

# TEDS Monthly Notes

CTE Technical Education Database System

March/April 2025



## ***“Power to the Meek”***

*- Eurhythmics -*

I'm not sure any of our CTE folks can be called meek, but there are some who do not feel quite as confident as others. To help us feel more confident, we are going to look at what needs to be done to ensure you have the power to close the year out. We will base everything on what we know: We (I) often forget things that we (I) know need to be done because it was not on our list. With that said, this dual-month offering will be in the form of a glorified list.

### **In This Issue**

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## ***“We’ve Got the Power”***

*- The Pointer Sisters -*

### **1. Make sure your data is clean**

Believe it or not, we’ve got the power to make or break our funding stream and our accountability status. If you want to know that you are using your power wisely, verify your data often. As you work, consider this sub checklist:

- ◆ When students are enrolled in pathways, 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.
  - ◆ Once a student meets the definition of concentrator, that should be properly noted 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 Infinite Campus is locked for the year) to ensure data accuracy.
    - Check with your school or district level Infinite Campus Coordinator to find out when they will close it out for the year.
    - Review transcripts and update accordingly.
    - Changes MUST be made BEFORE the date your Infinite Campus 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.

## ***“Mind Power”***

- James Brown -

### **2. Make sure your TEDS training is up to date**

Ensure you have completed your training, and you are not locked out of TEDS. We all have a form of mind power, but are we using it properly? We must remember that there is still much to do before the year is over. Without TEDS access, some of those tasks become difficult to accomplish. TEDS data is carrying more weight on our general funding and our incentives. Remember, you must train every two years. Log into TEDS and look in the upper right-hand corner to see your last training date. Getting close? Upcoming dates are posted on the TEDS website each Monday following the currently posted session.

## ***“Power of Persuasion”***

- ABC -

### **3. Disregard your 4-course sequence identification in TEDS**

The CTE Program of Studies provides a guideline for the required courses for each pathway. It is to be used similarly to a college course catalog. Schools are required to provide the opportunity for a student to become a concentrator and, ultimately, a completer.

Perkins V requires that each pathway offers a sequence of four or more non-duplicated earned technical credits to be considered a pathway. Schools had been asked to provide a basic 4-course sequence in TEDS to ensure they were offering valid pathways. Through the power of persuasion, schools are no longer required to list the courses in TEDS. To ensure clean and accurate data, each school must do the following:

- Ensure they are offering appropriate courses in accordance with the current year Program of Studies.
- Ensure courses offered will allow a student to complete the pathway based on the best practice courses listed for each pathway in the Program of Studies, meaning
  - ◊ If a listing shows “and”, both courses must be taken.
  - ◊ If a listing shows “or”, only one course may be counted toward concentrator status, completer status or for postsecondary readiness at both state and federal (Perkins) levels.
- Follow the Co-op regulations as noted in 705 KAR 4:041, Work-based learning program standards, which indicates that 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.
- Note that Co-op and/or dual credit cannot be the only 4<sup>th</sup> course option available to students as all are not able to engage in co-op or dual credit.
- Students may only be enrolled in TEDS for pathways that are offered at the school in which they are enrolled.
  - ◊ If the courses are taken at an ATC, the ATC is responsible for TEDS enrollment and data upkeep.
  - ◊ If the courses are taken at a KCTCS campus, the KCTCS campus is responsible for TEDS enrollment and data upkeep.

With these changes, it is important to note that all schools will be responsible for providing proof of offered courses on demand and during any monitoring process which should include the enrollment years of any student record under review.

## ***“The Power of Equality”***

*- Red Hot Chili Peppers -*

### **4. Review the results from your EOP and TRACK tests**

EOP and TRACK testing have ended. Soon EOP Coordinators will have access to those scores. There are limited folks who will see these scores, but, by the power of equality (and fairness) those scores will also be posted to IC and in TEDS. I have confidence that what we post will be accurate, but once those scores are posted, you are responsible for final validation on my confidence:

1. Do I see all the students and scores I should see for my school?
2. Do I see students I shouldn't see for my school?
3. Do the actual names and SSID match?
4. Is the pass/fail status correct?

If you notice any inaccuracies, please contact Sherri Craig ([sherri.craig@education.ky.gov](mailto:sherri.craig@education.ky.gov)) and Claude Christian ([claudio.christian@education.ky.gov](mailto:claudio.christian@education.ky.gov)) so we can investigate the issue.

## ***“Power Play”***

*- Steppenwolf -*

### **5. Verify that you are prepared for all upcoming deadlines**

As we near the end of the school year, you may be waiting to run the end of year power play. The most important part of running a power play is not running out of time. Review your [TEDS Secondary Schools Timeline](#) before time robs you of your power.

DATE	ACTIVITY
June 15	TEDS End of Year Data entered in IC and imported to TEDS (Remember to check ALL students, not just active) Verify ALL Semester Data (credits, student objectives, etc.) <b>** MUST be completed BEFORE local IC End of Year Script is run</b>
July	Career Readiness data pulled for the Office of Assessment and Accountability

## ***“Power of Two”***

*- Indigo Girls -*

### **6. If you are in doubt, contact us**

No one knows it all. Sometimes two heads (maybe three or four) are better than one. If you ever feel confused or uncertain about the information we provide, give us a call. We are here to help you. Put the power of two (or more) to work!

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