

TEDS Monthly Notes

CTE Technical Education Database System

September 2023



“Easy”

- *The Commodores* -

“Why in the world would anybody put chains on me, yeah?

I've paid my dues to make it

Everybody wants me to be What they want me to be

I'm not happy when I try to fake it...”

I had college professors who used to say, “I got mine; you have to get yours”. That used to drive me crazy because it was their job to help me get mine. As we start this school year, we remember that we’ve paid our dues to make it where we are. Now there are two questions: “Are you what you want to be?”... and “Do you want to put shackles on your students’ ability to succeed?” Let’s be the reason our kids want to make it. Let’s help them be what they want to be. Know that we also benefit from their success.

They can do so much if we only help them. It may not always feel like it, but believe me, looking back, it’s always easy... like Sunday morning. Have a great year!



“Eight Easy Steps”

- *Alanis Morissette* -

TEDS Training

We have made it through the August training run. 10 sessions in 30 days. If you did not get to take advantage of one of those sessions, there will be more. Beginning in September there will be ONE session per month. I never really counted, but I’ll take the liberty and say there are only eight easy steps to ensuring your data is maintained accurately and that you are not alone in that responsibility. One of those steps is to bring a friend, a partner in crime if you will, to training. The steps get easier when there are others to help. Remember: Each session date will be posted on the [TEDS website](#) the Monday following each session.

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“Breathe Easy”

- Alanis Morissette -

Co-Op Rules

Co-op has caused a few problems for us in the past. Co-op guidance is a legislative mandate. The co-op regulation, [705 KAR 4:041](#) gives very specific ways a student can legally co-op. They include the following:

A student must fit one of these categories:

- a. Be enrolled in a course included 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. Review your enrollments. Review your data. Make sure you can breathe easy when co-op is mentioned or reviewed.

“Relax, Take it Easy”

- Mika -

Enrollment Do’s and Don’ts

(Learning from Our Mistakes)

Each year, we make updates and corrections to the way TEDS operates. No worries. Relax, take it easy. This year, 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 the rest of the year 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 on the enrollment tab in IC by the school or district level Infinite Campus coordinator AT THE END OF THE PREVIOUS SCHOOL YEAR as part of the IC rollover process.*
 - c. If a student is identified as active for 23-24 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.

HELPFUL LINKS

TEDS Homepage

<https://education.ky.gov/CTE/teds/Pages/default.aspx>

TEDS Step-by-Step website

<https://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>

“Hard Times Come Easy”

- Richie Sambora -

No Data Hostages

We can't always prevent difficult situations, but we don't have to help them along either.

Attention to detail is a must when working with data and an absolute necessity when the data impacts our children. 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 experience. We must lead by example and sometimes that can hurt. This also means leading by example. It is said that hard times come easy. I would add “if you let it”. When we do “let it”, we must understand that it is not fair to the student if, after forgetting that would benefit them, to use them as the reason for ignoring your mistake. This is viewed as an attempt to hold data hostages.

Pay attention to the details. Even if you are not a decision maker, you are responsible for the data. 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. Make hard times work for a spot in your data.

“Peaceful Easy Feeling”

- Eagles -

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. We are always responsible for the data we enter. If you want to have a peaceful easy feeling about what you present, consider these points:

- ◇ When you enroll students in pathways,
 - ◆ The student should know they are in that pathway (no surprises)
 - ◆ The correct credit hours must be posted. Then, credit hours must be updated whenever they change on the official transcript (e.g., end of semester/trimester).
- ◇ When a student earns an industry certification for their chosen pathway, it should be properly entered in TEDS as soon as the information is received from the instructor and in 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.

NO DATA HOSTAGES. Clean data is happy data.

Don't let what you cannot do interfere with what you can do.

- John Wooden

"It Should Be Easy"

- Britney Spears -

Upcoming Deadlines

To know what is on the horizon is a great way to prepare for whatever comes your way. Considering TEDS provides you with a [Secondary Schools Timeline](#) on the main [TEDS website](#), it should be easy, assuming you check it out. Don't get caught unaware.

August	Follow IC Timeline to begin entering 23-24 Student data on IC-TEDS tab
September 1	22-23 TEDS Data locked (23-24 Rollover Began). Deadline for all pathway additions and modifications for 2023-2024
November 15 <i>(First data deadline)</i>	ATC Home School Report due Locally Operated Centers need to have all fall data in TEDS and reports submitted 1st Semester Enrollment Data completed in TEDS
December - January	Suggested Time for Student Data Cleanup (ALL Students) <ul style="list-style-type: none">- Verify enrollment status, pathway credits and student objectives (in preparation for EOP and TRACK)

"Too Easy"

- Gunna and Future -

Contact Us

We don't expect anyone to know it all. Not sure how to get r done? That's okay if you ask questions. That's what we are here for. We will help you. We will teach you to fish. It's almost too easy. Call on us.

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"They may forget what you said, but they will never forget how you made them feel."

-Carl W. Buechner