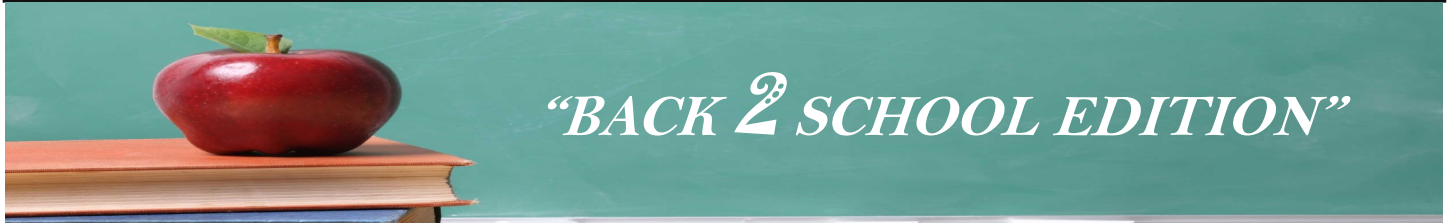


# TEDS Monthly Notes

CTE Technical Education Database System Updates

September 2016



## Welcome Back (Young Jeezy)

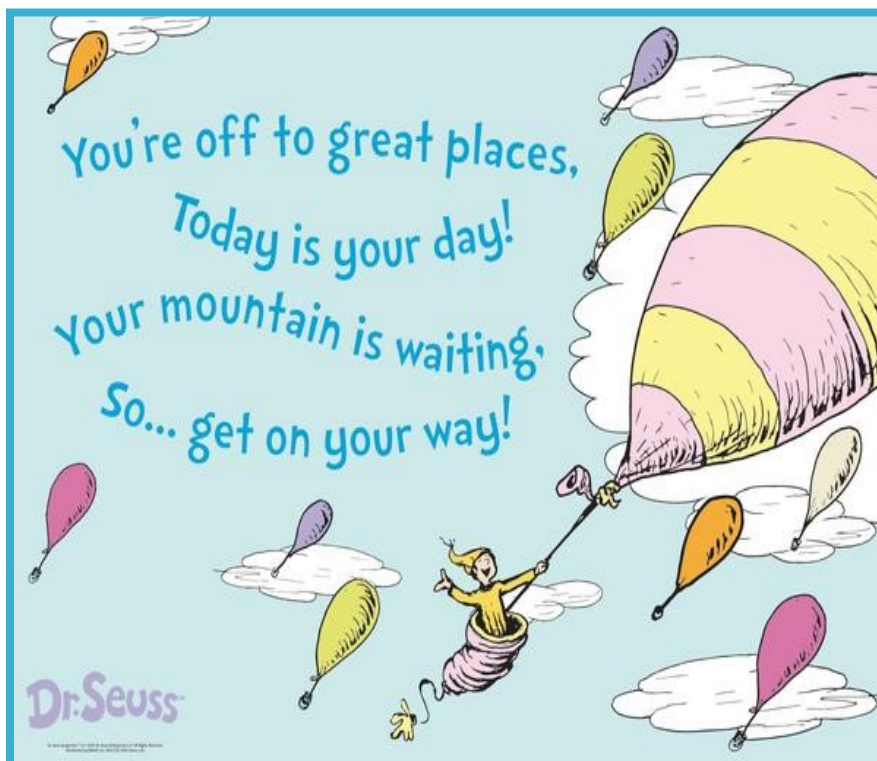
Wow! Summer seems to have just flown by. I hope you all took the opportunity to catch your breath, spend some time with loved ones and gear up for another great year! I am pleased to say that I have survived my first year as TEDS Coordinator and recovered from a whirlwind training run (24 sessions in 17 days) and we are hard at work making sure TEDS is ready for 2016-2017. Let's get ready. Oh, the places you'll go...

## Get Back in the Saddle (K.T. Oslin)

The first end-of-TEDS-access deadlines are here. In order to gain access to TEDS, you must attend a TEDS training. To maintain access, training is required once every two years.

Initial Fall Training opportunities ended August 30. Dates were released in June 2016. As noted, if an account times out and locks, the user will lose access to TEDS until the training requirement has been met.

Here's hoping you are all still sitting pretty in TEDS. However, if you need to get back in the saddle, watch for new opportunities coming soon.



## In This Issue

- [TEDS Access Concerns](#)
- [How To Enroll Students in Pathways](#)
- [Enrollment Reminders](#)
- [Are You in the Loop?](#)
- [Requesting New Industry Certifications](#)
- [When Do I Enroll a Student in a Pathway?](#)
- [Contact Us](#)
- [Coming Soon](#)

## I Won't Hold You Back

(Toto)

It's time to get all your students enrolled in their pathways and I won't hold you back. However, I must remind you about an important change in the process:

### **YOU CAN ONLY ENROLL STUDENTS ON THE TEDS TAB IN INFINITE CAMPUS**

In addition, all requested CIP Codes should now be in TEDS. Please ensure that you are using the correct codes when entering data.

Be sure to log in to TEDS to review your available Career Pathways **before** you attempt an import. If a pathway is missing, follow the guidelines for Career Pathway Requests.

### **\*\* Special Update for new pathways**

You do not have to add a section to new pathways in TEDS. The required section for your pathway is now added automatically.

## Right Back Where We Started From

(Maxine Nightingale)

Well, here we are again. We should get a few basics out of the way first.

### **Enrollments:**

Enrollments can ONLY be completed in Infinite Campus.

### **Attend Hours and Credit Hours:**

These are important as you enroll your students for 2016-17. You must include Attend Hours and Credit hours for all enrolled students.

We have some time saving steps that will make TEDS life easier when it feels like you're right back where you started from.

We are here to help if you need us. Don't get frustrated if we direct you to the instructions first. This will help us to respond to more questions and ensure our directions are accurate and useful.

To get started on your enrollments, review the instructions for [\*\*How to Enter Secondary Student Data in Infinite Campus.\*\*](#)

Remember: Read everything before you do anything. You can pay close attention to 4e and 4f for helpful pointers on Attend Hours and Credit Hours... or you can go right back... well, you know the rest...

## Who's Got My Back?

(Ricky Skaggs)

Are you all getting these nifty little TEDS updates in your email? If not, you may want to get added to a Distribution List.

Your district WAAPOC (**Web Applications Administrator Point of Contact**) should have your back. This is the person responsible for the distribution lists.

**BUT...** you have to let them know that they need to get your back.

Request to be added to the distribution list in one of the three available roles:

### **Primary Point of Contact for CTE**

This should be the **district level** person who is responsible for completing the Perkins Application and is in charge of reviewing Perkins expenditure requests. This person will be our main contact for any monitoring that is completed in the district.

### **TEDS Coordinator**

Each **School** should identify a person who is responsible for entry and updating of student information in TEDS/TEDS tab in Infinite Campus.

### **CTE Coordinator**

This is a role for **other school or district level** individuals wishing to receive emails and information from CTE, but are not the data entry or Perkins contact.

## **I Won't Back Down** *(Tom Petty & the Heartbreakers)*

Is there an Industry Certification you think would be beneficial for your students that is not offered? Well, right now you have the opportunity to request the addition of a New Industry Certification. All 2017-2018 requests must be completed and submitted by October 1, 2016. Those wishing to make a request can use the Industry Certification Additions Form prior to October 1 to make that request.

## **Back and Forth** *(Cameo)*

I realize it seems that we have gone back and forth on this in an attempt to be clear. This should help:

***“Should I enroll my students in a CTE pathway as soon as they take a class that counts for CTE?”***

**YES.** Any student enrolled in a CTE course should be enrolled in a CTE pathway.

**UNLESS...** the course is **required** for ALL students.

If the course is required for all students, it cannot be the course used to start a students' pathway. However, once the student enrolls in the SECOND course in the pathway, the CREDIT for the required course may then be used to satisfy pathway requirements.

## **Back In Stride** *(Frankie Beverly and Maze)*

Here we go. Business better than usual this year thanks to the many useful updates. But we are still on a schedule...

|                         |  |
|-------------------------|--|
| <b>October 1</b>        | Deadline for ALL new pathway requests for 2016-17  |
|                         | All new Industry Certification request for 2017-2018 due                                     |
| <b>November 1</b>       | Signed Home High School Report for ATCs due to OCTE  |
|                         | Locally Operated Centers need to have all fall data in TEDS                                  |
| <b>November 15</b>      | 1 <sup>st</sup> Semester Enrollment Data completed in TEDS                                   |
| <b>December 15</b>      | <b>Data Cleanup Day</b> ensure students are correctly identified as exploring or preparatory |
| <b>January 15, 2017</b> | Deadline for Students to be marked Preparatory for KOSSA and TRACK                           |

## **Contact Us**

### **OCTE website**

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

### **Career Readiness**

**Kiley Whitaker**

[kiley.whitaker@education.ky.gov](mailto:kiley.whitaker@education.ky.gov)

### **Infinite Campus**

**Tanya Fluke**

[tanya.fluke@education.ky.gov](mailto:tanya.fluke@education.ky.gov)

### **Phone**

(502) 564-4286

### **Perkins**

**Karla Tipton**

[karla.tipton@education.ky.gov](mailto:karla.tipton@education.ky.gov)

### **TEDS**

**Claude Christian**

[claudio.christian@education.ky.gov](mailto:claudio.christian@education.ky.gov)