



# TEDS Monthly Notes

CTE Technical Education Database System

April 2020

***“I’m your huckleberry”***

***- Doc Holiday, “Tombstone” -***

We are closing in on the last couple of months of school. Several issues have arisen over which we have no real control. COVID-19 (known as coronavirus) has altered how we conduct much of our day to day work. However, it does not alleviate the need for us to do right by our students. We at CTE have several new mechanisms in place to ease the amount of work you are required to do. These mechanisms (automated processes) will depend on our ability to ensure that data entry is clean and accurate.

Each month, this opening is designed to encourage/remind/bolster you/me about the importance of our work and for whom we do it. Since we already operate in an online environment, it is a small adjustment. Most of us are still doing everything we can to ensure our data is correct. Others still need a little nudge.

This month, I have decided to use one of my favorite characters (Doc Holliday) in one of my favorite movies (Tombstone) to drive the importance home. So, for those who need someone to push a little harder, I’m your huckleberry.

## Learn what precautions you can take about the coronavirus

Call the KY Department for Public Health’s COVID-19 hotline at (800) 722-5725 or visit its [COVID-19 webpage](#).

More information also is available on [KDE’s COVID-19 webpage](#).

## ADDITIONAL CTE INFO

[COVID-19 Guidance Regarding End-of-Program \(EOP\) Pilot Assessments for 2019-2020 \(April 3, 2020\)](#)

[COVID-19 Guidance Regarding End-of-Program \(EOP\) Assessments and Industry Certifications \(April 1, 2020\)](#)



### In This Issue

- ◆ [Phasing Out Pathways](#)
- ◆ [Adding and Removing Pathways](#)
- ◆ [You Don’t Have To Do That](#)
- ◆ [How Clean Is Your Data?](#)
- ◆ [Closing Tasks](#)
- ◆ [KACTE](#)
- ◆ [Upcoming Deadlines](#)
- ◆ [Contact Us](#)

*“Oh, Johnny, I'm sorry. I forgot you were there. You may go now.”*

### **Phasing Out Pathways**

Don't forget about Johnny Tyler, and don't forget why he is here. Now that Doc has phased out Johnny's initial plan (pathway), Johnny needs a new focus. There are some basic rules for dealing with phased out pathways.

- \* An asterisk (\*) is placed next to the name of a pathway that is being phased out
- \* When a pathway is being phased out, new pathways are not automatically added. Each school must make decisions and request to add new pathways.
- \* Once the pathway is identified for phaseout, schools will have two years to either get students currently enrolled in the pathway to completion status or move the students to a different pathway.
- \* Unless you are absolutely certain what your replacement will be, select all suggested replacements for your phased-out pathway because it is better to have it available and not need it than to need it and not have it available

For complete details on the phaseout process and to see which pathways were or will be phased out and when, please review the Pathway Phase Out Process.

*“It appears my hypocrisy knows no bounds.”*

### **Adding and Removing Pathways**

We are currently in the window for adding and removing pathways for next year. We often live by the adage, “it doesn't matter until it matters”. Yet, it often only applies to our missteps and errors. In that, truly, our hypocrisy knows no bounds. This year, we are going to reign that thing in and make sure we lead by example. Let's hold ourselves to the same standards to which we hold our students. No excuses. No hypocrisy. Communicate with ALL individuals (leadership, teachers, etc.) who work with CTE to make sure you have the correct pathways listed in your TEDS. If you need to update your list, follow the instructions for how to [Request to ADD or REMOVE a Pathway](#). Do it now. The longer you wait, the less likely it will happen.

*“You're a daisy if you do.”*

### **It's Automated. You Don't Have to Do That Anymore**

It has been interesting how many people have asked about federal indicators and follow up this year. As of September 1, 2019, we now automate terminations and the identification of best records for Perkins accountability (federal indicators) for all high schools, CTCs and ATCs. Not only can you no longer alter this information, it has been removed from view. This is one of those moments that begs the question, “*Is anyone reading the monthly notes?*” You're a daisy if you do. You are in the know for what is pertinent for TEDS and CTE. You appreciate that you don't have as many tasks as in the past. More importantly, your data is more likely to be clean because you are attentive to your school's CTE data needs. You also understand the need for making your data as clean as possible. Lastly, you know that just because you cannot enter industry certificates for 2019-2020 after April 10, 2020 does not mean TEDS is closing.

*“I’m afraid the strain was more than he could bear.”*

### How Clean Is Your Data?

Speaking of clean data... Is yours clean or is the strain getting to be more than you can bear? Yes, accountability has been suspended for the 2019-2020 school year, but this is the perfect time to get your data in order. Communication is key. Most TEDS users are not responsible for every pathway in the school and some are not responsible for any. That means we must talk to each other. As you do, keep these things in mind:

- \* You can no longer enter Industry Certificate data after April 10, 2020
- \* 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.
- \* 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.
- \* Once a student meets the definition of concentrator, that should be properly noted in IC and imported into TEDS when it happens. Do the same if that status changes back to exploring.
- \* The TEDS vs. IC Data Cheat Sheet is your friend
- \* Just because you cannot enter industry certificates for 2019-2020 after April 10, 2020 does not mean TEDS is closing.

Once the automated processes run, it will be too late to correct or update data. For the sake of your kid’s data, make sure to observe all closing tasks early, then have someone else (peer, immediate supervisor or anyone else with knowledge of what you’re doing and how it should look) check your work.

*“One for each of you.”*

### Closing Tasks

It’s not too early to start looking at your data. First, hopefully, you are not doing this work alone. When we advise each school to have at least two users and the district to have two different users for TEDS, it is for the purpose of ensuring no one person gets burned out and to ensure there is a “partner in crime” watching your back. Having someone to double check your work is a good thing. Someone else looking can bring a different view, uncovering issues you did not see. It is incredibly important that you check and double check your data. You know, one for each of you. Our automation will process whatever data exists. It is up to each school and district to ensure the fidelity of the data. Don’t let Doc get the drop on you. Make sure you’re not seeing double. Check the following:

- \* **School deadline.** Do you know when your school’s Infinite Campus will close for the year? If you don’t know, find out. You need to complete your last export before that date.
- \* **Credits.** What shows on the transcript at the end of the year BEFORE you leave for the summer?
- \* **Student Objective.** Is this student exploring or a concentrator? Are you sure?
- \* **Industry Certifications.** Have all attempts at industry certifications been entered in TEDS? Have all the teachers verified that they have provided all information? **REMEMBER: You have until April 10, 2020 to enter industry certificates earned prior to March 13, 2020.**

***“Nonsense. By all means, move.”***

### **State Conference (KACTE)**

We can't wait for this to be over so we can hear Governor Beshear say this. Know that updates on CTE Summer Program plans and information will be posted as they are developed and released. Even in the midst of this worldwide pandemic, we have to acknowledge some big changes this past year including Perkins V, Needs Assessments, TEDS updates and new reporting processes. We pray that we will all be able to move a little more freely this July. If so, plan to get up to speed and be prepared for your kids next year. For more information, go to <http://kacteonline.org/program/registration/>. Bring a friend!

Until then, stay healthy, stay 6 feet apart and stay safe!!



***Our Mission: Student Success***

*2020 Career and Technical Education Summer Program  
July 26-29, Galt House Hotel, Louisville, Kentucky*

**[Click Here for More](#)**

***“Say When.”***

### **Upcoming Deadlines**

With our new normal, many things seem uncertain. We are not sure when we will get back in our buildings or when we will see our students again. We do know we have to be ready when the time comes, so be prepared for when they say when. Since we have always done business online, TEDS deadlines have not changed. Check your timeline and be sure you are ready. Check the [Secondary Schools Timeline](#) on the main [TEDS website](#). When? Now!

***“You know, if I didn't think you were my friend, Ed, I don't think I could bear it.”***

### **Contact Us**

Why can't we be friends? We all want to help our kiddos. Why not work with us? We consider ourselves your friends. If you are uncertain about what to do to ensure your CTE, TEDS, Perkins or transition readiness data is accurate, call on your friends. You know, if I didn't think you were my friend, I don't think I could bear it. Remember: friends don't let friends drop the ball.

#### **Career Readiness**

**Scott U'Sellis**

[scott.usellis@education.ky.gov](mailto:scott.usellis@education.ky.gov)

#### **Infinite Campus**

**Tanya Fluke**

[tanya.fluke@education.ky.gov](mailto:tanya.fluke@education.ky.gov)

#### **Perkins**

**Karla Tipton**

[karla.tipton@education.ky.gov](mailto:karla.tipton@education.ky.gov)

#### **TEDS**

**Claude Christian**

[claude.christian@education.ky.gov](mailto:claude.christian@education.ky.gov)