TEDS Monthly Notes

Nights I Can't Remember, Friends I'll Never Forget

(Toby Keith)

Memories can be fleeting. It's easy to forget the simplest of things, particularly when you "need" to remember them... That recipe for the awesome bread your Mamaw used to make. That amazing recipe you "accidentally" created one day... The electricity bill you could have sworn you paid last week (as you sit in the dark)… Add a little age to that and it gets even more interesting. So, as we begin our final approach to the end of the year, here are a few friends you should never forget. We won't discuss the nights you can't remember…

Don't You Forget About Me

(Simple Minds)

The 2015-2016 school year has come and gone. However, some things still need your attention. Each school is required to complete follow up data for all student records that were terminated in TEDS as *"Completer and High School Graduate"*. If you still need to complete follow up data (you'll know because you're getting emails every week reminding you), you will need to refer to the **TEDS Step-by-Step Directions** website (http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx).

Follow ALL of the instructions for how to *"Process Student Follow-Up Information".* Don't you forget about me (data). Missing follow-up data can impact Perkins Accountability and ultimately funding.

After you have completed your data, you can check to make sure it is all done the NEXT DAY. To check the status of your follow-up data, run **Report #10** in the *"Recommended Reports for Data Validation"* on the **TEDS Step-by-Step Directions** website.

In This Issue

I Won't Forget
(Norman Hutchins)

Speaking of student records terminated in TEDS… Each year, each school with a CTE program is required to complete terminations for

◊ all preparatory seniors,

◊ all students (exploring and preparatory, all grades) that transferred away from their home school (not just the ATC) and

◊ any students (exploring and preparatory, all grades) that dropped out of their home high school.

Detailed instructions can be found in "Enter Termination Status in TEDS" on the **TEDS Step-by-Step Directions** website. I know you won't forget, but…

<u>Keep in mind</u>:

♦ Do not terminate students who will return to school next year.

♦ Seniors identified as "exploring" in TEDS will be terminated automatically

Before I Forget
(Slipknot)

This one bears repeating so, before I forget. Let me stress the importance of clean data. This year we are going to run a statewide pilot on terminations.

What we have found in our early tests is that it will only work if the data in TEDS is clean. This includes the correct credit hours, student status and SSID.

For now, you still have to do your own terminations. We are running the pilot process to see whether everything is accurate and to determine if any other problems exist. If our pilot runs the way we anticipate, we will be able to automate the termination process.

However, if your data isn't clean, the automated termination process won't work for your school. If the automated process won't work for your school, you will have to continue doing terminations manually. Thought you'd want to know…

Pretty sure roughly 1/3 of my life has been spent standing in the middle of the room wondering what I came in here for…

Forget Me Nots
(Patrice Rushen)

What Do You Mean That Pathway Doesn't Exist?

Pathways are changing and for good reason. We now have a **Phase-out Process** (http://education.ky.gov/CTE/ctepa/Documents/17-18_Crosswalk-Phaseout.pdf) for some of those changes. We have also identified which pathways will be valid for 2017-2018. It is best that you review the list of pathways in the Phase Out.

Here is a good "forget me not" as you prepare for next year:

If you want to add new pathways to your TEDS or make some of the suggested changes in the Phase-out notice going into 2017-2018, you should refer to the updated **Career Pathway Request Guidance** (http://education.ky.gov/CTE/ctepa/Documents/Career_Pathways_Guidance.pdf). This provides instructions on exactly what to do to add a new pathway. **Read the Guidance carefully**. If the request is not submitted correctly, the pathway will not be added.

Never Forget You
(Mariah Carey)

In some ways, it is a good thing that TEDS will never forget you. In others, there can be problems. If you or someone else in the TEDS family is leaving,

- You need to know so you can find someone you trust to carry on the TEDS legacy and get them trained before it's too late (watch the TEDS website for training dates)

- Your WAAPOC needs to know so they can change their status and stop the emails from going to the wrong place.

- We need to know so we can update their access to TEDS.

Forget About It
(Alison Krauss and Union Station)

Did you go back and verify your last import the day after you completed it?

No? Well it's possible that unbeknownst to you (but knownst to TEDS), your IC import altered information you already updated in TEDS. Of course, you will eventually notice it. Most likely, when it is too late.

Don't you wanna make it right the first time around? Use the **TEDS vs IC** (Data Update Cheat Sheet) (http://education.ky.gov/CTE/teds/Documents/TEDS-IC_CheatSheet.pdf). This document, if you choose to follow it exactly, can guarantee that your Infinite Campus import will never change any data you update in TEDS. Need to run another import because a new kid just enrolled? "Fuhgettaboutit!" You got this (the cheat sheet, that is).

Sometimes She Forgets
(Travis Tritt)

We often get caught up in all the stuff we have to do to ensure the success of our students. Sometimes it can be easier when we get a little help from the ones who guide students' decisions about scheduling. They can also get caught up, so it's important to understand that sometimes she/he forgets. If we do not help them understand pathways and the importance of course sequence, we can hurt our students. Our school counselors, mentors, parent and anyone else who influences the scheduling decisions must be helped to understand how CTE works for our kids. Share the **Preview to Career Pathways** (http://education.ky.gov/CTE/ctepa/Documents/Preview-CareerPath.pdf) and the **Programs of Study** (http://education.ky.gov/CTE/ctepa/Pages/CTE-POS.aspx) documents because sometimes they forget.

Don't forget to Dance
(The Kinks)

This is just a short reminder about the coming changes in all pathways.

OR means OR. If the pathway says Course A OR Course B, schools will not be able to count both courses towards Preparatory and Completer Status.

"May Substitute ONE" means credits for only ONE of the courses in this section can count towards Preparatory and Completion Status.

These are being enforced beginning in 2017-2018. For your students' sake, don't forget to dance to the new requirements. Note that it does not change anything about the total credits a student earns toward graduation and it does not take away anything that has already been earned.

Before I Forget

(Slipknot)

It is always easy to forget dates. You wouldn't want to forget a birthday, Valentine's Day or, Heaven forbid, an anniversary. So, before I forget, let me put a bug in your ears about these other anniversaries you need to remember.

February 28	2015-16 Completers Follow up Data should have been completed in TEDS Late Reminders are now being sent to schools, principals and superintendents
March 31	2nd Semester Enrollment Data should have been completed in TEDS
June 15	TEDS End of Year Data should be 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	15-16 Follow Up Data Locks Career Readiness Data will be entered by KDE where possible __All__ Industry Certifications earned during the 2016-2017 school year must be entered
July 23-26	KACTE State Conference—Louisville