

TEDS Monthly Notes

CTE Technical Education Database System

BACK TO SCHOOL - SEPTEMBER 2025



“First of the Year (Equinox)”

- Skrillex -

The lyrics of this song address someone having a nightmare. That's not why I chose it for this month's encouragement. The title called to me. We are at the first of the year and we start in our own equinox. An "equinox" refers to one of two times of the year when the Earth's axis is tilted neither toward nor away from the Sun, resulting in nearly equal amounts of daylight and darkness. It is essentially a time of balance. Unlike the sun, we have control of that balance. As we begin this year, do we tilt toward darkness and despair or do we consciously lean into daylight. It may not always seem like it, but we determine the weather in our schools and classrooms. We have the power to set expectations of sunlight. Yes, we may still see darkness because it has a job to do, but we are still in control. I challenge us all to determine to lean toward the daylight side of the equinox. Let's show our children that we can thrive no matter what comes our way. We will all be the better for it.

“Never as Good as the First Time”

- Sade -

TEDS Training

Once again, I survived the August training run. 12 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. If you are new to TEDS, I do my best to make the sessions as informative as possible. If you sign up for the required update, know that it's never as good as the first time when all the learning was new. Whether you are new or experienced in TEDS, I will do my best to make this work “fun”. Remember, each session date will be posted on the TED website the Monday following the currently posted session.

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“For the First Time”

- Darius Rucker -

New Enrollment Requirement (We Lead Students ONLY)

There are some statewide pathways that are run through We Lead CS Virtual Academy. If you have students enrolled in this program, for the first time, we must request that you add those pathways to your TEDS so you can track what they are doing (enrollments, industry certifications, EOP, etc.). Because it is past the deadline to add pathways, as a one-time courtesy for **We Lead students ONLY**, until **October 31, 2025**, you can reach out to KDE CTE Data Services at kdedataseservices@education.ky.gov to request the addition of a pathway. Once it is verified that you have students enrolled at We Lead, the pathway will be added, and you will be given instructions for properly enrolling your students.

“Feels Like the First Time”

- Foreigner -

Enrollment Do's and Don'ts

Here we are again. For me, it is the start of 11 years as TEDS coordinator, but it still feels like the first time. We have learned from our mistakes and we have made TEDS better. As we get this year off to a great start, let's expose some common mistakes that have guided our new processes.

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 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 25-26 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 CERTAIN 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 those who do.

“The First Time Ever I Saw Your Face”

- Roberta Flack -

NEW New Data Check Process

Once again, as we grow in our data collection processes, there is a need to adjust our data validation. IC no longer requires an SSN and it has been removed as a collection point for all of KDE. Beginning October 1, 2025, TEDS will see data as if it were the first time ever I saw your face. Data will now be validated based on the SSID, Date of Birth, First Name and Last Name. If there is a mismatch, you will see the following message:

Error: The specified SSID and DOB combination does not match with the SSID and DOB stored on the existing TEDS student Demographic record.

It may also specify First Name or Last Name. If you see this error, it is because the data already in TEDS does not match what you are attempting to import. Please do the following:

1. You may need to check the SSID in TEDS to see where your data does not match.
2. Each school is responsible for updating the incorrect data.
3. NOTE: while “Dave” and “David” may refer to the same person, it is not the same for data and must be corrected.
4. If an error is discovered, correct it in IC, then create new export files from IC and import into TEDS.
5. If it is verified, and there is still an error on import, contact KDE CTE Data Services at kdectedataservices@education.ky.gov.
6. If corrections are not made, any records with identified errors will not import.

Help us keep our data accurate.

“For the First Time in Forever - From “Frozen””

- Kristen Bell -

Home School Reports and T1 Attend Hours Reports

We have made some changes to the way we collect some data in TEDS. Specifically, WHEN data is due. We have combined deadlines to help streamline our (and your) processes. Moving forward, December 1 is the deadline for first semester enrollment in TEDS. Also, the **T1 Attend Hours and the Home School Reports** (for ATCs and KCTCS) **will lock on December 1**. Yes, it may seem like for the first time in forever since we updated timelines, but it is indeed for the better. Lastly, not for the first time, let me remind you: You can't review your data in a report until the day after import, so don't wait until the last day to get your data uploaded.

“First Last Time”

- Deeps -

How Clean Is Your Data?

Honestly, this will be the first last time I will remind you about the importance of clean data. If you start with clean data, it makes all the difference. Staying on top of our data will prevent the need to backtrack to see where it went wrong. For the first last time, 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.

NO DATA HOSTAGES. Clean data is happy data.

“First Rodeo”

- Cooper Alan -

4-Course Sequence No Longer in TEDS

Perkins V requires that each pathway offer a sequence of four or more non-duplicated earned technical credits to be considered a pathway. **Schools no longer have to provide this information in TEDS.** It is not the first rodeo for any of us, but we should remember what we are working with. The four course sequence is part of the Perkins application and does not need to be duplicated in TEDS. However, each school must

- * 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
- * Follow the Co-op regulations as noted in 705 KAR 4:041, Work-based learning program standards
- * Note that all schools will be responsible for providing proof of offered courses on demand and during any monitoring process to include the enrollment years of any student record under review.

“First Times”

- Ed Sheeran -

Co-op Regulations

Do you remember your first times? First job. First car. First promotion. First day of college. These often come with great memories. Let's make sure we provide a great memory and experience for our co-op kiddos by following the rules. 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:

- 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.

Don't let co-op be a bad first-time memory! If your student does not meet one of these criteria, they cannot co-op legally.

“First Time”

- Macy Gray -

Upcoming Deadlines

Do you remember the first time you were caught off guard by a deadline? You vowed to never let it happen again. For TEDS it's easy. How? Review the [Secondary Schools Timeline](#) on the main [TEDS website](#).

September 1	24-25 TEDS Data locked (25-26 Rollover Began).
December 1 <i>(First data deadline)</i>	All ATC and high school data due in TEDS (includes secondary KCTCS students) Home School Reports Lock T1 Attend Hours Lock
December 15	SIGNED Home School Reports Due
December - January	Suggested Time for Student Data Cleanup (ALL Students) Verify enrollment status, pathway credits and student objectives (in preparation for EOP and TRACK)

“The First Step”

- Baker St. -

Contact Us

Here we are at the beginning of a new school year. It's likely been at least a few months since you had to complete some of the tasks in TEDS and you aren't sure if you remember. What's the first step? Review the Step-by-Step instructions. Your next step? Contact us.

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