TEDS Monthly Notes

CTE Technical Education Database System
March 2022

"I Can't Help Myself"
- The Four Tops -

When I see something impressive, I have to respond. I can't help myself. For example, when the University of Kentucky Women's basketball team ran the gamut and beat the top 3 seeds (including #1 nationally ranked South Carolina) to take the SEC crown, was happy for them (even though they took out LSU on the way). That was an amazing feat! Another time when I can't help myself is when I get to write these monthly updates. I am reminded not only of the reason we do all this work (our kids), but also of the awesome team of educators I get to work with in CTE and TEDS. I will always strive to make life better for our children, but I will be forever grateful to those who ride alongside me to make it happen. As we Celebrate St. Patrick's Day this month, I leave you with the Lafayette High School Choir singing "**Irish Blessing**".

"Help!"

- The Beatles -

Training Opportunities

"I need somebody
(Help) not just anybody
(Help) you know I need someone, help…"

During the school year, there is only one training session per month through June. Don't get caught yelling "help". Make sure to sign up if your 2-year date is coming soon. Not sure when that is? Log into TEDS and look in the upper right-hand corner for your last training date. You can register for training on the **TEDS website**. TEDS training date are posted the Monday after the most recent training session and, as always, registration is on a first come basis. Let's ensure the fidelity of the data that informs our federal funding.

Missing Test Tickets

*"What would you think if I sang out of tune?
Would you stand up and walk out on me?"*

Test tickets were released in early February. Hopefully, you have already reviewed them and determined if there were any issues. If not, make sure to verify your test ticket data ASAP. Please do not wait until your testing window, as we may not be able to provide the help you require at that time. As folks responsible for TEDS data, we should remember some key facts:

- A concentrator is any student that has completed two (2) courses in a single program of study (career pathway).

- In Kentucky, a course is defined as one (1) credit on the student's official transcript.

- To generate an **EOP** test ticket the student must have been identified as a concentrator in IC and TEDS by February 1 **AND** have at least two credits on their transcript **AND** have never passed that EOP.

- To generate a **TRACK** test ticket, the student be enrolled in the TRACK pathway **AND** be identified as a concentrator in IC and TEDS by February 1 AND show four credits (earned or currently enrolled for the fourth credit) in IC and TEDS.

If you can't find a test ticket for a student, check the Student Assessment Summary report. It is possible that they have already passed the test. If you still can't find the ticket, you might be able to get a little help from your friends. Contact Sherri Craig or Claude Christian for help investigating the issue. we can usually track down the problem and provide options.

"Help Somebody"

- Maxwell -

No Data Hostages

"But, I just got so busy…"

"You know, I have six other classes…"

"The dog ate my homework…"

These are all data hostage statements, excuses for why something wasn't done. We've all been on both sides of the conversation. We, as educators/adults/parents are tasked with teaching responsibility and consequences. It can sometimes be a painful lesson, but a lesson that must be taught. Most often, the best way to help somebody is to teach by example. For us, that means reading and following guidelines and instructions. It means ensuring the accuracy of our data. The somebody you will be helping is the student who is eligible to take an EOP and get articulated credit or the student who will be a completer because their record is accurate and up to date. In addition, you would be helping yourself and your school by not having to explain to a family that their student did not get an earned opportunity due to an error. There is also a reward when you help somebody: The school earns accountability points along the way.

Adding New Pathways and Modification Requests for 2022-2023

Did you just notice that you have a pathway that is being phased out? Maybe your school has decided to go in a new direction. Now you need to add a pathway and you're feeling a little panicky. Hold on, help is on the way. We have provided a **step-by-step guide for how to Request to ADD or REMOVE a Pathway**. You can also request a modification of an existing pathway. No worries. You can find those instructions in the same place. Just remember: if you want to add the pathway for the 2022-2023 school year, you will need to complete this process before September 1, 2022.

How Clean Is Your Data? END OF YEAR CONSIDERATIONS

It is an awesome task to be able to reach out to so many in one fell swoop. Through this memo I can provide TEDS users with all of my help. As we near the end of the school year, it is important that help be available. It is more important that help be accepted. In order to ensure our data is accurate, we must know what is expected.

Here is what is expected as you prepare to close out the year:

- 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.

- **You must review and update the data one last time at the end of the school year (before your local IC is locked for the year) to ensure data accuracy**

  - Check with your school or district level Infinite Campus (IC) Coordinator to find out when they will close IC for the year

  - Review transcripts and update accordingly

  - Changes MUST be made BEFORE the date your IC will be closed

  - IC will not export changes made after that date

  - **DO NOT** remove an end date on a record unless the student is in a class in that pathway **THIS YEAR**. Despite what you may see, you cannot undo this and the student will be counted as though they were in a class. This would be a data violation and a funding violation.

  - Check your work. **JUST BECAUSE YOU SEE IT IN IC DOES NOT MEAN IT IS IN TEDS**

"Can't Help But Wait"

- Trey Songz -

Upcoming Deadlines

"Good things might come to those who wait
Not for those who wait too late…"

Summer is coming and you can't help but wait, but winter hasn't decided to let go just yet. However, you want to know when it's coming, so you keep an eye on the calendar. To make sure you don't wait too late, you may want to refer to the Secondary Schools Timeline on the main TEDS website. This timeline will help you rest easy when your wait is over and summer is here.

March 31	• 2nd Semester Enrollment Data completed in TEDS

June 15	• TEDS End of Year Data entered in IC and imported to TEDS (Remember to check
	    • ALL students, not just active)
	    • Semester Data (credits, student objectives, etc.)
	
	 ** MUST be completed BEFORE your local (district/school) IC is closed for the year

June 30	• Career Readiness Data Entered Where Possible

"Help Me"

- Chris Brown -

Contact Us

Sometimes it is hard for us to admit that we are stumped. Sometimes it's good to work it out for yourself. Other times, it's better to say, "Help me". When you reach that point for TEDS, Perkins or general CTE, we are here for you. Give us a call. We are ready and waiting to help.
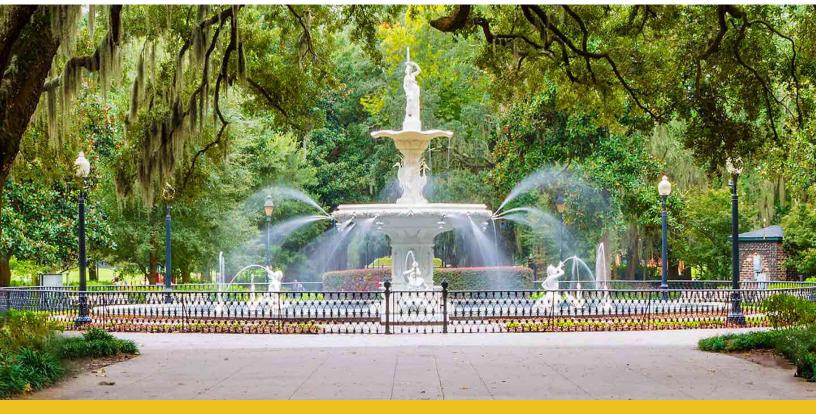
Career Readiness **Scott U'Sellis** scott.usellis@education.ky.gov **Infinite Campus** **Tanya Fluke** tanya.fluke@education.ky.gov	**Perkins** **Karla Tipton** karla.tipton@education.ky.gov **TEDS** **Claude Christian** claude.christian@education.ky.gov

nactei
national association for career & technical education information

Save the Date

41ST ANNUAL NATIONAL PERKINS LEADERSHIP CONFERENCE

CTE: Rollin' on the River

MAY 9 - 12, 2022

Hyatt Savannah
Savannah, Georgia

Receive policy and legislative updates from national and state CTE leaders,
contribute to national work group discussions, and discover "best practices" in CTE.

🐦 @nactei
📘 @nactei.org
🌐 www.nactei.org