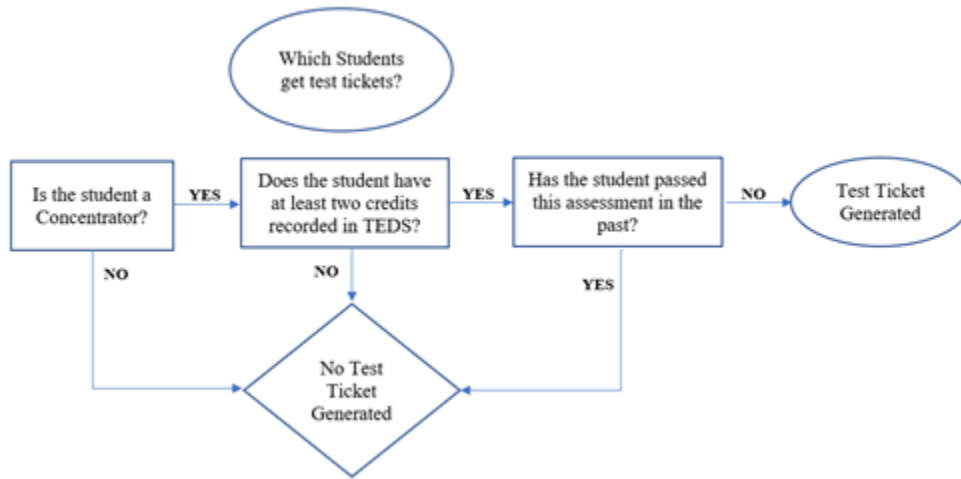|	
From:	Christian, Claude - Division of Technical Schools and Continuous Improvement
Sent:	Wednesday, January 22, 2020 3:54 PM
Cc:	Craig, Sherri - Division of Technical Schools and Continuous Improvement; Whitaker, Kiley - Division of Technical Schools and Continuous Improvement; Tipton, Karla - Division of Technical Schools and Continuous Improvement
Subject:	EOP Test Ticket and TRAKC Registration Reminders

Last Call for EOP, Y 'all!!

Here is an important check list for those who have not taken the time out to read the TEDS Monthly Notes.

This is a friendly reminder. This information has been provided in previous months' TEDS Monthly Memos.

This is your last chance to review this information before the deadline. REMEMBER: This is our responsibility to our students and parents. Do not create data hostages by ignoring your responsibilities.

Did you???

- **Verify that all your students with two credits on their transcript in the same pathway are marked as concentrator on the TEDS tab in IC and imported into TEDS?**

    o This MUST be done in IC and imported into TEDS

- **Verify that all your students have the correct number of credits listed on the TEDs tab in IC and imported into TEDS?**

    o This MUST be done in IC and imported into TEDS

    o If you mark them concentrator and do not update their credits, TEDS will not generate a test ticket

- **Ensure students are in the correct pathways?**

    o A student should not be in every pathway that exists just because the class fits

    o Enrollment in a pathway(s) should be determined based on student interest and parent input

- **Use the flow chart to determine if your student should have a test ticket?**

Which Students get test tickets?

Is the student a Concentrator? — YES → Does the student have at least two credits recorded in TEDS? — YES → Has the student passed this assessment in the past? — NO → Test Ticket Generated

Is the student a Concentrator? — NO → No Test Ticket Generated

Does the student have at least two credits recorded in TEDS? — NO → No Test Ticket Generated

Has the student passed this assessment in the past? — YES → No Test Ticket Generated

- **Start to wonder why students are showing up on your TEDS Test Ticket Report that are no longer in your school?**
  - o Either they
    - ▪ left your school after the start of this school year, or
    - ▪ their record was not properly terminated in a previous year
  - o Do not destroy the test ticket. Their new school may need it
- **Run the Student Assessment Summary to look for the students who are concentrators but did not show up on your test ticket report?**
  - o If you don't see them there either, it is possible that the test ticket is waiting at their former school because either
    - ▪ They left their previous school after the start of this school year, or
    - ▪ their record was not properly terminated at their previous school
  - o If their test ticket is waiting at their previous school, you will need to complete a secure test ticket transfer (contact Sherri Craig) for details)

Hopefully, this is enough to get your juices flowing and help to get your records ready for the **deadline of February 1, 2020**.

Remember your mission: This data must be updated in IC and imported into TEDS **by February 1, 2020**. No late entries. No data hostages.

Should you or any of your CTE accomplices be caught by this deadline, TEDS will validate all knowledge of your inaction. This email will not self-destruct because we do not want to waste good information! Good luck, User.

Need more info:
- **Critical Deadlines**
- **Career and Technical Education End-of-Program** (**CTE EOP**) **Assessment for Articulated Credit** – List of 2019-2020 CTE EOP Assessments available for testing
- **CTE EOP Frequently Asked Questions** (FAQ)
- **TEDS Monthly Notes**

- **TEDS Step-by-Step Directions**

Have more questions? Feel free to contact Claude Christian for TEDS questions or Sherri Craig for EOP questions.

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