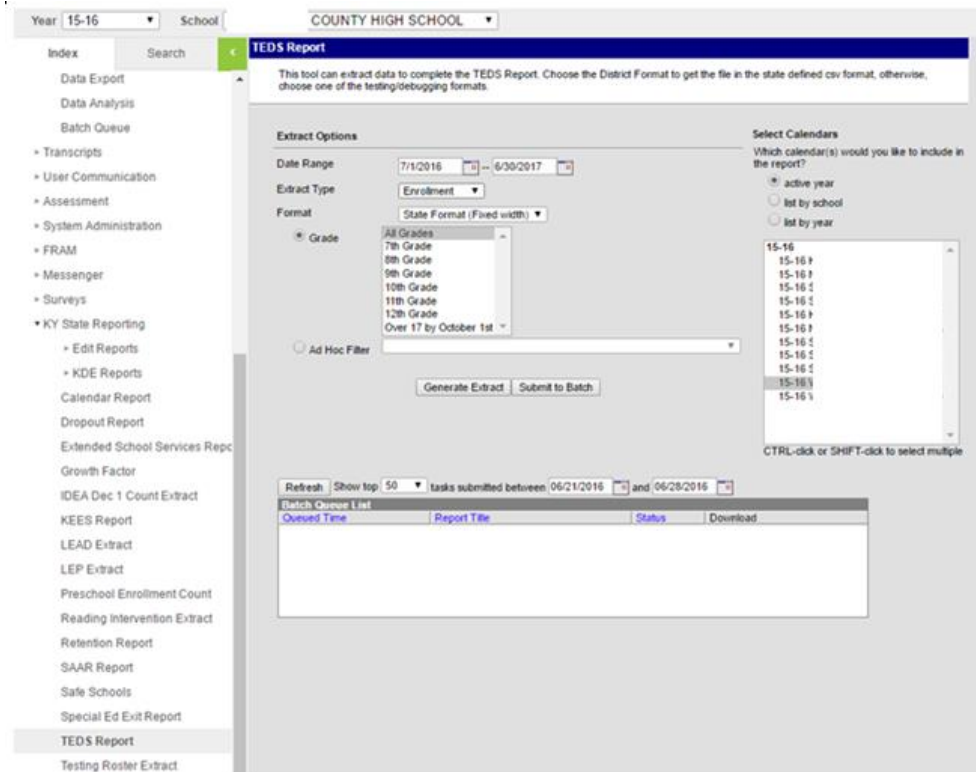
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Section B – Exporting Data from Infinite Campus

Classic View: KY State Reports | TEDS Report
Search Terms: TEDS Report

Step 1: Expand KY State Reporting

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
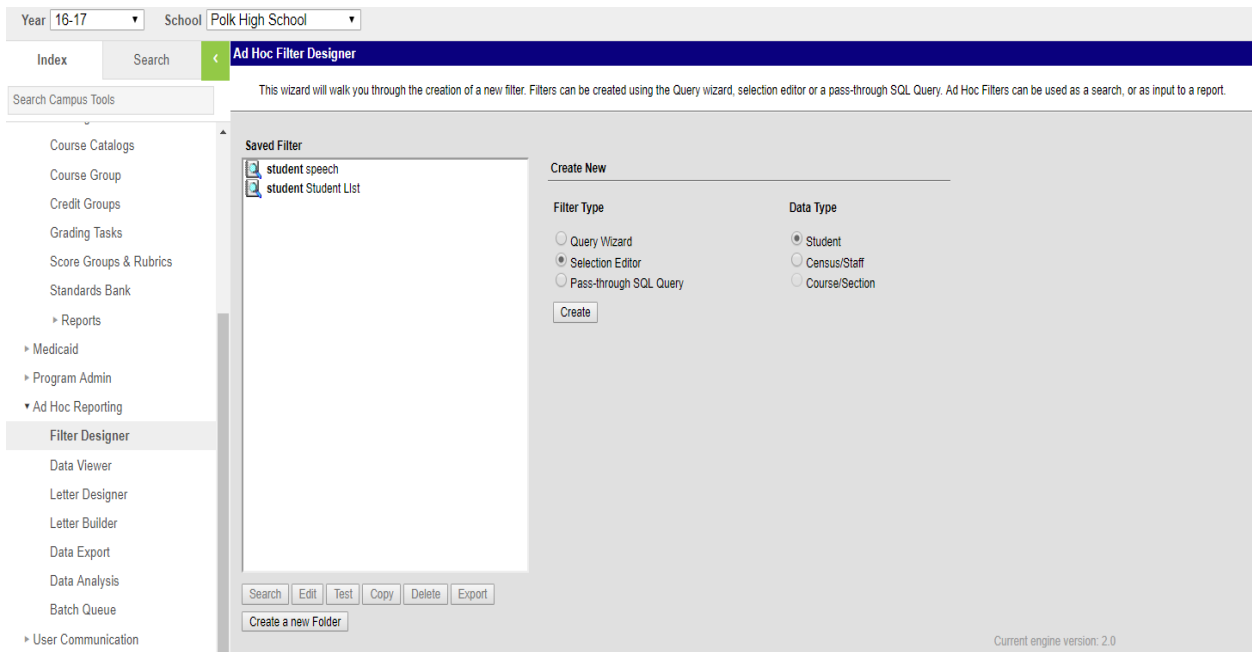
Campus Path: KY State Reports | Ad Hoc Reporting
Search Terms: Ad Hoc Reporting

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"

Short Description – Optional

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

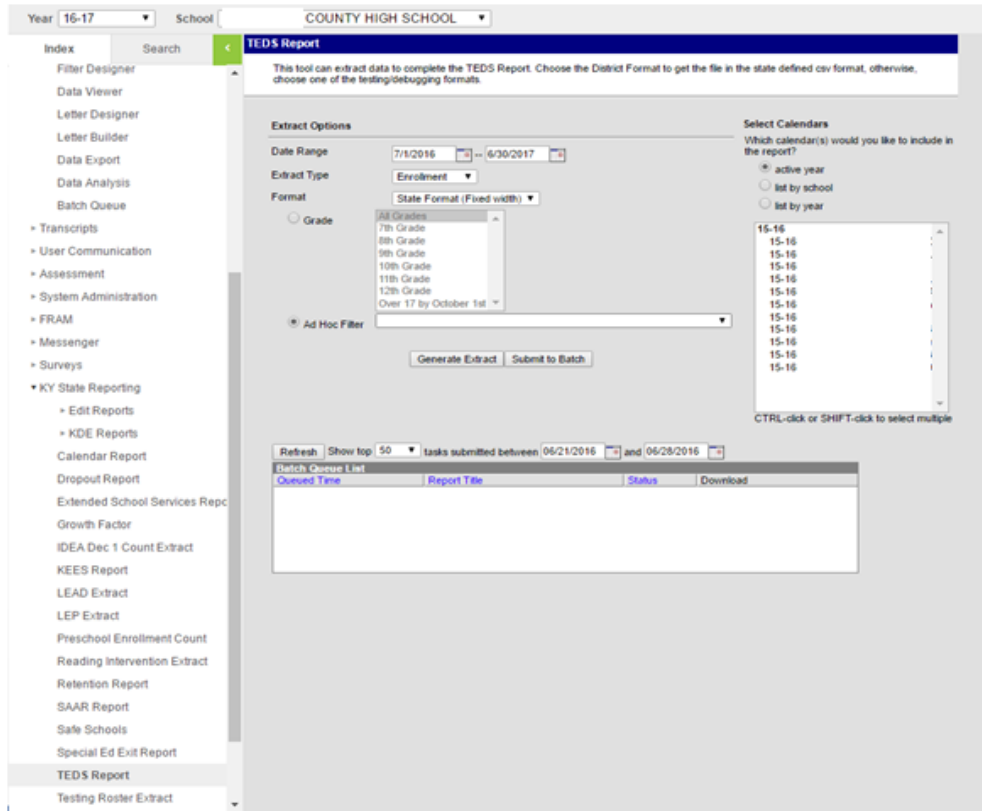**Grade** and **Name** – Optional to narrow the search to a specific grade or student

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

Step 5: Click Save

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