

## November 2015 TEDS Notes

Here are your “notes” for the month of November...

### **I Can't Wait to Meetchu** (Macy Gray)...

There are so many of you and only one of me (there are days when only one of me is a good thing!) ☺

Since I can't always get to everybody at the same time, the [TEDS website](#) has been updated with lots of great information. Many of your questions are addressed in the [new User Guide](#) and [step-by-step instructions](#). You can also see an archive of [monthly notes](#) so you won't have to search through emails trying to find that thing you thought you heard a couple of months ago. I am still getting to know everyone and I can't wait to meetchu, but, until then, enjoy the new website.

### **Desperados Waiting for a Train** (The Highwaymen)...

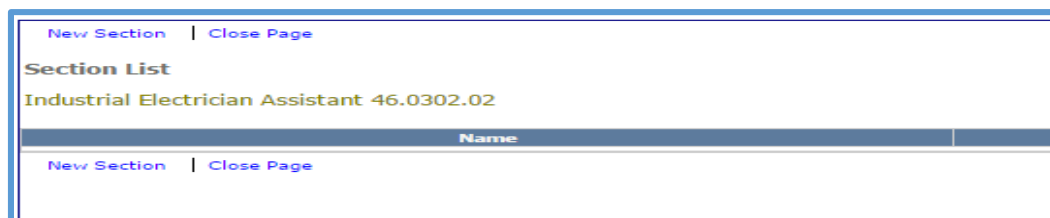
**The train is pulling in. Don't get caught sittin' on the tracks!**

November 15 is the deadline for secondary schools to have all 1<sup>st</sup> Semester Enrollment Data completed in TEDS. Things have changed a little so remember to start with the TEDS tab in Infinite Campus then import into TEDS from Infinite Campus. If this doesn't sound familiar, hop the tracks over to “TEDS County” and check out the [step-by-step instructions](#).

### **I Can't Wait (Another Minute)** (Loose Ends)...

*Clock's ticking and I don't know what's going on... Still getting error codes? Maybe something like: “Program: 14.0101.01 Or Section: 1 Does not Exist in TEDS”?*

You're probably missing a section for your new pathway. Go on. Take a look. I'll wait... Does your pathway look like this? (*Notice the lack of links for your class list and other things*)



Then, yep, you're missing a section for your pathway...

**Hurry!!!** Go to the new [Step-by-Step website](#) to review “*How to Import Infinite Campus Data Into TEDS*” to find out how to fix this error in a jiffy.

## Waiting for Magic (Ace of Base)...

**Sometimes it might seem like a magic trick, but there are still rules to make it work right.** Everyone now has to use Infinite Campus to enroll students on the TEDS tab. If you want to amaze your friends with your TEDS prowess, review the first five documents on the [Step-by-Step website](#).

## Wait a Little While (Dave Koz)...

**Career Pathway Approvals.** The deadline has passed for Career Pathway Approvals. Please be patient if you have not received a response. As long as your request was submitted prior to the deadline of October 1, 2015, you will hear from the appropriate folks as they get your requests reviewed.

## No Time for Waiting (Soul Asylum)...

**Is Your Data Clean?** Are you sure? Did you get behind the ears, too? Now is a great time to run a few reports to see if you are as clean as you think. We have made some changes over the last couple of years to help keep our data clean. However, those changes are not retroactive. That means we need you to get behind those ears. ☺

A good starting point right now is this: THE DAY **AFTER** you have completed your export/import process, run a **Duplicate Federal Indicator Report (#5)** in the [Recommended Reports for Data Validation](#). If all goes well with this report, you will have a blank (clean) report.

## I'll Be Waiting (Adele)...

Waiting is always a little easier if you know what you're waiting for and when it's due! ☺

### IMPORTANT DATES

TEDS training will resume after January 2016	
<b>November 15</b>	1 <sup>st</sup> Semester Enrollment Data completed in TEDS
<b>November 26</b>	<b>HAPPY THANKSGIVING!!</b>
<b>December 15</b>	<u>Suggested</u> <b>Data Cleanup Day</b> ensure students are correctly identified as exploring or preparatory
<b>January 15, 2016</b>	Deadline for Students to be marked Preparatory for KOSSA
<b>February 28, 2016</b>	2014-15 Completers Follow up Data completed in TEDS