



TEDS Monthly Notes

CTE Technical Education Database System Updates

April 2018

The Night BEFORE (The Beatles)

Spring Break has passed. The end of the year is quickly approaching and all the things that we thought we had time to do are coming due... at the same time. This is the time of year where, in our rush, we may forget something important. I know sometimes this amazing newsletter seems like a waste of precious time, but I promise, it will help us remember what needs to be done to help our kids finish the year strong. So I have three quick points for you:

- ◆ You always find things in the last place you think to look.
- ◆ The last minute is always right around the corner, and
- ◆ It doesn't matter until it matters.

The biggest lie I tell myself these days is, "I don't need to write that down, I'll remember it". Don't be like your beautiful child, who "just remembered" the big class project is due tomorrow. Don't wait until the night before. Before all else happens, take note of some things you may have not yet written down.

BEFORE I Forget

(Slipknot)

"Follow Up Data Deadline"

Our February 28 deadline has come and gone, and I'm getting a little excited. I have to congratulate you: Our numbers look better. **91%** of our schools (up from 54%) have completed their follow up data. Way to step up!

Before I forget and get too excited, I have to address the remaining 9%: 3% (7 schools) are at varying levels of completion and 6% (17 schools) still haven't started. We still have some work to do. We have to get this done. This missing data impacts Perkins Accountability and ultimately funding. Updated reminder and thank you letters will be coming soon. Don't worry; I won't let you forget...

In This Issue

<u>Follow Up Data Deadline</u>	<u>Who Has to Terminate Records?</u>
<u>Transcripts and State Course Codes</u>	<u>Add/Remove Pathways</u>
<u>Termination Status Update</u>	<u>Important Dates</u>
<u>Who Needs TEDS Access?</u>	<u>Contact Us</u>
<u>Pathway Modification Process</u>	

BEFORE I Let Go

(Frankie Beverly and Maze)

“Transcripts and State Course Codes”

We are approaching the end of the school year. It’s time to start wrapping things up and getting ready for summer. However, before I let go, it is important that I remind you about something important to your students.

Colleges and universities use the state course codes provided by the state departments of education to determine whether a student has already taken a required course while they were in high school. This includes granting dual and articulated credits. Postsecondary schools determine this based on state course codes. However, if there are no state course codes on the transcript, there is no college credit.

If you are not the person responsible for what shows on the student transcripts, make sure to show this to the person(s) who make those decisions. Before you let go of your kiddos, make sure they are properly equipped for what comes next. State course codes matter. Pass it on!

Like Never BEFORE

(Tramaine Hawkins)

“Termination Status”

First things first: All schools will be responsible for completing their own terminations for the 2018-2019 school year.

We have made great strides with updates for TEDS. Our next steps include automating the terminations process in TEDS for secondary schools. This would include terminations for all graduate, transfer and dropout records in TEDS based on data that can be pulled from Infinite Campus.

However, the data in Infinite Campus is not quite clean enough.

- ◆ When students are enrolled in pathways, the correct credit hours must be posted.
- ◆ They must also be changed when anything about the student record changes. This includes if the student drops class, fails class or transfers out.

Currently, based on students identified as preparatory in a pathway and eligible for a termination status:

- ◆ Accuracy between data input in IC during registration and TEDS for graduates is **68.3%**
- ◆ Accuracy between data in IC and TEDS for transfers and dropouts is **35.9%**

This is primarily due to inaccurate credit hours and/or student objective. Like never before, we can see this process in action (in our heads). We need your help to make it real. Please review and follow all instructions on the TEDS Step-by-Step web page. In particular for this, review the instructions for how to “Enter Secondary Student Data in Infinite Campus” and “Import Infinite Campus Data into TEDS”. Lastly, don’t forget the “TEDS vs IC (Data Update Cheat Sheet)”. This one will help to make sure you don’t overwrite your work. These instructions can all be found on the TEDS Step-by-Step website (<https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>).

WHO SHOULD HAVE ACCESS TO TEDS?

Best Practice for TEDS access states that Each location (school, district, ATC, CTC) should have AT LEAST TWO people trained to change/edit student data in TEDS.

IMPORTANT REMINDERS

- ◇ To ensure the fidelity and security of student level data and to ensure schools are not in violation of FERPA regulations, it is not advisable to grant school level staff access to TEDS data for schools other than their own
- ◇ Each school should have its own TEDS personnel.
- ◇ TEDS personnel at each school should only be responsible for data and pathways specifically offered at that school.

Never BEFORE

(Deep Purple)

“Pathway Modification Process”

The new Request for Pathway Modification is available! Never before have we been able to track your requests and send live time notifications to consultants when you post them. This will allow for a cleaner process and less chance of a request “getting lost in the mail”. Remember: Modification Requests may be submitted in **TEDS ONLY**. Do you want more information on how to use this wonderful tool? Instructions for how to “Submit a Pathway Modification Request” can be found on the TEDS Step-by-Step website (<https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>).



BEFORE You Accuse Me

(Creedence Clearwater Revival)

“Adding and Removing Existing Pathways in Your TEDS”

You have all been very good at getting your email requests to me for adding and removing pathways. We have now improved that process. High Schools, ATCs and CTCs no longer have to send emails to get pathways added or removed in TEDS. Anyone with Secondary Administrator-Full rights can now make the request directly in TEDS. So, before you accuse me of ignoring your emails, make sure to review the instructions for how to Request to ADD or REMOVE a Pathway on the TEDS Step-by-Step website (<https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>). Yes, you still need the correct CIP code and pathway name.

You will also need to pay attention to the Pathway Phase-out Guidance (https://education.ky.gov/CTE/ctepa/Documents/Pathway_Phaseout_Guidance.pdf) since you cannot add a pathway that is being phased out.

WHO IS RESPONSIBLE FOR TERMINATIONS THIS YEAR?

Every school must complete terminations **in TEDS** for the following students:

- ◇ ALL preparatory seniors
- ◇ ALL students that have transferred away from their HOME HIGH SCHOOL
- ◇ ALL students that have dropped out of school

IMPORTANT REMINDERS

- ⇒ Make sure to select **ALL STUDENTS** when searching
- ⇒ Verify that student credit hours are listed correctly in IC before completing import.

BEFORE The Dawn

(Judas Priest)

“Important Dates”

It's always darkest... well you know the rest. The nice thing, if you hadn't noticed, is just as we are, the dawn is on a schedule. The telltale for the dawn is that bit of really dark dark before it happens. Alas, our schedule requires a bit of attention and reading. Here is a short version for your immediate reference. The full Secondary Schools Timeline/Checklist and Postsecondary Schools Timeline can be found on the TEDS website (<https://education.ky.gov/CTE/teds/Pages/default.aspx>) .

March 31	2nd Semester Enrollment Data completed in TEDS
June 15	TEDS End of Year Data entered and completed in TEDS <i>(Remember to check ALL students, not just active)</i>
June 30	<i>Career Readiness Data Entered Where Possible</i>
July	<i>Career Readiness data pulled for the Office of Assessment and Accountability</i>
August	<i>Follow IC Timeline to begin entering 18-19 Student data on IC-TEDS tab</i>
September 1	<i>17-18 TEDS Data locked</i> <i>Deadline for requesting the addition of new pathways for 2018-2019</i> <i>Deadline for requesting pathway modifications for 2018-2019</i>



BEFORE The Storm

(Queensryche)

“Contact Us”



You just checked and there is a deadline looming. You're new (maybe not so new) and not sure what you have to do to meet this deadline. We suggest that you not hesitate. Our job is to make sure you have the tools to do yours. The closer the deadline gets, the harder it is to see what you need to do. Honestly, we can't always see straight in the middle of a storm either. So... before the storm hits, give us a call.

<p>OCTE website http://education.ky.gov/Pages/default.aspx</p> <p>Career Readiness Kiley Whitaker kiley.whitaker@education.ky.gov</p> <p>Infinite Campus Tanya Fluke tanya.fluke@education.ky.gov</p>	<p>Phone (502) 564-4286</p> <p>Perkins Karla Tipton karla.tipton@education.ky.gov</p> <p>TEDS Claude Christian claude.christian@education.ky.gov</p>
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