

TEDS Monthly Notes

CTE Technical Education Database System

END OF YEAR - JUNE 2025



“The Last Time”

- The Rolling Stones -

We have officially reached the end of the year. For some of us, this could be the last time we close out a school year. For those in that position, I congratulate you and wish you well in your next chapter. For the rest of us, this is a time to try to relax, recover, and rejuvenate in preparation for next year. In this time, we get to see our year in review. Did my efforts to help/teach/guide/support our children bear fruit? Before you answer that, understand that some fruit grows quickly like strawberries and others take a little time, like the pawpaw. The best way to then answer this question is to evaluate how we tended the fruit. Did we water appropriately? Did we show patience with the process and prune when necessary? Once again, I am writing this understanding that we have now released another class of young adults into the world. It is important that we be at ease this summer knowing that we did the best we could. And, if this is not your last crop of fruit, next year will be better.

“The Last Resort”

- Eagles -

TEDS Training

If you were waiting until the last minute, for your last resort... it has passed. The final training for 2024-2025 was June 18, 2025. The next opportunity for TEDS training will come in August. While there will be multiple opportunities to register, please understand that sessions fill up quickly. If you are not sure if you are due for training, when you log into TEDS, look in the upper right-hand corner to see when your training date was. There is also a warning bar that posts a countdown from 120 days each time you log in. Have you checked your training deadline lately? To avoid missed data entry issues, log into TEDS and check your training date.

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“Last Exit”

- Pearl Jam -

Contact Us

You usually find something in the last place you look. So, why not look there first? It's easier than it sounds. Don't get twisted in a knot. Don't run the risk of missing that last exit. Reach out to us first. Let us help keep you on track.

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“Last Night I Had the Strangest Dream”

- Simon and Garfunkel -

How Clean Is/Was Your Data?

The school year has ended. Hopefully, you can take advantage of opportunities to sleep in late and get a little rest. The goal is to not have to say “last night I had the strangest dream” and then recount how you thought all of your data was correct and on time. Before you drift off into the land of summer slumber, take one last look at your data.

- Were all your students are enrolled in pathways,
 - ◇ They should know they were in that pathway (no surprises)
 - ◇ The correct credit hours must be posted. Then, **credit hours should have been updated at the end of the school year to match the transcript.**
- When a student earned an industry certification for their chosen pathway, did you enter it in TEDS?
- Did that student meet the definition of concentrator at the end of the year when transcripts posted? Did you move them to concentrator and submit it to TEDS?
- **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.**

Don't settle for I think I did it. Be certain - - - NO DATA HOSTAGES!

“Nothing Lasts Forever”

- Echo and the Bunnymen -

Adding New Pathways and Modification Requests for 25-26

When I was in school, Keith Sweat wanted to make it last forever. However, Echo and the Bunnymen are more realistic. They know that nothing lasts forever. Just like your opportunity to add a new pathway or make small edits/modifications to your existing pathways. It may seem like a far way off, but the deadline will hit you quicker than the end of summer. Don't wait. Review the step-by-step guide for how to [Request to ADD or REMOVE a Pathway](#). Just remember: if you want to add the pathway for 2025-2026, you will need to complete the process before September 1, 2025.

“Always the Last to Know”

- Del Amitri -

Upcoming Deadlines

We are at the end of the school year. It snuck up on you, didn't it. If it was a snake and all that jazz... Don't want to feel like you're always the last to know? Maybe you should check the TEDS [Secondary Schools Timeline](#) on the main [TEDS website](#) .

June 15	TEDS End of Year Data entered in IC and imported to TEDS (Remember to check ALL students, not just active) <ul style="list-style-type: none">- Semester Data (credits, student objectives, etc.) ** MUST be completed BEFORE local IC End of Year Script is run
July	Career Readiness data pulled for the Office of Assessment and Accountability (OAA)

“Save the Best for Last”

- Vanessa Williams -

Closing Tasks

The end of the year is quickly approaching, but there's still work to be done, so we will say it one more time. We hope you're not tackling this project alone. Having a second set of eyes on your work is not just helpful - it's essential. It is critical to check and double-check your data. As you prepare to close out your TEDS data, make sure to review the following:

- **School deadline.** Do you know when your school's Infinite Campus will close for the year? If you don't know, find out. You need to complete your last export before that date.
- **Remember:**
 - ⇒ You cannot remove an end date on the TEDS tab in Infinite Campus unless the student is currently enrolled in a class in that pathway.
 - ⇒ If you remove the end date on the TEDS tab in Infinite Campus during the current Infinite Campus year (2024-2025), the student will remain active in TEDS. If the student is NOT in a course in a valid pathway during the current school year this will be counted as a data violation and potentially a funding violation as well.
 - ⇒ If you remove the end date on the TEDS tab in Infinite Campus AFTER YOUR IC HAS BEEN CLOSED FOR THE CURRENT YEAR (2024-2025), the student will be active in Infinite Campus for 2025-2026 even if they are NOT in a course in a valid pathway in 2025-2026. This will be counted as a data violation and potentially a funding violation
- **Credits.** Make sure what is in TEDS has been updated to match the transcript (through your final export/import process) at the end of the year BEFORE you leave for the summer.
- **Student Objective.** Again, make sure what is in TEDS has been updated to match the TEDS tab in IC (through the export/import process) Is this student exploring or a concentrator? Are you sure?
- **Industry Certifications.** Have all attempts at industry certifications been entered in TEDS? Have all the teachers verified that they have provided all the information?

If you have any questions concerning the completion of this data, please reach out to your school-level TEDS coordinator.

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