

TEDS Monthly Notes

CTE Technical Education Database System Updates

April 2016

Happy Spring!

Although it seems like winter didn't get the message yet, spring has sprung. We are already seeing lots of new blossoms, sunshine and antsy kids (and adults). I can even hear my grill calling my name.

Although we are already looking to summer and all that "free" time, let's take a moment to smell the flowers and make sure everything is in order.

Spring Will Be a Little Late This Year

(Wynton Marsalis)

Deadlines and timelines are important to the fidelity of our records and our accountability. Don't let spring come late by creating student data "hostage" situations. It is important to know who is responsible for TEDS record maintenance. Ensure there is someone at each school with access and accurate knowledge and training to maintain the fidelity of TEDS student data.

For the sake of security and data fidelity, beginning in 2016-2017, each location will have a limited number of users who can change student data in TEDS. Best practice will be for each district, school and ATC to have **at least two** trained people with access to make changes in TEDS (a primary and a backup). Others will be limited to viewing data and running reports.



CAME THE SPRING
WITH *all its splendor.*
ALL ITS BIRDS AND
all its blossoms. ALL ITS FLOWERS
AND LEAVES AND GRASSES.

Henry Wadsworth Longfellow

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Some Other Spring

(Count Basie and Ella Fitzgerald)

2015-2016 is a data cleanup year. Along with verifying federal indicators, you should be confident about your terminations. If you have students that have left your school, they will need to be terminated in TEDS.

Terminations must be done in TEDS, under each pathway on the Termination Screen.

STUDENTS SHOULD ONLY BE TERMINATED WHEN THEY LEAVE THEIR HOME HIGH SCHOOL

You are required to terminate all other active and inactive students that fall into one of the categories below.

- ◆ Underclassmen that **Drop Out or Transfer** from your school.
- ◆ 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**, are terminated as either:
 - ◇ **Completer, Not Graduated** *(Completed 4 credits in one pathway but did not graduate)*
 - ◇ **Dropped Out** *(terminate them as Leaver/Dropout)*
 - ◇ **Transferred** out of their home high School *(Terminate them as Transfer)*
 - ◇ **Did not pass**. Returning in 16-17. **Do Not Terminate**. *(Change grade level to 11)*

DO NOT TERMINATE:

- ⇒ **RETURNING UNDERCLASSMEN**
- ⇒ **12th Grade Exploring Students** *(this is done automatically)*

Don't wait for some other spring to complete your terminations. Make sure you have clean TEDS data.

Terminate responsibly and accurately

London In Springtime

(Paul Hardcastle)

Just like planning a trip, say, to London in Springtime, if you want to offer new career pathways, you will need to check availability and map out a plan. That means you should look at the **2016-2017 Preview to Pathways and Individual Program of Studies** (link below) before announcing that trip.

If you find that you want/need to create your own plan or alter the "itinerary", check out the **2016-2017 Career Pathway Request Guidance**

Remember: Help your kids reach their career destinations.

- * Check availability.
- * Make good choices.
- * Guide them through approved pathways.

<http://education.ky.gov/CTE/ctepa/Pages/default.aspx>.



A well thought out plan helps to keep students on TRACK

Spring Can Really Hang You Up the Most

(Cassandra Wilson)

Requested changes and promised changes are coming on line. For example:

The COPY and DELETE features in TEDS have been removed from all Secondary Schools and ATCs

“What do you mean I can’t do that anymore?”

When we began mandatory training, we advised against the use of multiple sections in pathways in TEDS. This often resulted in duplicate student records and/or deleted records that could not be recovered. Now that all schools and ATCs have access to their own Infinite Campus portal, the removal of this feature increases the accuracy of our TEDS data. The variety of reasons for creating these extra sections (e.g., identifying students by teacher or feeder school) can be done in Infinite Campus.

“But I’ve always done it that way. Now what am I supposed to do!?!”

The import process has not changed. Infinite Campus has always exported one section and TEDS has always imported one section. *Choosing to use multiple sections has always meant manually adjusting records after each import.*

If you are still using multiple sections in your pathways in TEDS:

You have a bit of cleaning up to do. Here is what you will need to do to close out the 2015-2016 school year.

When you complete an import into TEDS, students are placed in the same section (section 1) of each pathway. To finish the year, do the following:

1. Verify that all students were imported into the correct pathways.
2. Determine which section is section 1 by clicking on the **“Edit”** link under the selected pathway and check the **Section Number**

Name	Edit	Class List	Termination
Administration Support	Edit	Class List	Termination
empty	Edit	Class List	Termination
empty	Edit	Class List	Termination

Section Information

Section Name: Administration Support

Section Number: 1

Program Level: SECONDARY

FTS: 0.00

To Details: [icon]

3. Complete all other end of year data updates using the data in the section identified as section 1.
4. You will need to input and/or verify the data that does not automatically import from Infinite Campus. This includes:

A) Federal Indicator, B) Industry Certifications, C) Terminations, D) Attempted an Industry Cert/KOSSA and E) Dual Credit.

IMPORTANT: Do not attempt to alter or delete the sections you created. We are looking into a way to remove the duplicate files created by adding sections.

Another Spring

(Blue Sky Riders)

The requirement that all TEDS users be trained every two years began almost two years ago. That means the first access end dates now draw near. Once you have 60 days or less left, you will get a reminder each time you log into TEDS. The key is **you have to log into TEDS** to see these reminders.

Because we noticed there were several newly hired folks and some who were locked out due to inactivity, we recently offered a total of five special mini-sessions to help new hires and others who may have been locked out get acquainted with TEDS enough to complete end of year data updates and input. There should now be someone at each high school, CTC, ATC and district with access and ability to close out the year in TEDS.

Anyone else who needs access will have to attend a training session.

You may not have to wait for another spring, but you will have to wait for new training dates to be announced once all locations are confirmed.

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See You in the Spring

(Court Yard Hounds)

It is important to mind your surroundings. We know Spring comes every year and we plan for it. Since the actual first day changes a little each year, we keep up with calendars and almanacs just to be sure. This way, you can't be caught by surprise. Here is a quick snapshot of what's coming. For more details, make sure to review the TEDS Timeline & Checklist (<http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>)

June 15	<p>TEDS End of Year Data entered and completed <u>in TEDS</u> (Remember to check ALL students, not just active)</p> <p style="text-align: center;">Make sure to include Semester Data (credits, student objectives, etc.), Termination Status and Termination Dates</p> <p style="text-align: center;">** Best if your last IC export is completed BEFORE IC End of Year Script</p>
June 30	14-15 Follow Up Data Locks and Career Readiness Data Entered Where Possible
July 17-20	Summer Conference – Galt House - Louisville
August 1	TEDS Training begins (<i>watch for dates and registration info</i>)