TEDS Monthly Notes

CTE Technical Education Database System

June 2019

Dear Younger ME

- MercyME -

"Dear younger me. Where do I start? If I could tell you everything that I have learned so far then you could be one step ahead of all the painful memories still running thru my head..."

I often wonder what I would tell myself if I could go back and talk to me. Then I realize that I wouldn't want to change any of the things I did. I must admit that I wouldn't want to relive many of them either. J Interestingly, much of what I don't want to relive started with me doing something that I was told was a bad idea. I recognize now that I had adults who provided sound advice (even when I wasn't really listening). While we can't go back and say, "Dear younger me...", we can attempt to be that voice of reason and encouragement for our students now. Tell them what you would likely tell yourselves. It is OK to fail... Be willing to try again. It is OK to fall... Be willing to get back up. In other words, don't quit. The goal is closer than you think. As we head into summer break, let's remember that we can't go back, but we can help others look forward with courage, high hopes and the will to go on no matter what.

Lean On ME

- Club Nouveau -

Closing Tasks

Most of you are finished with school and already have one foot out the door. Before we completely check out, let me remind you of the proper closing procedures to ensure TEDS doesn't harbor any surprise when you return. Not sure what to do? No worries, just lean on me. At the end of each month's newsletter, you will find a bit the TEDS timeline. I suggest you go to the full "Secondary Schools Timeline/Checklist". The checklist is very helpful in ensuring you don't forget anything (or do something you shouldn't). We try to make sure everything is as plain as possible. So just Lean on me, when you're not strong. And I'll be your friend, I'll help you carry on…Our step-by-step guides and timelines can provide a strong shoulder when you need it. As always, it can be found on the TEDS website (https://education.ky.gov/CTE/teds/Pages/default.aspx)

In This Issue

Don't Stand So Close To *ME*

- Sting -

The "No Pathway" Pathway

Yes, you read correctly. There is a pathway called "No Pathway". This pathway is for students who earn an industry certification or are ONLY being tracked for exceptional work experience and are not in and don't intend to be in a pathway. All schools need to be aware that it seems like state and Perkins accountability are telling each other, "Don't Stand So Close to Me". They are indeed not standing close to one another. I would strongly suggest that no ATC use this pathway since all students at an ATC should be there for a specific pathway.

If you use this pathway:

⇒ The student should be entered on the TEDS tab in Infinite Campus in the pathway with **zero credits** and **zero attend hours**. The student would then be imported to TEDS through the normal import process.

⇒ Once the student is showing in the pathway titled "No Pathway" in TEDS, you can follow the normal process for entering industry certifications or exceptional work experience information for the student in TEDS.

⇒ Industry Certifications earned through this process do not count in Perkins accountability

⇒ **Enrollments in No Pathway (99.9999.00) do not count towards Perkins funding**

⇒ **Attend hours entered do not count towards state CTE funding**

⇒ **Perkins funds cannot be used to fund the industry certifications**

If You Don't Know *ME* by Now

- Harold Melvin and the Blue Notes -

TEDS Training Schedule

TEDS wants you to know that we can accomplish great things together. However, if you don't know me by now, it just won't happen. OCTEST can help with that. Remember, all users are required to attend training every two years. That's a long time if you aren't aware of your work's impact on our students (and the schools, too). Make it a point to get to know TEDS. Check your last training date. If you're close to two years, register for a training session.

Current dates are listed below. They will also posted on the TEDS Website (https://education.ky.gov/CTE/teds/Pages/default.aspx) and on the KDE Professional Learning Bulletin Board (https://applications.education.ky.gov/PLBB/Home/PLBBHome).

June 4 (Frankfort)	**June 19** (Frankfort)	**June 26** (Frankfort)
Aug 5 (Calloway Co)	**Aug 6** (Logan Co)	**Aug 12** (Corbin)
Aug 16 (Frankfort)	**Aug 19** (Pike Co)	**Aug 20** (Carter Co)
Aug 26 (Florence)	**Aug 28** (Frankfort)	

You've Made *ME* So Very Happy

- Blood, Sweat and Tears -

Completing Terminations

Each year, every school with even one 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. There are some basic concepts to keep in mind as you begin your work on terminations.

- Update student data in IC based on the TEDS vs. IC Data Cheat Sheet

- Termination of TEDS records can only be completed in TEDS (not in IC)

- Complete all end of year export files BEFORE you start working on terminations in TEDS.

- Complete all end of year export files BEFORE your building level access is locked for the school year.

- Make sure the credit hours are always correct for each student. When a student enrolls in a pathway, drops a class, fails a class or transfers out before earning full credit, the information must be updated in IC and imported into TEDS.

For detailed instructions on this process, go to the TEDS Step-by-Step Directions website and review "Enter Secondary Student Data in Infinite Campus", "Import Infinite Campus Data into TEDS" and "Enter Termination Status in TEDS". Again, don't forget the "TEDS vs IC (Data Update Cheat Sheet)". Did you do it? Correctly? Awesome! You've made me so very happy. Here is one thing you don't have to worry about… Seniors identified as "exploring" in TEDS will be terminated automatically.

Don't You Want ME

- Human League -

Phasing Out Pathways

The first set of pathways being phased out will be gone at the end of the 18-19 school year. This has been in process for the past two years. If you haven't already addressed this, it is time. Before you start thinking, "Don't you want me", remember that the pathway is being phased out, not the person. Phased out means gone. Once the pathway is officially phased out, it will no longer be visible in TEDS. You have very little time left to prepare.

If you have students returning next year and their current pathway is being phased out at the end of this year, you will need to ensure there is a pathway in your TEDS that will best fit those students when they return next year. REMEMBER: You may need to add a pathway to your TEDS to accommodate this. New pathways are not automatically added. Each school will have to make its own decisions and requests to add new pathways.

To see which pathways are being phased out and when, review the Pathway Phase-out Guidance (https://education.ky.gov/CTE/ctepa/Documents/Pathway_Phaseout_Guidance.pdf).

Don't You Forget About *ME*

- Simple Minds -

Adding Pathways

So, you just realized that one or more of your pathways is phasing out. Your students are depending on you. They are saying, "Don't you forget about me". I still have another year and I want to stay in a pathway. I want to be prepared for a high wage high demand position when I graduate. You can do this. Make sure your school has the appropriate instructors certified to teach the required courses, and then add the pathway to your TEDS. BEFORE SEPTEMBER 1, 2019. This has to be done by someone with Secondary Administrator-Full rights in TEDS. They must request the addition directly in TEDS. Do not send emails asking for the addition. Don't forget about the document "Request to ADD or REMOVE a Pathway" on the TEDS Step-by-Step website (https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx). Hurry; you only have until September 1 to make the request.

If You Leave *ME* Now

- Chicago -

Updates for Diesel Pathway

We made a mistake on our Program of Studies. CIP codes are forever and we tried (accidentally) to reuse some. We discovered this error in the 19-20 Program of Studies for the **Diesel/Medium-Heavy Technology Career Pathways**. Please make sure to note these changes. They will also be updated in the main Program of Studies online. Wait. If you leave me now, you take away the… I mean, you'll miss out on a big part of this important update. **Ignore the Pathway names in Infinite Campus**. Follow the CIP codes. The names will be correct in TEDS.

⇒ The correct CIP code for Diesel Brake Repairer is **47.0605.04**

⇒ The correct CIP code for Diesel Engine/Electrician Technician is **47.0605.05**

⇒ The correct CIP code for Diesel Front End Technician is **47.0605.06**

You Can Count On *ME*

- Spyro Gyra -

EOP Scores in TEDS

We have made several improvements in TEDS over the past few years. One is the uploading of EOP data into TEDS at the end of each year. We have been operating for a few months without a programmer, so uploading EOP into TEDS will be delayed this year. Trust me. You can count on me. Read my lips: This will not have any effect on student accountability as the same data that is uploaded to TEDS is provided to our Office of Standards, Assessment and Accountability.

What you have here is an opportunity to communicate (in some cases with yourself). There are many moving parts in each school (curriculum coach, counselor EOP Assessment Coordinator, TEDS Coordinator, etc.). Each of you is responsible for a portion of the schools' operation. We strongly encourage you to work together to review EOP scores in E-SESS.

Come Go With ME

- Teddy Pendergrass -

State Conference

It is always more fun with friends. Come go with me in July. KACTE State Conference is coming up. Will you be there?

For more information, go to http://kacteonline.org/program/registration/. Bring a friend!

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2019 Kentucky Career and Technical Education Summer Program

Galt House Hotel and Suites Louisville, Kentucky July 23-26, 2019

Let ME Clear My Throat

- DJ Kool -

Of Course We are Talking About Clean Data

Testing… testing… one two three… is this thing on? Great! It is always good to look before you leap. Here goes. We have to make sure our data is clean. Clean data means accurate reports. Clean data lets you prove that your kids are as good as you think they are. Clean data ensures your school is being properly represented in accountability measures (you know, funding). In case I have been obtuse, confusing, let me clear my throat. We need clean data so you can do less work and so we can be confident that the work we do has value for our students. Please keep these things in mind:

⇒ When students are enrolled in pathways, the correct credit hours must be posted. Then, they must be updated when anything about the student record changes. This includes if the student drops class, fails class or transfers out.

⇒ Whether a student is active or inactive in a pathway should be properly noted in TEDS.

⇒ When a student transfers, drops out or graduates from their home school, the record should be properly noted in TEDS as terminated. Not before.

⇒ DO NOT terminate student records UNLESS they are leaving their home high school (graduation, transfer, drop out, deceased).

⇒ When a student earns an industry certification for their chosen pathway, it should be properly entered in TEDS the same school year it is earned.

⇒ When a student meets the definition of preparatory, that should be properly noted in IC and imported into TEDS when it happens. Do the same if that status changes back to exploring.

If Someone Had Told ME
- Diane Schuur -

Upcoming Deadlines

"But I didn't know…" "If someone had told me…" Unfortunately, someone may have taken an early, extended summer vacation and left us to fend for ourselves. Don't worry; there is a timeline and a detailed checklist for everything TEDS. It will tell you. The timeline can be found on the main TEDS website (https://education.ky.gov/CTE/teds/Pages/default.aspx). Here is just a clip of what's left before you run.

June 15	*TEDS End of Year Data entered and completed in TEDS*
June 30	*17-18 Follow Up Data Locks* *Career Readiness Data Entered Where Possible*
July	*Career Readiness data pulled for Office of Assessment and Accountability*
August	*Follow IC Timeline to begin entering 18-19 Student data on IC-TEDS tab* *TEDS Statewide Training*
September 1	*18-19 TEDS Data locked* *19-20 Rollover Begins* *Deadline for all new pathway requests for 2019-2020*

How Come You Don't Call ME
- Prince -

Contact Us

There is a great deal to accomplish on any given day. We understand that and want to be there to help. Remember, it is easier to address an issue than fix a problem. If you let an issue linger long enough to become a problem, we may never say it to you, but we may be thinking it: "How come you don't call me?" We try to have the ultimate answers for all things CTE. We are just a phone call or email away.

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

Have a Great Summer!!

TEDS Monthly Memo will return in September