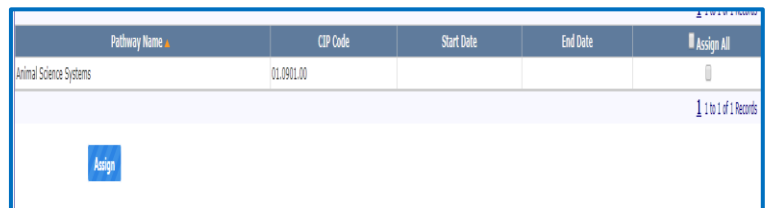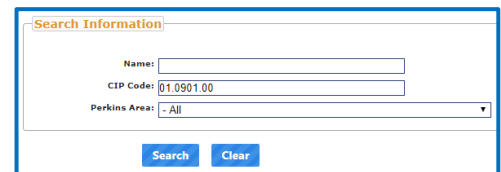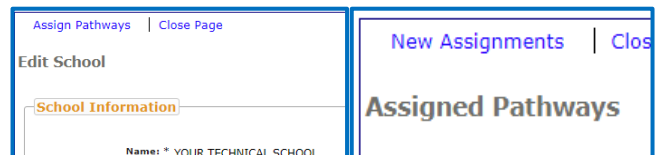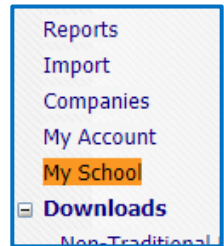# How to Add or Remove an Existing Pathway in Your TEDS

READ EVERYTHING BEFORE YOU DO ANYTHING…

➢ This process will NOT add pathways for the current school year

➢ The addition window for the 2025-2026 school year is February 1, 2025 - September 1, 2025

➢ Do not use this process to alter a pathway you already have

➢ Pathway additions may only be submitted in TEDS

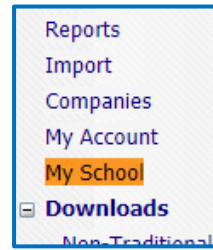1. To **ADD** an existing pathway as listed in the Program of Studies:

   a. Log in to TEDS.

   b. Click on **My School**.

   c. Click on **Assign Pathways.**
      Here, you can see what pathways are assigned to your school

   d. Click **New Assignments.**

   e. Type in the CIP code and click **Search**

   f. Click the box for "**Assign All**" for the specified pathway

   g. Click "**Assign**"
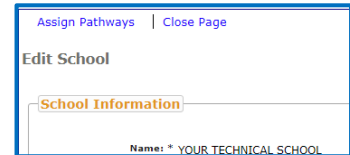   This will add the pathway to your TEDS with no section or class list

      i. You cannot add students until after the September 1 rollover

      ii. You can request pathway modifications

2. To **REMOVE** a pathway currently in your TEDS**:**

    a. Log in to TEDS.

    b. Click on **My School**.

    c. Click on **Assign Pathways.**

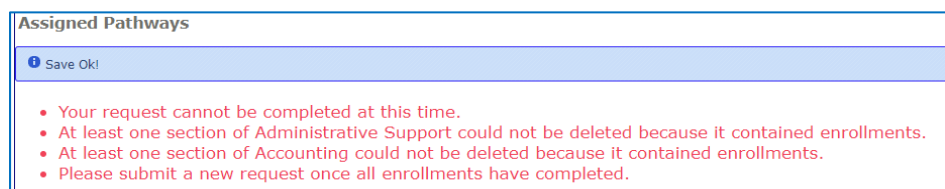   Here, you can see what pathways are assigned to your school

    d. Click the box for "**Remove All**" for the specified pathway

    e. Click "**Remove**"

       i. If the pathway has no students enrolled,

          1) the pathway will now show an end date for the last day of the current TEDS year (8/31/xxxx)

          2) the pathway will be removed during the September 1 rollover process

       ii. If the pathway has students enrolled,

          1) You will get a message that states:

- *"Your request cannot be completed at this time.*
- *At least one section of "Pathway" could not be deleted because it contained enrollments*
- *Please submit a new request once all enrollments have completed.*

          2) Submit a new request once all enrollments have completed.