

TEDS ACCESS BEST PRACTICE GUIDELINES

OCTE has been working to make sure access to our TEDS data is more secure as we strive to protect student data and other personally identifiable information and ensure the accuracy of data reported for accountability and funding.

These **Best Practices for access to TEDS data** help to ensure the fidelity of our TEDS system and the security of our student data. They will benefit both the school and the district in maintaining the fidelity of the TEDS data and ensuring the accuracy of student accountability measures:

1. Identify **at least two people** at each school/location to have access and ability to make changes in TEDS.
2. Identify **at least two different people** at the district level to have access and ability to make changes in TEDS.
 - a. *Users may also be added with READ ONLY access to view and run reports in TEDS.*
3. Each person must:
 - a. **Submit a User ID Request Form** (*this is required for ALL users to acknowledge changes in TEDS security processes*)
 - b. **Attend a TEDS training session** (*these are posted on the TEDS website once scheduled and, when feasible, announced in the TEDS Monthly Notes*)

For more details concerning TEDS and any available training sessions, please go to the [TEDS website](http://education.ky.gov/CTE/teds/Pages/default.aspx) (<http://education.ky.gov/CTE/teds/Pages/default.aspx>)