

TEDS Monthly Notes

CTE Technical Education Database System

October 2023



“There's No 'I' In Team”

- Taking Back Sunday -

There is also no ‘I’ in TEDS. We, as educators, find that we must set aside the personal to help the team (our students and schools) achieve. Do we have personal goals? Yes, yes we do. Do those goals supersede our responsibility to our students? Hopefully, our goals overlap with helping others succeed. As we help our kids prepare for their futures (and ours), consider that while individuals can gain some level of achievement and some may go farther than others, there is still no ‘I’ in team. Yes, it may seem like a cliché, but it is still true: Together Everyone Achieves More.

“My Team”

- Mac Miller -

TEDS Is OPEN for Business

Get the gang together. Sound the trumpets. I can officially tell my team that TEDS is open! It's time to get our data ready to roll. NOVEMBER 15 is the deadline to get your first semester data in TEDS. This data is used to determine future funding. Missing or inaccurate data will negatively affect your funding. Go forth and do great things. That is all.

“Tag Team Partners”

- Living Colour -

TEDS Training

You should not be alone on your TEDS trek. If you are the only one doing TEDS in your school or district, look around. You need tag team partners to help ensure your data is maintained accurately. So, get ready, grab a friend and get them to sign up for training. Each session date will be posted on the TEDS website the Monday following the previous session. Remember: It's always better when you're not alone.

Remember: Each session date will be posted on the [TEDS website](#) the Monday following each session.

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“Team A”

- Bloc Party -

Co-Op Rules

Co-op guidance is a legislative mandate. It can get you turned around sometimes. Just like there is a difference between stayover and overstay, there is a difference between A team and Team A. To help you keep it all straight, 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 keep it in proper order when discussing and advising your students about co-op.

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>

“Team Players”

- DJ Honda -

Enrollment Do’s and Don’ts

(Learning from Our Mistakes)

Each year, we update/improve the way TEDS operates. Because we want to be team players, it is best we 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.

“The Redeem Team”

- Buckethead -

How Clean Is Your Data?

Data tells a story. Accuracy determines whether the story is happy or sad. It is important you start the year with accurate data. Often, we rush through the motions and our errors are not caught until it is too late. Unfortunately, there is no data redeem team. Stay ahead of the game. Keep this in mind as you work your TEDS data:

- ◇ 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.

Clean data is happy data.

***“The foulest stench is in the air. The funk of forty thousand years
And grizzly ghouls from every tomb are closing in to seal your doom.***

***And though you fight to stay alive, your body starts to shiver
For no mere mortal can resist the evil of the thriller.***

- “Thriller” by Michael Jackson

“Team Spirit”

- Robert Wyatt -

No Data Hostages

Successful teams depend on one another. They trust that the work will be put in, that the effort will be made to always do the best possible. Deference to obstacles does not foster success. Everyone from the coach to the towel boy play an important part in the teams’ success. That is team spirit.

Teams pay attention to detail when working with data. Understandably, we all make mistakes. We teach our team to be responsible for their actions or inaction. Let’s not let our team down. Don’t hold your team or your data hostage. Pay attention to the details. And remember, one person does not a team make. If you are the only TEDS user in your school/district, this would be a good time to build your team. Having at least two people in each school and two different people at the district level helps to ensure your data is clean.

“Team Mate”

- Kaiser Chiefs -

Upcoming Deadlines

If your teammate is a little busy (you do have a teammate in TEDS, don't you?), you can help yourself stay on track by referring to the TEDS [Secondary Schools Timeline](#) on the main [TEDS website](#), it should be easy, assuming you check it out. Remember: Teammates don't let teammates wander off unaware.

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)
February 1	Deadline for students to be marked Concentrator for EOP and TRACK Window opens for all pathway additions and modifications for 2024-2025

***"I put a spell on you because you're mine
Stop the things you do, watch out, I ain't lyin', yeah
I can't stand no runnin' around, I can't stand no puttin' me down
I put a spell on you because you're mine, oh yeah..."***

- 'I Put a Spell On You' by Screamin' Jay Hawkins

“Team”

- Lorde -

Contact Us

I know a lot about TEDS, but my handle on Perkins may not be as solid as it could be. I occasionally need help with Infinite Campus. I'm not worried because I have my team by my side. We make a habit of helping each other when necessary. All we need to do is ask. Need help? Just ask. We are all on the same team.

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