

TEDS Monthly Notes

CTE Technical Education Database System

June 2022



“You have not lived today until you have done something for someone who can never repay you.”

- John Bunyan -

As educators, this is what we do (if we are doing it right). Each day, we get up to prepare for and work with kids who will never repay us. Some days it seems like they will never appreciate what we do either and we wonder why bother. As we finish grade promotions and graduation celebrations, we get to reflect on what we really do. We realize that it really is not about me. We realize that we have prepared another group of young adults for their next steps into work, college, military, personal business, family business, etc. and we are confident that they will do well. We don't do this with the expectation of the students paying us back. However, as I mentioned last month, there are those few who will come back one random day and fill your bucket to the top simply by saying “Thank you”. Just know that as long as you have done your best for those who cannot ever really pay you back, you have lived and lived well. This will be the last memo until September. Until then, I bid you pleasant days and long nights.

“May I never be complete. May I never be content. May I never be perfect.”

- Chuck Palahniuk -

Training Opportunities

It is often said that practice makes perfect. That is not necessarily so. Practice makes consistency and fosters accuracy. TEDS training is a form of practice where we learn to show success in CTE for our kids and maintain the data that informs our funding. Regular use of TEDS helps us run into fewer problems with our data. The next training session will be in August. As always, there will be several sessions in August then one a month through June. August dates will be posted the Monday after KACTE on the [TEDS website](#). As always, registration will be on a first come basis. Join us as we accept that we may never be complete, content or perfect, but we can be diligent.

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“Always be true to your friends, just as you are to yourself.”

- Meg Cabot, *Glitter Girls and the Great Fake-Out* -

Automation Is Your Friend (?)

In 2019 we took a large leap forward. In order to help our friends, our fellow TEDS users keep their data clean, we began automating some processes. Since then, in many cases, data has been more accurate than ever. However, some are not aware of these automations. So here, being true to our friends, we provide a list of those that most depend on your accurate data.

1. TERMINATIONS

- Do not enter End Dates on the TEDS tab in IC. EVER.
- Do not remove end dates unless the student is in a class in the pathway in the current year. Otherwise, you are committing a funding violation and risk losing your Perkins funding.

2. FOLLOW UP

- Make sure your students are properly marked as concentrators with the correct credits
- Incorrect data can impact accountability status

3. ATTEND HOURS CALCULATOR (not automated, but useful)

- Use of the calculator can help the accuracy of your data
- You cannot count the same course for the same student in more than one pathway
- You MUST use the master schedule as listed in IC (check with your IC coordinator for assistance)
- We wish to be true to the data as well as to you. Help us help you.

“There are far, far better things ahead than any we leave behind.”

- C. S. Lewis -

Upcoming Deadlines

It's always good to keep your eyes on the prize. Right now, the prize is a summer break. Along the way, it is important the milestones you will pass and leave behind. The things ahead are always better when those behind don't haunt you. Use the Secondary Schools Timeline on the main TEDS website to make it easier to look forward to the better things without looking back.

June 15	<ul style="list-style-type: none">• TEDS End of Year Data entered in IC and imported to TEDS. Remember to check<ul style="list-style-type: none">• ALL students, not just active• Semester Data (credits, student objectives, etc.)
June 30	<ul style="list-style-type: none">• Career Readiness Data Entered Where Possible
July	<ul style="list-style-type: none">• Career Readiness data pulled for the Office of Standards, Assessment and Accountability (OSAA)
August	<ul style="list-style-type: none">• Follow IC Timeline to begin entering 22-23 Student data on IC-TEDS tab
September 1	<ul style="list-style-type: none">• 21-22 TEDS Data locked for rollover to 22-23

“Just breathing can be such a luxury sometimes.”

- Walter Kirn -

Closing Tasks

Data can tell us many things. Among those things is how well we keep and review data. We truly have tons of data. What data we have and what we can do with it depends totally on whether it is accurate and clean. If our actions tell the wrong story of our lives in education, we are then responsible for the outcome. Our funding helps us further the lives of our students with fidelity. We are CTE. As CTE, there are some things we can do to direct the flow of our river. For example:

- ◆ When students are enrolled in pathways,
 - ⇒ They should know they are in that pathway (no surprises)
 - ⇒ 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.
- ◆ **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**

Click this image to see
Industry Certifications

**2021-2022 Industry
Certifications
Ver. 1.2
NOW AVAILABLE!!**

“The greatest lesson of life is that you are responsible for your life.”

- Oprah Winfrey -

How Clean Is Your Data?

Yes, it's time to exhale. Before you take that deep, cleansing, "it's about time summer got here" breath. Before you run off to find your way, don't forget to close everything down correctly. Again, we have advised each school to have at least two users and the district to have two different users for TEDS. you can begin to breathe easier knowing you have a "partner in crime" watching your back. It is incredibly important that you check and double check your data. TEDS automation will process whatever you provide. Breathe easy. Commit to verifying 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. Make sure what is in TEDS has been updated to match the transcript (through your final export/import process) at the end of the year BEFORE you leave for the summer.
- Student Objective. Again, make sure what is in TEDS has been updated to match the TEDS tab in IC (through your final export/import process) 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?
- And, finally, **don't forget the small print**

Small print, part 1: DO NOT remove an end date on the TEDS tab in IC unless the student is currently enrolled in a class in that pathway.

Small print, part 2: if you do remove the end date on the TEDS tab in IC, DO NOT try to put it back, it will not stop the student from being active in TEDS and will be counted as a data violation and possibly a funding violation

[Click the picture for more information about the KACTE Conference](#)

**Join us at the 2022
Kentucky Association for Career &
Technical Education
Summer Conference
July 19-22, 2022**

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

“If you really want to do something you’ll find a way, if you don’t you’ll find an excuse.”

- Jim Rohn -

No Data Hostages

We have often said this (or something pretty close) to and about our children. As we set examples for them to live by, we also show them what we really want to happen. The question is do we really want to keep our data clean? Our kids are counting on it. This would be a good time to consider our best practices for access to ensure you have the help you need. Having at least two people in each school and two different people at the district level helps to ensure your data is clean and there is no excuse for data hostages. Besides, you don’t want to have to explain to a family that their student did not get an earned opportunity because of other plans. Every child. Every ZIP code. No excuses. When students are enrolled in pathways,

“You were born with the ability to change someone’s life – don’t ever waste it.”

- Dale Partridge -

Adding New Pathways and Modification Requests for 2022-2023

You have the power to change this... What does your current labor market information show as needs for jobs and careers? Where does it connect with student interest and do you have the necessary pathways to help them prepare for those next steps? If you need to add a pathway, simply follow the handy step-by-step guide for how to [Request to ADD or REMOVE a Pathway](#). Just remember you will need to request this change before September 1, 2022. Now is your chance. Change someone’s life.

“Don’t be afraid of failure, be afraid of not trying in the first place.”

- Marie Forleo -

Contact Us

We can and should learn from our failures. We cannot fail if we do not try, so we are here to help your efforts. If you aren’t sure which way to turn, give us a call. If nothing else, we can provide the benefit of our knowledge and experience so our failures do not become yours.

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