

# TEDS Monthly Notes

CTE Technical Education Database System

September 2021



KENTUCKY CTE  
**EMPOWERED**  
Today's Career and Technical Education

## *“Your Obedient Servant”*

- “Hamilton” -

Welcome to the world turned upside down. We are in a “new normal” and it is changing daily. I closed the year by thanking all of you for your tireless work in helping our students succeed under unusual circumstances. We try to find straws to grasp and connect to make things work. As I try to think of the things that helped my family (including my youngest, a high school junior) adjust to the changes that have come our way, I always fall back to our church family and our love of music. We don't know how this year will turn out, but we can always look to good memories and new goals. We have now proven that we can get through this. Together. Allow me to use the songs of the musical “Hamilton” to bring you great news. Signed: Your obedient servant.

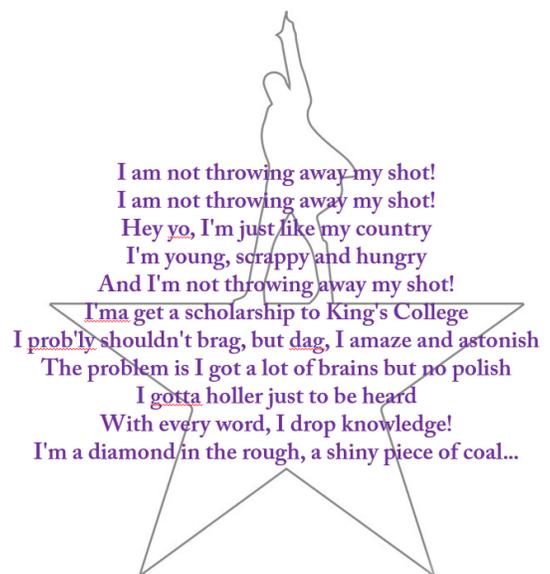
## *“The Room Where It Happens”*

- “Hamilton” -

### **TEDS Training Sessions**

TEDS training is required every two years and users are required to log in at least once every four months because it is important that those entering the data understand how and what they are entering. The past year has seen the advent of virtual training sessions. In August there were several training sessions. Sessions will resume in October, once TEDS has been unlocked for the current year. This new approach to training allows us to provide you with an opportunity to work through common issues that will be experienced while working in TEDS.

You may have missed the August sessions, but keep an eye on the [TEDS website](#) and these Monthly Memos. As always, we strongly advise each school to have at least two users and the district to have two different users for TEDS. Schools can lose their only TEDS person to transfers and retirement. Don't take that chance. Make sure you sign up to be in the “room” where it happens.



### **In This Issue**

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## ***“You’ll Be Back”***

- *“Hamilton”* -

### **TEDS Lockdown and Rollover**

20-21 has officially ended for TEDS. That means all updates for 20-21 have concluded. We are now in the process of conducting our automated processes. That includes official terminations for the 20-21 year, providing data to the Office of Assessment and Accountability for state accountability and to the USDE for Perkins accountability. This becomes your “TEDS vacation”. But fear not. You’ll be back. Wait and see... When TEDS is unlocked for 21-22, there will be updates (mostly in the background) and you will be able to begin your imports. As always, it will be worth the wait.

## ***“Who Lives, Who Dies, Who Tells Your Story ”***

- *“Hamilton”* -

### **Enrollments on the TEDS tab in IC**

Once again, TEDS is locked for updates and the rollover process. During this time, it is highly advisable that you begin working on completion of enrollments on the TEDS tab in IC. That way, when TEDS is unlocked, you only need to complete an import and check your data and you will have time to see what is right and what was missed. In essence you determine who lives (clean data in TEDS), who dies (mistakes you miss), who tells your story (successful pathway completers). Not sure how to do this? Review the instructions for how to Enter Secondary Student Data in Infinite Campus on the [TEDS Step-by-Step website](#). If you wait, you may run out of time and find yourself making rushed decisions. The timeline is set. The work is ready to be done. Let’s use this time to be accurate and ensure no record is left behind.

## ***“Wait For It”***

- *“Hamilton”* -

### **Attend (Term) Hours Calculator**

Last year brought many challenges. Attend (Term) hours was particularly difficult. We thought we had a way to work around it. We were wrong and now, we are going back to the old way of doing things but wait for it... with a twist. The **Attend Hours Calculator** is official. The attend hours calculator will work for about 95% of our schools. Yes, there are still some tricky schedules, but you have waited long enough. Instructions and the calculator are on the [TEDS Step-by-Step website](#).



## ***“History Has Its Eyes On You”***

- *“Hamilton”* -

### **How Clean Is Your Data?**

We continue to provide ways to make it easier to ensure clean data. Automation of several processes has made it easier but remember, once the automation runs, it is too late to correct or update data.

With the addition of the attend hours calculator, we have fewer reasons for missing and/or inaccurate data. As you work to maintain clean data, 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.
- 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.

Clean data is very important. Automation is based on what has already happened, but it affects what is still to come. Remember: History has its eyes on you. Monitor your data. Make sure you have help.

## ***“What Comes Next?”***

- *“Hamilton”* -

### **Upcoming Deadlines**

We are back in person and things are trying to get back to normal. While some things are still a bit fluid, our deadlines are set. If you really want to know what comes next, check the Secondary Schools Timeline on the main [TEDS website](#).

<b>Now</b>	<ul style="list-style-type: none"><li>• Begin enrollment data on the TEDS tab in IC</li><li>• Wait for notice that TEDS is unlocked for 21-22</li></ul>
<b>November 15</b>	<ul style="list-style-type: none"><li>• Fall Enrollment Data due in TEDS</li><li>• Home School Reports due from ATCs</li><li>• LAVEC reports due to Scott U’Sellis</li></ul>
<b>Dec - Jan</b>	<ul style="list-style-type: none"><li>• Review and update student data from IC in preparation for EOP and TRACK testing</li></ul>

## ***“Helpless”***

- *“Hamilton”* -

### **Contact Us**

The goal is to see the success of our students. If you are not sure what to do, there is no need to feel helpless. Contact us. We can help you.

<p><b>Career Readiness</b> <b>Scott U’Sellis</b> <a href="mailto:scott.usellis@education.ky.gov">scott.usellis@education.ky.gov</a></p> <p><b>Infinite Campus</b> <b>Tanya Fluke</b> <a href="mailto:tanya.fluke@education.ky.gov">tanya.fluke@education.ky.gov</a></p>	<p><b>Perkins</b> <b>Karla Tipton</b> <a href="mailto:karla.tipton@education.ky.gov">karla.tipton@education.ky.gov</a></p> <p><b>TEDS</b> <b>Claude Christian</b> <a href="mailto:claudio.christian@education.ky.gov">claudio.christian@education.ky.gov</a></p>
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