CTE Technical Education Database Systems

TEDS MONTHLY NOTES

NOVEMBER 2026

I Wanna Shout

The Hollies

We want to shout it out loud
But we can't let people know
We want to shout it out loud
But our love [for CTE] is not for show...

Let's face it. We scream and shout at football games, basketball games, marching band competitions and, sometimes, each other. They can be shouts of joy, disappointment, frustration or exasperation. Sometimes we have a shout shut up inside our bones. That shout is about the wonderful work we do every day. Sometimes, it's good to stop and think about the achievements of our kids. Last month we acknowledged that we are called to intentionally guide, teach, and model wisdom, faith, and good character. This month, I wanna shout about how well you have done so far! CTE in Kentucky is amazing. What our kids are accomplishing sets a standard for those to come and it is, most assuredly, shout worthy. Even more important is that it is proof that our love for CTE is not for show. We are Kentucky CTE EMPOWERED!!

Shout

Tears for Fears

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TEDS Training

Shout, shout, let it all out. These are the things I can do without. Come on. I'm talking to you, come on...
Unfortunately, access to TEDS may not be one of those things. If you need access to TEDS, you also cannot do without training. Sessions are first come, first served. Remember, each session date will be posted on the TEDS website the Monday following the currently posted session. Sessions fill up fast. As your two-year training requirement approaches, TEDS provides a 120-day countdown. Don't wait until the very last minute/month. Set a calendar reminder if you need to register.

Shout for Freedom

Jimmy Cliff

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 together. Sometimes we may feel like our partners are not partnering and we want to shout for freedom. Freedom from the frustration and the uncertainty of meeting accountability. We can often speak directly to those responsible for our data because they are in house (or at least in district). Before you start a shout for KCTCS, know that, representing 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, don't shout. Reach out to KCTCS directly for information. Contact Alyse Bergman at **alyse.bergman@kctcs.edu** (615) 293-7655 for information. It is your right to know.

Scream and Shout

Quiet Riot

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

Let's talk about what you should and shouldn't do as you finalize your TEDS enrollments. Last month we reminded you that there was no crying in TEDS. Now we expand that and say you also cannot scream and shout. To make it easier, let's review some common mistakes that could make it difficult if you don't avoid them.

1. **READ EVERYTHING BEFORE YOU DO ANYTHING**
   a. Don't add details.
   b. 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**
   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 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**
   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.
4. **READ EVERYTHING BEFORE YOU DO ANYTHING**

YOU MUST IDENTIFY COURSES IN TEDS BEFORE ATTEMPTING AN IMPORT

Dance! Shout!

Wynonna Judd

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:

1. 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.
2. 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.**
3. You can **TEST an Infinite Campus Import for Errors** as often as you like to review the existence of errors
4. 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.
   a. 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.
   b. 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:
      i. **Is my student eligible for an EOP Test Ticket?** (flowchart)
      ii. **Is my student eligible for a TRACK Test Ticket?** (flowchart)

This is your advance notice and reminder that once this is done, you can dance, shout, or celebrate any way you like. But don't forget: Read everything before you do anything.

Silent Shout

The Knife

Home School Reports and T1 Attend Hours

This is essentially the deadline memo. We want to avoid the silent shout that goes along with realizing the potential loss of funding because counts have not been reviewed and validated. **Every school has a beginning of year enrollment deadline of December 1**. Also, the T1 Attend Hours and the Home School Reports (for ATCs and KCTCS) will lock on December 1. Additionally, ATCs and KCTCS schools must have **signed Home School Reports** submitted to OCTE 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.

Shout It Out Loud

KISS

Pathway Course Identification: What Are You Teaching Those Kids?

Ok, so this time, I am going to shout it out loud. YOU MUST IDENTIFY THE COURSES YOU ARE TEACHING THIS YEAR FOR EACH OF YOUR PATHWAYS. Otherwise, you will get an error that will not let any of those bad records be imported into TEDS. These Monthly Memos, additional topic-specific emails, and the Commissioner's Weekly continue to provide this information. OK. Done shouting. You need 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 won't be able to shout. However, you may now need to speak to parents and students who have been left out, because TEDS won't let identified/ignored errors in.

The Shout

Robin Trower

How Clean Is Your Data?

The School Report was recently released. Most were happy with what they saw. Some, however, heard the shout. What's wrong with my data? Why is that not recorded? What do you mean, it's not there? Don't return the shout. Consider the **Best Practices for TEDS access**. Get a 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.

We Shout

t.A.T.u.

Contact Us

When things don't seem to be going the way you need them to, you often find yourselves having to ask questions. Sometimes we shout to be heard. Sometimes we're just excited. At any rate, we are here to help. Remember, read everything before you do anything, and if the **Step-by-Step Directions** 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
kdectedataservices@education.ky.gov

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

Stand Up and Shout

Sarah lightman

Making Good Use of the Open House District and School Directory

The **Kentucky Department of Education Open House District and School Directory** is a perfect place to find how to contact your local who's who. Each school and district is responsible for ensuring that the information is accurate. When we use the school directory to find out who to contact and find a blank, or the person we reach isn't the right one, we shouldn't have to stand up and shout just to get a name. 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."

Shout Me Out

TV On the Radio

Co-op Rules

There are specific rules that must be followed. Co-op guidance is a legislative mandate that speaks on behalf of our kids and says, "Don't let me down. Shout me out." 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.

Twist and Shout

Isley Brothers

Upcoming Deadlines

The first big deadline is coming. Again, don't bet on being rescued, excused or pardoned. We don't want to see you twist and shout because you are behind the eight ball. Don't let your kids' records become data hostages. Don't ignore deadlines. Review the **TEDS Secondary Schools Timeline**. No excuses.

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