

TEDS Monthly Notes

CTE Technical Education Database System

March 2023



“Wait ‘Til You See My Smile ”

- Alicia Keys -

We are on the downhill side of the school year. Testing, spring break and proms await. This year is special for me. My youngest is graduating from high school. This is the end of a long journey since my oldest graduated in 2006. Knowing that my last child is that much closer to adulthood and self-sustainability is a thrill like no other. The closest thing to it was when I was in the classroom. Each year, as I watched my “little” seniors graduate and plan for their futures, I was always happy knowing I had a hand in their success. If you know, you know. If not, stick around for a while and you’ll find out. Seeing the fruits of your hard work, struggles and triumphs in the classroom at the end of the year gives unspeakable joy. Graduations are in May and KACTE is in July. I look forward to both and the joy they each bring. Just wait ‘til you see my smile!

“Don’t Wait”

- J.J. Cale -

4-Course Identification for Valid Pathways Deadline is Coming

The deadline for identifying a four-course sequence for each of your pathways is May 15, 2023

That means we are past the halfway point of the window to claim valid, fundable pathways. There have been many questions, so we have posted an [FAQ for Course Identification](#). As you work through the process, you can find complete instructions on how to [Identify Courses for Each Valid Pathway](#) on the [TEDS Step-by-Step web page](#). My advice: Don’t wait. The clock is ticking and there is much to be lost.

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“Time Waits For No One”

- The Rolling Stones -

Training

The training dates have been posted through June 2023. Each time you log into TEDS, you should check your training date. As a reminder, we inserted a countdown from 120 days before your time is up. As we are all aware, time waits for no one. Review your training date information, so you don’t find yourself trying to convince time to roll back. Then, check the dates on the [TEDS website](#) for the next training opportunity.

“I Can't Wait Another Minute”


- Hi Five -

How Clean Is Your Data? (End of Year Information, Part I)

We have spent the entire year talking about clean data. Now that we are nearing the end of the year, I can't wait another minute to remind you of what is coming. As we approach the end of the school year, it is essential to be aware of your tasks. I wouldn't be doing my job if I didn't provide guidelines on closing out the year in a timely manner. Here is what is expected as you prepare to close out the year:

- The correct credit hours must be posted when students are enrolled in pathways. 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 entered appropriately in TEDS the same school year it is acquired.
- Once a student meets the definition of a concentrator, that should be noted correctly 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 determine 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**
- **NO DATA HOSTAGES.** Clean data is happy data.

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“Can’t It Wait Until Tomorrow”

- Diana Ross -

Co-op Rules and Regulations

Co-op guidance is a legislative mandate. Co-op has caused a few problems for us in the past. We can’t wait until tomorrow: we must fix it now. Co-op guidance is a legislative mandate. The co-op regulation, [705 KAR 4:041](#) lists specific ways a student can legally co-op. They include the following:

A student must fit one of these categories:

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

If your student does not meet at least one of these criteria, they cannot legally co-op.

“I Can’t Wait”

- The Mamas and the Papas -

Upcoming Deadlines

Can you feel it? Spring Break signals the coming of the end of the school year. I don’t know about you, but I can’t wait for the sound of that last bell. In the meantime, do not let time get away from you. Follow the [Secondary Schools Timeline](#) on the main [TEDS website](#) to ensure a restful spring break and summer.

March 31	• 2nd Semester enrollment data due
May 15	• Deadline to identify primary courses to be offered in each pathway

“Wait for You”

- Nelly Furtado -

Contact Us

Are we busy? Sure, but our busy-ness is about your business. Since it can be so much, sometimes we wait for you to call us about everything CTE. Need help? Here’s how to contact us.

<p>Career Readiness (interim) Claude Christian claudio.christian@education.ky.gov</p> <p>Infinite Campus Amy Tracy amy.tracy@education.ky.gov</p>	<p>Perkins Karla Tipton karla.tipton@education.ky.gov</p> <p>TEDS Claude Christian claudio.christian@education.ky.gov</p>
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