February 2016 TEDS Notes

Greetings! As we celebrate Valentine's Day, I present to you (with tongue firmly in cheek) your February "love" notes…

Computer Love (Zapp)…

TEDS is hurt because some of us are yelling at him. He says people just don't understand him. Here is a little "get to know me" info about TEDS…

SECURITY

TEDS want to feel safe and he wants to be remembered. The first time you forget he will give you a chance: The "Forgot Password" link is now working. You no longer have to contact Claude to reset your password. Unless of course you have completely ignored him…

Any user who has not talked to TEDS for 120 days or more will be locked out. This should not be an issue as long as you remember birthdays, anniversaries and celebrations: you know, follow the timeline on the **Step-by-Step website** (http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx). Claude can run interference and get you back in TEDS' circle of friends the first time you forget, but TEDS can be fickle…

SEARCHING

TEDS can be deep. If you want to plumb the depths of his knowledge of students, you will need to prove yourself. You now will need Last Name, SSN and Date of Birth before a new student can be added.

REMEMBER: **Secondary schools** (High Schools, CTCs, Locally Operated and ATCs) **should enroll new students on the TEDS tab in IC first, and then complete an import.** Do **NOT** enroll students directly in TEDS. This helps to ensure consistent and accurate (clean) data.

For more details on how TEDS has grown, see the notice "**16-01-28_TEDS_Update**" (http://education.ky.gov/CTE/teds/Documents/16-01-28_TEDS_Update.pdf).

No Ordinary Love (Sade)…

Training dates are coming soon and we are going to do things a little differently. It is unfair to provide full training and then change something shortly after. What we will do instead is first share the love with folks new to TEDS (new hires and people who will

actively engage in end of year reporting in TEDS). These short sessions will be dedicated to end of year reporting and grant temporary access to TEDS **FOR NEW TEDS USERS ONLY**. I want to ensure there is someone at each school with enough knowledge to complete the end of year process. **These mini-sessions do not take the place of the required Full training session**. Those attending mini-sessions must still complete a full training session to maintain access to TEDS.

Can't Buy Me Love (The Beatles)…

TEDS wants everybody to know he's not cheap and he should be respected. That means we need to have people properly trained in TEDS who can ensure that students are getting proper credit and recognition for their efforts.

In 2014, we began the requirement that all TEDS users be trained and that training must occur every two years. As your access end date draws near, you will get reminders from TEDS. Heed those notices. If you previously had access but have not attended a training since this started, your access is already blocked. Once you are blocked, you cannot get back in until you attend a training session. With our planned revisions, there is definitely a need to update your knowledge about what TEDS can do for you. Full sessions will begin in the summer after the updates have completed. Dates will be sent out as soon as everything has been finalized. Make sure you sign up.

I Want to Know What Love Is (Foreigner)…

Love is… Well… Clean Data! We have designated 2015-2016 as our "Data Cleanup Year". We are making changes in TEDS to help us get cleaner data. We will need you to play your part as well. Remember: if you love your data, it will love you back. Do you really love your data? Now is a great time to run a love, uh, data test to find out…

A good way to check is to run a **Duplicate Federal Indicator Report** (#5) in the **Recommended Reports for Data Validation** (http://education.ky.gov/CTE/teds/Documents/Recommended_Reports_for_Data_Validation.pdf). If all goes well with this report, you will have a lovely blank report. If it's not blank, don't worry: TEDS still loves you. Stop by our **TEDS Step-by-Step Directions** (http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx) and we can help you fix it.

Love Across the Wire (Earth, Wind and Fire)…

We want to share the love as often and with as many people as we can. Our distribution list helps us ensure that information we send by email arrives safely and to the correct people. Currently, we have a few concerns with the information on this system. Help us make sure our wires aren't crossed.

There are three roles for CTE on the People Manager system that your district Web Applications Administrator Point of Contact (WAAPOC) updates with contact information. Here are descriptions of the roles and who should hold them.

> **Primary Point of Contact for CTE** - This should be the person in the district who is responsible for completing the Perkins Application and is in charge of reviewing Perkins expenditure requests. This person will also be our main contact for any monitoring that is completed in the district. _There should not be a contact for each school, but **one for the whole district**._

> **TEDS Coordinator** - Each School should have a person listed who is responsible for entry and updating of student information in TEDS/TEDS tab in Infinite Campus.

> **CTE Coordinator** - This is a role for individuals wishing to receive emails and information from CTE, but are _not the data entry or Perkins contact_.

Wouldn't It Be Loverly (Julie Andrews in "My Fair Lady")…

Do you plan to offer your students new and amazing pathways and opportunities? Does that plan include ideas to offer career pathways during the 2016-2017 school year that are not already in TEDS? Want everyone to know about your plans?

We can help! Follow our foolproof guide and you will amaze your friends, students and coworkers. **Click here** (http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx) for the current year (2015-2016) **Career Pathway Request Guidance.** The **_2016-2017 version is coming soon_** (at the same link!). Check it out. Make good choices. Wouldn't it be loverly to know your kids are properly placed before it's too late?

Love Don't Live Here Anymore (Rose Royce)…

We never want to see you break up! But if you have to, there is a right way to do it. It's called **Termination**. Yes. It really is that final, so use it wisely. Here's how:

Terminations are faster and easier in TEDS. Terminations must be done **in TEDS** 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 terminations all 12th Grade Students with a Student Objective of 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:

        ♦ **Dropped Out** (Terminate them as Leaver/Dropout)

        ♦ **Transferred** out of their home high School (Terminate them as Transfer)

        ♦ Coming back in 16-17 (Change them to 11th Graders on the termination screen in TEDS and **do not terminate them**)

❖ 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 16-17 FOR ANY REASON.**

    ➢ **STUDENTS ARE ONLY TERMINATED WHEN THEY LEAVE THEIR HOME HIGH SCHOOL.**

Love Takes Time (Mariah Carey)…

We will always take the time to provide you with reminders. You can click here for the

TEDS Timeline & Checklist (http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx)

February 28	2014-15 Completers Follow up Data completed in TEDS
March 31	2nd Semester Enrollment Data completed in TEDS
June 15	TEDS End of Year Data entered and completed in TEDS (Remember to check **ALL** students, not just active) - Semester Data (credits, student objectives, etc.) - Termination Status - Termination Dates ** Best if completed **BEFORE** IC End of Year Script
June 30	14-15 Follow Up Data Locks
June 30	Career Readiness Data Entered Where Possible