

# TEDS Monthly Notes

CTE Technical Education Database System  
September 2022



## *WHAT I'm Fighting For*

*- Steven Curtis Chapman -*

Welcome to the new school year! Summer seems to have flown by. It's like KACTE was last week. Well, it's time to get to it. Time to start asking all the important questions: "WHO are we doing all this work for anyway?" "WHERE am I supposed to fund the time to get all this done?" "You want it WHEN?" "WHY is this so important?" "WHAT do you expect me to do about it? These are all excellent questions and I have only been able to come up with one answer for all of them: The future of our children (not to mention our own). Somewhere in our past, someone took enough interest in us to help make sure we became successful in our plans. Since then, we have been tasked with paying it forward. As we start this year, I have to remember that what I'm fighting for is the opportunity to ensure someone after me can fight just as hard and be even more successful than I ever imagined. Let's make this year one they will remember!

## *"Do WHAT You Have to Do"*

*- Sarah McLachlan -*

### **TEDS Rollover (Data Lockdown)**

21-22 is officially in the books for TEDS. That means all opportunities for updates for 21-22 have concluded. We are now conducting our automated processes. That includes official terminations for the 21-22 school year, providing data to the Office of Assessment and Accountability for state accountability and to the USDE for Perkins accountability. While you cannot make changes to the 21-22 school year anymore, you can do what you have to do and work on enrollment information for the 22-23 school year on your TEDS tab in Infinite Campus. Once we have completed updates and troubleshooting in TEDS, you will reap the benefits of your advanced work on the TEDS tab in IC and be ready to begin importing data for the 22-23 school. Again, don't let the time slip by while TEDS is locked. Do what you have to do in preparation for your next steps.

### **In This Issue**

- ◆ [TEDS Rollover](#)
- ◆ [TEDS Training](#)
- ◆ [No Data Hostages](#)
- ◆ [Coming Soon](#)
- ◆ [Co-op Rules](#)
- ◆ [Enrollment Dos and Don'ts](#)
- ◆ [How Clean Is Your Data?](#)
- ◆ [Who Will Get an EOP Test?](#)
- ◆ [Upcoming Deadlines](#)
- ◆ [Contact Us](#)

## **“Come WHAT May”**

- Ewan McGregor/Nicole Kidman (*Moulin Rouge*) -

### **Training Opportunities**

TEDS training is required every two years (unless a user manages to get locked out too often). The lockout can be avoided with the regular use of TEDS. Each user is responsible for keeping up with their training requirements. Come what may, you are responsible for meeting the deadline. If users are logging into TEDS regularly, they will see their last training date below their name in the upper right-hand corner. Users also begin to get reminders of their lockout date starting 120 days before it will happen. The September training filled quickly. The next training session will be in October. There will be one session a month through June. Each date will be posted the Monday after the most recent session on the TEDS website. As always, registration is on a first-come basis. Come what may, you must get it done.

## **“WHAT About the Children”**

- Yolanda Adams -

### **No Data Hostages**

*“What about the children?”*

*“But they won’t get to be postsecondary ready”*

*“I’ve been so busy. You can’t punish the students for my mistake”*

*“I’m the only one with access and my account is locked.”*

I have often heard statements like this. This is viewed as an attempt to hold data hostages. Understandably, we all make mistakes. We teach our children that when it happens, they must own up to it and deal with the consequences while learning from the experience. We must lead by example and that can hurt us sometimes as well. However, our kids are counting on us to lead the way. If you are the only TEDS user in your school/district, 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 reduces the need for attempting to hold data hostages.

## **Coming Soon**

### **Course identification for each pathway in TEDS**

- Perkins requirement
  - *“Offer a sequence of four or more earned technical credits”*
- CTE school personnel will be required, annually, to select which courses will be offered in the school’s approved programs of study

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

- Beginning with the 2023-24 version
- Dec. 1 - May 15 schools select courses for each program of study
- WILL NOT provide ability for users to track course progression for students
- *There will be training opportunities this fall to assist with the process*

Kentucky Department of  
**EDUCATION**

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

**TEDS CTE Program of Studies**

Kentucky Department of  
**EDUCATION**

## **“You Can’t Always Get *WHAT* You Want ”**

**- The Rolling Stones -**

### **Co-op Rules**

Over the past few years, we have noticed that many schools are not aware of how co-op works. To help ourselves stop saying you can’t always get what you want, we are attempting to be more deliberate in providing information about co-op. Co-op is NOT a KDE rule. It is legislatively mandated. The co-op regulation, [705 KAR 4:041](#) give very specific ways a student can legally co-op. They include the following:

A student must fit one of these categories

- a) Enrolled in a course within the student's chosen career pathway within the same academic year;
- b) Be a completer in the career pathway they are co-oping in by the end of their junior year; or
- c) Be Enrolled in an approved pre-apprenticeship program.

If your student does not meet one of these criteria, they cannot legally co-op. However, if you talk to your program consultants, you may find that you can't always get what you want, but if you try sometimes, well, you just might find you get what you need.

## **“Can You Feel *WHAT* I'm Saying?”**

**- Minnie Riperton -**

### **Enrollment Do’s and Don’ts (What We Have Learned from Past Mistakes)**

Each year, we make updates and corrections to the way TEDS operates. This year, we want to share with you more about how that works. Can you feel what I'm saying? We are going to let you in on a few common mistakes that can harm your data.

- 1. DO NOT REMOVE END DATES UNLESS THE STUDENT IS ENROLLED IN A CLASS FOR THE PATHWAY IN THE CURRENT YEAR.**
  - a. An end date on the TEDS tab in IC stops the record from being exported to TEDS.
  - b. If you remove the end date and click save, the student will be active for 22-23 and will remain active the whole year even if you put the end date back. WHY? Because the only end date that counts is the one that is entered by the school or district level Infinite Campus coordinator AT THE END OF A SCHOOL YEAR as part of the IC rollover process.
  - c. If a student is identified as active for 22-23 and NOT in a course for the pathway, that is a FUNDING VIOLATION as you are claiming to provide service to a student you are not.
- 2. DO NOT ENROLL A STUDENT IN EVERY PATHWAY THAT COUNTS JUST BECAUSE THEY ARE TAKING A SPECIFIC CLASS.**
  - a. There is no viable reason to enroll the student in every possible pathway just because the class counts.
  - b. Encourage CAREER COUNSELING. Ask the student what their interests are and enroll them in that pathway. If the student later changes his/her mind, enroll them in a different pathway.
  - c. If you are not the one who advises the student, pass this message on to them.

## **“WHAT Was I Thinkin’?”**

- Dierks Bentley -

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

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, we are still responsible for the outcome. How can you be certain? Consider these points:

- ◆ 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 (as soon as it is received from the instructor).
- ◆ Once a student meets the definition of a 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 (*see #1 of Enrollment Do's and Don'ts*)

Don't let your data cause you to wonder “what was I thinkin’”. Keep it clean!

## **“WHAT A Wonderful World”**

- Ray Charles -

### **Who Will Get A Test?**

This is an easy, yet seemingly complicated question. Any student who is identified as a concentrator with two or more credits before the February 1 deadline will receive an EOP test ticket if that pathway has an EOP, and

- ◆ **YES**, they can earn more than one test ticket
- ◆ **NO**, they do not have to take all the EOPs just because they earned all of the tickets.
- ◆ **YES**. If they choose, they can take all of them.
- ◆ **NO**, they do not have to take an EOP and an industry certification assessment. But, as above, they may if they choose to.
- ◆ **YES**, once they qualify, they will continue to get a test ticket for each EOP each year until they pass that EOP or graduate (even if they are no longer taking classes in the pathway).

## **“WHAT a Difference a Day Makes”**

**- Deborah Cox -**

### **Upcoming Deadlines**

It is amazing how quickly the days can sneak up on you. Each one its own entity with its own triumphs, trials and deadlines. We recently passed one deadline: September 1. Unfortunately, it may have snuck up on some. Remember, we cannot always be prepared for the triumphs or trials, but the deadlines are a different story. Use the Secondary Schools Timeline on the main TEDS website to find out what a difference a day can make.

<b>September 1</b>	<ul style="list-style-type: none"><li>• 21-22 TEDS Data locked for rollover to 22-23</li><li>• No more updates to 21-22 data</li><li>• Import process is LOCKED</li></ul>
<b>October</b>	<ul style="list-style-type: none"><li>• TEDS unlocked for 22-23 school year</li><li>• Import process unlocked</li></ul>
<b>November 15</b>	<ul style="list-style-type: none"><li>• ATC Home School Report due</li><li>• Locally Operated Centers need to have all fall data in TEDS and reports submitted</li><li>• 1<sup>st</sup> Semester Enrollment Data completed in TEDS</li><li>• <b>Training begins for four-course data entry</b></li></ul>
<b>December 15</b>	<ul style="list-style-type: none"><li>• Schools and districts Begin to enter four-course sequence data</li></ul>
<b>December and January</b>	<ul style="list-style-type: none"><li>• Schools verify and update TEDS data based on changes on transcripts, etc.</li></ul>

## **“Don’t Know WHAT to Do”**

**- CeCe Peniston -**

### **Contact Us**

Feeling lost? Overwhelmed by TEDS, Perkins and other things CTE? No worries. When you feel you don’t know what to do, give us a call. We can’t promise you will always like the answers, but we do promise to put our experience, knowledge and heads together and do our best to make sure they are the right answers. You are not alone.

#### **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**

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