TEDS Monthly Notes

CTE Technical Education Database System

February 2024

"Find A Dream"

- Crosby, Stills & Nash -

"What do you want to be when you grow up?" We often ask that question. Not only of our children and students, but of ourselves. Sometimes we follow it up with, "today." Growing up, we made plans about our lives and careers. We dreamt about college, dating, cars, jobs and so many other things. While we may still have dreams we have not fulfilled, we have inherited the job of helping our students find a dream. Ask them, "What do you want to be… today?." Then help them reach for that dream. Support them the way you were (or wish you were) supported. Even if you have not experienced it yet, one of the greatest joys of education is knowing that you helped a student find and fulfill their dream.

"Find Your Way Back"

- Jefferson Starship -

TEDS Training

Don't stray too far from TEDS or you may find yourself locked out. Each time you log into TEDS, you should check your training date. As an additional reminder, we inserted a countdown clock to run from 120 days before your time is up. Also remember that it is good to find yourself a TEDS buddy to share the load. The last thing you want is to get removed and have to struggle to find your way back before a big deadline. Each session date will be posted on the **TEDS website** the Monday following the previous session.

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"Can't Find My Home"

- Styx -

4-Course Identification for Valid Pathways Begins March 1

The time is coming for schools to identify the primary 4-course sequence that will be offered to claim a valid, fundable pathway. Training for this process will begin in March. This training is SEPARATE from your required TEDS training and should last less than an hour. In the meantime, we have posted an **FAQ for Course Identification**. Accurate course identification determines whether your pathway can be funded. Don't wait until you feel like, "I can't find my way home." Aside from the short training sessions, you can also find instructions on how to **Identify Courses for Each Valid Pathway** on the **TEDS Step-by-Step** web page.

"Cannot Find a Way"
- Curtis Mayfield -

Test Tickets, Test Tickets, Test Tickets!

Here are some important things to know about EOP and TRACK test tickets:

1. If your students passed the Horticulture and Plant Science EOP in the past, they may get a test ticket again. This is because the name changed and TEDS now sees it as a new test. Don't worry, they do not have to take the test again. Simply securely destroy the ticket.

2. The window for verifying your test tickets has closed. Remember, you still must verify that you got the tickets you should have gotten. As of February 1, the test ticket report will not update. Unfortunately, we cannot find a way to make updates for incorrect information.

3. It is the responsibility of the school to ensure data is entered correctly. If the student is unable to take an EOP assessment due to inaccurate data entry, it is the responsibility of the data entry staff and the school. If those students are not seniors and they take a course next year (the 2024-2025 school year), their data can be updated at that time, and they would then be eligible to take an EOP assessment in the spring of 2025. If they are seniors, they are eligible to take an **industry certification assessment**.

"(Can I) Find the Right Words (To Say) – Blondie"
- Blondie -

How Clean Is Your Data?

Clean data is happy data. It is often this time of year that we notice the problems with our data. It is also the time of year when I have to think, "Can I find the right words (to say)" when I have to tell you that your data is not clean and cannot be fixed at this point. The only words that come to mind have become a bit repetitive. If you want clean 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**.

◊ NO DATA HOSTAGES. **Clean data is happy data.**

Miscalculations or forgetfulness can hurt the school, the district and most importantly, the student. That is a mistake that can last for the longest time. NO DATA HOSTAGES.

"I Will Find a Way"

- Jackson 5 -

Co-Op Rules

I am determined. I will find a way to make sure everyone knows about co-op. Co-op guidance is a legislative mandate. This mandate can be easily overlooked, but you must follow the co-op regulation, **705 KAR 4:041** as written.

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.

"I Can't Find the Time"

- Willie Nelson -

Upcoming Deadlines

I was told early on in my career that most things don't matter until they matter. The problem with that (besides knowing it is true) is that once it matters, I can't find the time to get it done. I have found, however, that following a timeline like the TEDS **Secondary Schools Timeline** on the main **TEDS website** helps. Go ahead. Give it a try. It matters.

February 1	Deadline for students to be marked Concentrator for EOP and TRACK Window opens for all pathway additions and modifications for 2024-2025
March 1	**Window opens for basic 4-course identification for pathways for 24-25**
March 31	2nd Semester Enrollment Data completed in TEDS

"I Can't Find"

- Smokey Robinson -

Contact Us

"It's been a while since I had to do that." Now you need to, and can't find your notes on how to get it done. That sounds like something that matters. Give us a call when it matters. Or give us a call when you just have a question. We'll be here.

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2024 State Career and Technical Student Organization Competitions
(All Events in Louisville unless indicated)

DECA - March 4, Galt House

FCCLA - March 27, Galt House

Educators Rising - March 6, KY Exposition Center

FBLA - April 8-9, Galt House

HOSA - March 14-15, Crowne Plaza

SkillsUSA - April 17-20, Crowne Plaza

TSA - March 18-19, Marriott (Downtown)

FFA - June 5-7, Central Bank Center (Lexington)

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Today's Career and Technical Education
2024 Career and Technical Education Summer Program
July 8-11, Galt House, Louisville, Kentucky

For more information about **KACTE**: https://www.acteonline.org/kacteonline/summer-program/

For more information about **NACTEI**: https://nactei.org/conference/

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national association for career & technical education information

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Join us at the National Association for Career and Technical Education Information (NACTEI) Conference in Oklahoma City, OK.

43rd Annual
National Perkins Leadership Conference

April 22-25, 2024

The NACTEI annual conference provides professional development and training for recipients of the federal Carl D. Perkins program with emphasis on career and technical education information, finance and accountability systems.

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