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Subject: TEDS June Message
Date: Tuesday, June 16, 2015 9:59:48 AM

Coordinators:

ATTENTION: Please share this email with teachers and the appropriate stakeholders.

I have several updates to share with you this month along with trying to answer the majority of the questions I am receiving in one email.

Before I get into all of the information this month, I first want to introduce our new TEDS State Coordinator. Claude Christian has joined our team and will be your new contact for TEDS. Claude has years of experience working with school monitoring, technical assistance, federal grants, projects, data and initiatives with the Kentucky Department of Education. We are extremely excited to have Claude as part of the team. Claude is working furiously to learn all about Career and Technical Education data requirements and TEDS. In order to make his transition smooth and allow him time to learn all of our requirements, I will continue to assist Claude and all of you with TEDS until the end of July. I ask that when sending questions you include both Claude and myself on the message. Please join OCTE in welcoming Claude to the team!!!!

Timelines

Now – You should be working on end-of-year requirements in TEDS. This includes terminations, dual-credit, took program assessment and possibly federal indicators

June 30th – Industry Certifications should be entered in TEDS for all students that you have results on for 14-15

June 30th – All ASVAB results should be in TEDS for the 14-15 school year. This includes any student at any grade level that took the test this year.

June 30th – Follow-Up (Transition) data will lock for 13-14 Completer Graduates in TEDS – You are required to enter this data in TEDS under Follow Up.

July – We will begin pulling preliminary CCR data for the School Report Card and for the Office of Assessment and Accountability

September 1st – TEDS will lock for all data for the 14-15 School Year

September 1st – TEDS will open for the 15-16 School Year (You cannot enter data in TEDS for 15-16 until this date). DO NOT REQUEST TO BE ROLLED OVER EARLY.

October 1st – Deadline for requesting new pathways to be added to TEDS, Special Approvals for pathway courses, New Industry Certifications for the 16-17 school year

Updates and Hot Topics

Imports from Infinite Campus

Please remember to complete all imports from Infinite Campus before you begin to enter terminations into TEDS. You should complete your last import from IC before you IC person

completes the end-dating process of master enrollments in Infinite Campus, otherwise you will have end dates on all your TEDS records. **Remember imports happen overnight and reports update overnight. Career Readiness information is not overwritten by the import.**

Terminations

I am receiving so many questions on this subject. Here is a complete explanation.

- Terminations are faster and easier in TEDS. Terminations are done under each pathway on the Termination Screen.
- You are required to terminate active and inactive students that fall into one of the categories that you are required to terminate below.
- A script runs every night. This script terminates 12th Grade Students whose Student Objective is Exploring as Exploratory Exit and puts an end date for the day the script added that status.
- Schools do not need to terminate students in the ARTS pathways.
- **Schools must terminate 12th Grade Preparatory Students**
 - 12th Grade Preparatory Students that Graduate are terminated as either:
 - Completer and HS Graduate (Completed 4 credits in one pathway)
 - Graduated w/o Completing (Completed less than 4 credits in one pathway)
 - 12th Grade Preparatory Students that do not Graduate fall into one of these categories:
 - Are coming back in 15-16 (Change them to 11th Graders on the termination screen in TEDS and do not terminate them)
 - Dropped Out (Terminate them as Leaver/Dropout)
 - Transferred out of their home high School (Terminate them as Transfer)
- **Schools must terminate underclassmen that drop out or transfer out of their home high school.**
- **DO NOT TERMINATE UNDERCLASSMEN THAT ARE RETURNING TO THEIR HOME HIGH SCHOOL IN 15-16 FOR ANY REASON. STUDENTS ARE ONLY TERMINATED WHEN THEY LEAVE THEIR HOME HIGH SCHOOL.**

WorkKeys

Any student that tested through us, that had a correct SSID, now has their results showing in TEDS. This was completed last night. There were a lot of bad SSIDs entered for WorkKeys. **Schools should go into TEDS and run a WorkKeys report, checking the box for detailed report, and verifying that students that took WorkKeys are showing correctly on this report. If anything is incorrect or missing, schools should make these corrections on the Career Readiness screen.**

Career Readiness

We added a new screen under School Administration for ASVAB, WorkKeys, and Industry Certifications. ASVAB and WorkKeys are specific to the student, so they only need to be entered (WorkKeys was uploaded for you in most cases) once and they will show wherever the student is enrolled. Industry Certifications are specific to the pathway for the student, so you must select the appropriate pathway for each student to enter industry certifications under. **Any student,**

regardless of grade level, that passed an Industry Certification in 14-15, must be credited with that certification this year. Do not wait until students are seniors to enter ASVAB, WorkKeys or Industry Certifications.

KOSSA

A problem was pointed out to me yesterday with some of the KOSSA results. To correct this problem, we have wiped the results from TEDS and will be re-uploading those results as soon as possible. I sincerely apologize for the inconvenience, but want to ensure that data shows correctly for our students. PLEASE do not send emails asking when KOSSA will be back in the system. I will send a message to everyone when this is complete.

Federal Indicators

I am also receiving a lot of questions on processes surrounding this. Here is a complete explanation:

- Federal Indicators are for Perkins Accountability and have nothing to do with Career Readiness.
- You should have all your imports from Infinite Campus complete, and KOSSA and Industry Certifications in TEDS before working on Federal Indicators.
- Schools should run two reports before doing anything with federal indicators. The Duplicate Federal Indicator report and the Perkins IV Performance Measures reports.
 - Duplicate Federal Indicator Report – Shows students that do not have a federal indicator marked.
 - Perkins IV Performance Measures Reports – Run the Secondary Federal reports to see where your school is not meeting the goals. Run 2S1, 6S1, and 6S2. 2S1 is a slow report, so please have patience when running this report.
- Every single student in each school in TEDS must have a federal indicator. This is regardless of active/inactive or grade level.
- If a student is in two different schools, the student must have a federal indicator in each school.
- If a student has a preparatory enrollment and an exploring enrollment, the preparatory enrollment must be marked as the federal indicator.
- If a student has all exploring enrollments, it is the school's choice where to mark the federal indicator. It makes the most sense to mark the enrollment that is non-traditional for that student's gender.
- If a student has more than one preparatory enrollment, choose the preparatory enrollment that does the most good for Perkins Accountability for your school.
- It is easiest to complete federal indicator work on the schoolwide enrollments screen.

Took Program Assessment

This box is used by KDE for several purposes, but should not be touched by schools except in one case. If a student fails an industry certification and does not take any other industry certification or KOSSA, you will need to check this box. If you see the box already checked, do nothing with the box! If the student failed or passed KOSSA, do nothing with the box! If the student passed an industry certification, do nothing with the box!

Schoolwide Enrollments Screen

We have added a new check box to this screen for federal indicators. Students can only have one federal indicator so it is best to look at all students instead of the default active students when working on federal indicators on this screen. **If a student has a federal indicator and you want to change this, you must uncheck the old one and then check the new one before saving.**

TEDS Training Opportunity

There will be a TEDS training in Frankfort at the Capital Plaza Tower on July 10th for anyone wishing to attend. **You must send an email to me to register for this training.**

CTE Summer Conference

There will be a Secondary TEDS session on Tuesday at the conference starting at 10 am EST. There will also be information shared during the CTE Coordinators and Principals meeting on Monday of the conference from 1-4 pm EST.

TEDS Lock Script

The TEDS lock script is in full effect. If you did not attend a training in the 14-15 school year, you will not be able to log into TEDS. Before your account will be unlocked you will be required to attend a TEDS training. TEDS training is required before gaining access to TEDS and it is required that you attend training once every two years.

As always, if you have questions or concerns, please feel free to reach out to me. Thanks.

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