



TEDS Monthly Notes

CTE Technical Education Database System

January 2019

HAPPY NEW YEAR!!

In the midst of the new, it's time to pull out an old dusty approach to newsletters. As the January 15 deadline takes center stage, this month is all about questions and answers.

Loopholes may be inviting, but they are evil. Please don't ask me where they are or how to use them. If you find one, consider that you have no idea who or what may be holding it open. More importantly, you don't want to get a kid caught on the wrong side when it closes. Remember: **No data hostages!** Let's get started...

QUESTIONS

- Gospel Gangstaz -

Click on the question to see the answer

1. [Do I have to put everyone in TEDS?](#)
2. [Can a student become prep in the middle of the year?](#)
3. [What if we "missed" a student who should have been prep last year and he is not in a valid course this year?](#)
4. [How can I check to see which students are eligible to KOSSA test?](#)
5. [How long do I have to get my kids marked preparatory in TEDS?](#)
6. [If a prep student transfers in to my school, who gets credit for the student?](#)
7. [What if a prep student transfers in to my school, but we don't offer the pathway. Who gets credit for the student?](#)
8. [What if the student tested in KOSSA last year, but did not pass, how do I make sure they get a test ticket this year to retest? Do they have to be in a class for that pathway this year?](#)
9. [Why am I seeing test tickets for pathways that have been phased out?](#)
10. [What do I do if I can't see all the test tickets I expect to see?](#)
11. [Why did I get a test ticket for a student that transferred to another school?](#)
12. [Why did I get a test ticket for a student that graduated last year?](#)
13. [When do I need to check to make sure I have all of my test tickets?](#)

[Contact Us](#)

[Important Dates](#)

1. Do I have to put everyone in TEDS?

YES, if the student is enrolled in a CTE course for a pathway offered AT YOUR SCHOOL

NO, if any of the following is true

- the student is enrolled in a CTE course for a pathway offered AT A DIFFERENT high school , CTC, ATC, Career Academy or KCTCS location
- the student is enrolled in a specific course REQUIRED FOR ALL STUDENTS. Once the student is enrolled to earn the second credit in a pathway, this credit may be counted if it is valid for the pathway.

2. Can a student become prep in the middle of the year?

Yes. As soon as the student meets the definition of preparatory (2 credits on transcript and enrolled to earn the third), the information should be updated on the TEDS tab in IC and imported into TEDS. If your school posts half-credits on the transcript at the end of the semester/trimester, you should check, verify and/or update status.

3. What if we “missed” a student who should have been prep last year and he is not in a valid course this year?

TEDS foul. No data hostages allowed. Contact Claude to review the issue.

4. How can I check to see which students are eligible to KOSSA test?

Run a KOSSA Test Ticket Report to see who had generated test tickets for this year

Run a class list report sorted for prep students and pathway.

Run the Student Assessment Summary Report to see if the student has already passed the EOP.

5. How long do I have to get my kids marked preparatory in TEDS?

January 15, but do not wait until the deadline. You cannot see updates in TEDS until the next day.

Make your realistic deadline January 13. That way, if you see an error, you have time to fix it.

6. If a prep student transfers in to my school, for state accountability, who gets credit for the student?

Follow the **100-day rule**: Students must be in the school for at least 100 days to be included in accountability. If this is not satisfied by either school, the schools is not accountable. However, the data rolls up to the district that meets the 100-day rule. If no district meets the 100-day rule, then the data rolls up to the state.

7. What if a prep student transfers in to my school, but we don't offer the pathway. For state accountability, who gets credit for the student?

The score follows the student based on the 100-day rule. Of course, the sending school will have to have properly entered the data for that student before they transferred.

8. What if the student tested in KOSSA last year, but did not pass, how do I make sure they get a test ticket this year to retest? Do they have to be in a class for that pathway this year?

Once a student is identified as preparatory in TEDS, a test ticket will generate during each eligible testing period until the student passes the assessment.

A preparatory student is not required to be enrolled in a course for the pathway when the EOP is taken.

If the pathway is at an ATC, CTC, or Career Academy, you will have to coordinate with the school to have the student sit for the test.

9. Why am I seeing test tickets for pathways that have been phased out?

Phased out pathways were not included on the new CTE EOP Assessments with Articulated Credit list. However, since the EOP assessment (not the pathway) is what is tied to the articulation agreement, the test tickets will still be generated and the test will still count toward transition readiness.

10. What do I do if I don't see all the test tickets I expect to see?

- Make sure the pathway has an EOP with an articulation agreement. Click here to see: <https://education.ky.gov/CTE/endofprog/Pages/default.aspx>.
- Run a Student Assessment Summary report to make sure they have not already taken the test.
- Make sure the student record was properly updated to preparatory in IC while the student was active in the pathway. Inactive records do not update.
- Make sure the student record was not prematurely terminated in TEDS. Remember: Do not terminate TEDS records until the student leaves their home high school.
- Check to see if the student transferred in this year. It is possible the TEDS record was not properly terminated at the previous school.

11. Why did I get a test ticket for a student that transferred to another school?

Check to make sure the TEDS record for all pathways were properly terminated in TEDS. Not sure how? Try the Step-by-Step instructions for how to Enter Termination Status in TEDS.

Check the test tickets again after January 15. Still see the ticket? Don't wait. Contact us immediately.

12. Why did I get a test ticket for a student that graduated last year?

Check to make sure the TEDS record was properly terminated in TEDS. Not sure? Try the Step-by-Step for how to Enter Termination Status in TEDS.

KEEP IN MIND: Even though the student graduated last year, you will have to use a date from the current school year.

13. When do I need to check to make sure I have all of my test tickets?

As soon as you hear from our office that the test tickets are ready. This is usually near the end of January. Once we send out that reminder to check the tickets, there will be a short period for you to review the test tickets and make sure all are present and accounted for.

21 QUESTIONS

- 50 Cent -

Contact Us

You have 21 questions? We have 21 answers. And then some! All we ask is that you give us time to provide the best assistance possible. Give us a try.

<p>OCTE website https://education.ky.gov/CTE/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 claudio.christian@education.ky.gov</p>
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One Less Bell to ANSWER

- The 5th Dimension -

Contact Us

So, final question: What is the focus of the January 2019 Monthly Memo?

That's right, the January 15 deadline. With that, here is another reminder. Check here each month for upcoming deadlines throughout the year. It will always give you one less bell to answer.

January 15, 2019	<i>Deadline for identifying students as preparatory for CTE End-of-Program and TRACK</i>
February 28	<i>2017-18 Completers Follow up Data completed in TEDS</i>