



OCTOBER 2026

Hold On Loosely

.38 Special

*Just hold on loosely, but don't let go
If you cling too tightly, you're gonna lose control
Your [student] needs someone to believe in and a whole lot of space to breathe in...*

As teachers, we are guides for our students. There are many ways to guide. Some are overly authoritarian and others completely hands off. If our overall goal is to prepare them for their next steps away from our guidance, maybe it is better if we hold on loosely. The lyrics in this song apply to many types of relationships. It even seems to suggest against both extremes of guidance. I was once told a good education does not teach a child what to think. Rather it teaches them how to think. For themselves.

We are called to intentionally guide, teach, and model wisdom, faith, and good character. Knowing that they see what we do and how we act, let's ensure our video and audio match up so that they learn how to react to the responsibilities that come with those next steps.

Holding Back the Years

Simply Red

TEDS Training

For the remainder of the year, there will be ONE training session per month. Current TEDS users get a 4-month warning before your required two-year training deadline arrives. Whether you are new or experienced in TEDS, there is no holding back the years or open spots in training. They are first come, first served. Remember, each session date will be posted on the TED website the Monday following the currently posted session. Sessions fill up fast. Don't wait until the very last minute/month. Set a calendar reminder if you need to register.

Hold On

En Vogue

What To Do When Your Students Take CTE Classes at KCTCS

Accountability. It's not just about scores. It is also about partners and the work we do. Some of us partner with ATCs and others with KCTCS. ATCs are in Infinite Campus, and their work can be easily tracked and validated. KCTCS enter data separately. As the students' home high school, you are empowered to verify the information that should be entered by your KCTCS partner. That means grades, industry certifications, updates to credits and/or student objectives should be provided, in TEDS, in a timely manner. If you feel it is not happening or need to check the status of the data input, reach out to KCTCS directly for information. Don't hold on. Don't wait until it is too late. Contact Alyse Bergman at alyse.bergman@kctcs.edu (615) 293-7655 for information. It is your right to know.

IN THIS ISSUE

- TEDS Training
- What About My Students at KCTCS
- Enrollment Do's and Don'ts
- The Pitfalls: Check Your Work Before It's Too Late
- Home School Reports and T1 Attend Hours
- Pathway Course Identification Process
- How Clean Is Your Data?
- Contact Us
- Open House District and School Directory
- Co-op Regulations
- Upcoming Deadlines

Hold Back the Tears

Neil Young and Promise of the Real

Enrollment Do's and Don'ts (Learning from Our Mistakes)

While we are not prepared to give everyone a fish, we are prepared to teach everyone to fish. What we provide is insight based on our past mistakes and those of other TEDS users. Since there is no crying in TEDS, let's review some common mistakes that can help hold back the tears.

1. READ EVERYTHING BEFORE YOU DO ANYTHING

- Don't add details
- Don't change anything that is preset unless the instructions tell you to.

2. DO NOT REMOVE END DATES UNLESS THE STUDENT IS ENROLLED IN A CLASS FOR THE PATHWAY IN THE CURRENT YEAR

- An end date on the TEDS tab in IC stops the record from being exported to TEDS.
- 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.
- If a student is identified as active for 26-27 and NOT in a course for the pathway, that is a FUNDING VIOLATION, as you are claiming to provide service to a student when you are not.

3. DO NOT ENROLL A STUDENT IN EVERY PATHWAY THAT COUNTS JUST BECAUSE THEY ARE TAKING A CERTAIN CLASS

- There is no viable reason to enroll the student in every possible pathway just because the class counts.
- 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.
- If you are not the one who advises the student, pass this message on to those who do.

4. READ EVERYTHING BEFORE YOU DO ANYTHING

YOU MUST IDENTIFY COURSES IN TEDS BEFORE ATTEMPTING AN IMPORT

Hold Back the Rain

Duran Duran

The Pitfalls: Check Your Work Before It's Too Late

As always, read everything before you do anything. Now that TEDS is open, there are several things you must keep in mind as you prepare to import data into TEDS:

- We have a new how to [Identify Pathway Course Offerings Video](#) to accompany the new instructions for how to [Identify Pathway Course Offerings](#). This is an important part of your import process. Courses MUST be identified BEFORE you attempt to test or complete a TEDS import.
- If you do not identify courses for your pathways, you will get an error: **Pathway 52.0401.00 does not have any courses assigned for this school and school year. Import is not allowed.**
- You can [TEST an Infinite Campus Import for Errors](#) as often as you like to review the existence of errors
- If you attempt to [COMPLETE an Infinite Campus Data Import Into TEDS](#) while this error exists, **ALL students in the identified pathway(s)** will be excluded from the import.
 - If student records are excluded due to identified errors, it will reduce the number of student enrollments and attend hours which will impact your funding calculations.
 - If student records are excluded due to identified errors, it may alter whether they are eligible to take an End of Program (EOP) assessment or a TRACK assessment. To verify whether your student will get an EOP or TRACK test ticket, please refer to the following:
 - [Is my student eligible for an EOP Test Ticket?](#) (flowchart)
 - [Is my student eligible for a TRACK Test Ticket?](#) (flowchart)

This is your advance notice and reminder that you can't hold back the rain, but you can make sure you stay dry and comfortable by reading everything before you do anything and then doing it correctly.

I Can't Hold Back

Survivor

Home School Report and T1 Attend Hours

To help streamline deadlines, we have combined some deadlines. **The deadlines for first semester enrollment in TEDS, T1 Attend Hours, and the Home School Reports (for ATCs and KCTCS) are all now December 1.** Where this data is concerned, I can't hold back. We have pushed the limit as far as we can while still meeting our deadlines for accountability and funding. ATCs and KCTCS schools must submit SIGNED Home School Reports by December 15.

IMPORTANT: 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.

Speak Now or Forever Hold Your Peace

Cheap Trick

Pathway Course Identification: What Are You Teaching Those Kids?

Yes, this is a bit repetitive, but some things bear repeating. We need you to identify the courses you are offering this year (by state course code) for each of your pathways. There are very easy to follow instructions for how to [Identify Pathway Course Offerings](#) on the [TEDS step-by-step website](#). There is even a [short video](#) that repeats this information. We ask that you speak now or forever hold your peace. You **must** identify your courses **BEFORE** you test or attempt a full import. Otherwise, you will get an import error. If you import without fixing the errors, you will have to forever hold your peace. However, you may need to now speak to parents and students who have been left out, because TEDS won't let identified/ignored errors in.

The Only Hand You'll Need to Hold

Dolly Parton

How Clean Is Your Data?

Yes, we will miss Dolly. She had partners in every aspect of her life, even with the Imagination Library. Partnerships help keep things organized. They provide accountability. Don't venture out alone. Consider the [Best Practices for TEDS access](#). Get a TEDS partner. It matters not how large or small your school is, a second set of eyes is always a good thing for clean data. While your data may start out a bit rough, the only hand you'll need to hold is that of your TEDS partner. Together, you can ensure that:

- You know who your partners (e.g., Infinite Campus Coordinator, EOP Assessment Coordinator, CTE teachers) are and communicate with them. Regularly. They are the source of much of your data.
- When you enroll students in pathways,
 - The students 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.

Holding Out for a Hero

Bonnie Tyler

Contact Us

Call it a hunch, but when things don't seem to be going the way you need them to in TEDS, you often find yourselves holding out for a hero. While it might be a bit of a stretch to consider the data team heroes, we are here to help. If the [Step-by-Step instructions](#) don't reveal what you need, we are your next line of defense. Contact us.

TEDS/Career Readiness/Infinite Campus/Accountability

Amy Tracy, Esti Stith, Sarah Kiper, Claude Christian
kdedctedataservices@education.ky.gov

Perkins

Lori Looney, Crystal Whitaker, Mary DeHarte
kdedcteperkins@education.ky.gov

Hold On

Beyonce

Making Good Use of the Open House District and School Directory

The [Kentucky Department of Education Open House District and School Directory](#) can be a perfect place for finding how to contact your local who's who. Each school and district is responsible for ensuring that the information is accurate. Do you know your Web Applications Administrator Point of Contact (WAAPOC)? If not, get to know them then ask them to ensure that the people identified in the directory are correct. If not, say hold on, we have to get this updated.

Hold on to Your Hat

The Rolling Stones

Co-op Rules

Your students are interested in working and you think co-op is the way to go. Well, hold on to your hat. There are specific rules that must be followed. 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:

1. Be enrolled in a course included within the student's chosen career pathway within the same academic year,
2. Be a completer in the career pathway they are co-oping in by the end of their junior year; or
3. Be enrolled in an approved pre-apprenticeship program.

If your student does not meet one of these criteria, they cannot legally co-op.

You Can't Hold on Too Long

The Cars

Upcoming Deadlines

Timelines are real. Even if you aren't sitting at your computer waiting for something to happen, the deadline is still coming and if you are caught sitting on the tracks, well... Don't bet on being rescued, excused or pardoned. You can't hold on too long because deadlines approach. Set the example we want our students to emulate. Don't create data hostages because you forgot. No excuses. No "Get Out of Jail Free" cards. No calling in favors. Don't ignore deadlines. Review the [TEDS Secondary Schools Timeline](#). No excuses.

October 1	TEDS unlocked for 2026-2027
December 1	1st semester/1st trimester/Fall semester enrollment data for all ATC, high school and postsecondary schools due in TEDS Home School Reports Lock (ATCs and postsecondary schools) T1 Attend Hours Lock (ALL secondary and postsecondary)
December 15	SIGNED Home School Reports Due (secondary and postsecondary)
December - January	Suggested Time for Student Data Cleanup (ALL Students) Verify enrollment status, pathway credits and student objectives (in preparation for EOP and TRACK)
February 1	Deadline to update secondary students records for EOP and TRACK eligibility -includes secondary students served by postsecondary schools Window opens for all pathway additions and modifications for 2027-2028