

## **TEDS Frequently Asked Questions**

Here you will find answers to some of the more compelling but frequently asked questions. Remember, the only bad question is the one not asked.

- 1. How do I request a new career pathway for my school?**
- 2. How do I request to add a new or different course to an existing pathway for my school?**
- 3. What is the correct format to use when creating an Infinite Campus export file for TEDS upload?**
- 4. Can I test my Infinite Campus export before I complete an import into TEDS?**
- 5. How can I verify if the import process was successful and that my information is in TEDS correctly?**
- 6. Why do all my students who are continuing from last year have an end date and termination status in Infinite Campus?**
- 7. Do we enroll new students and add pathways for existing students in TEDS or Infinite Campus?**
- 8. Do we have to enter End of Program (EOP) data in TEDS?**
- 9. If a student is taking courses at their home high school AND at an ATC, which school keeps the TEDS record?**
- 10. How do we handle pathways that are “split” with another school/ATC?**
- 11. If a concentrator student transfers in or out of my school, which school gets the transition readiness points?**
- 12. Can we count credits for a student if they were earned in another state prior to coming to Kentucky?**
- 13. If a student takes a course and gets credit for it during their eighth-grade year, can it be counted as part of their pathway once in high school?**

- 14. What are the rules for Co-op?**
- 15. If a concentrator senior is active in a pathway and in coop in a job directly related to that pathway (for example an Allied Health student works in a Physical Therapy office 3 hours a day) does it count for attend hours? Does it count for credit hours?**
- 16. If we require every student to take a class, how do we enter them in TEDS?**
- 17. What do I do if a student drops out of school after I have completed my IC export into TEDS?**
- 18. If a senior becomes a concentrator, then graduates early (December), can the student still sit for an EOP?**
- 19. What do I do if I have Exploratory Courses, Academic Enrichment courses or any similarly dedicated time in my schedule?**
- 20. If a student passes a course that is eligible in multiple pathways, which pathway gets the CREDIT?**
- 21. If a student passes a course that is eligible in multiple pathways, which pathway gets the ATTEND HOURS?**
- 22. Can our school offer or continue to offer a pathway that has only three courses?**
- 23. Can I use Perkins funds to pay for industry certification assessments?**
- 24. What is required to use the industry certification reimbursement funds we receive for free and reduced lunch students?**

## ANSWERS to TEDS FREQUENTLY ASKED QUESTIONS

### 1. How do I request a new career pathway for my school?

There are three options for requesting a new pathway\*:

- 1) add an existing published pathway to your school,
- 2) add/change a course(s) in an existing published pathway for your school, or
- 3) create a brand-new pathway that is not currently published.

\* To determine the correct process for your request, review the [Career Pathway Request Guidance](#).

### 2. How do I request to add a new or different course to an existing pathway for my school?

To make a change in your course offerings for a pathway would require special approval.

- 1) The special approval window runs from February 1 to September 1 each year and applies to requests for the upcoming year.
- 2) No changes may be made outside that window.

### 3. What is the correct format to use when creating an Infinite Campus export file for TEDS upload?

Infinite Campus data must be exported using “State Format (Fixed Width)” in order to upload to TEDS. For details, see How to [Create an Infinite Campus Export file](#) on the [TEDS Step-by-Step web page](#).

### 4. Can I test my Infinite Campus export before I complete an import into TEDS?

Yes. The first step to complete an import in TEDS is to test your data. If there are any errors, the test output report at the top of the screen will show a brief error report. If there is an error report, review How to [Troubleshoot TEDS Import Errors](#) on the [TEDS Step-by-Step web page](#)

### 5. How can I verify if the import process was successful and that my information is in TEDS correctly?

After you have completed the import, your import report should state that it was successfully completed with no errors. **REMEMBER:** The actual import will happen overnight. The next day you can run a class list report in TEDS to verify that the information was uploaded successfully. Refer to the “Enrollment Report for Import Verification” in [Recommended Reports for Data Validation](#) on the [TEDS Step-by-Step](#) web page.

**6. Why do all my students who are continuing from last year have an end date and termination status in Infinite Campus?**

When your school end dates the master enrollment in Infinite Campus at the end of the year, by default, all student records on the TEDS tab are end dated.

**7. Do we enroll new students and add pathways for existing students in TEDS or Infinite Campus?**

Secondary students can only be enrolled through the TEDS tab in Infinite Campus. For help with this process, see How to [Enter Secondary Student Data in Infinite Campus](#) on the [TEDS Step-by-Step web page](#)

Postsecondary students have a different process for enrollment in TEDS. For help with this process, see How to [Enter Postsecondary Student Data in TEDS](#) on the [TEDS Step-by-Step web page](#).

**8. Do we have to enter End of Program (EOP) data in TEDS?**

No. That data is uploaded into TEDS by KDE/TEDS personnel. After the data is loaded, TEDS users can check the data to ensure reliability. Additionally, the School or district EOP Coordinator can see the results in E-SESS.

**9. If a student is taking courses at their home high school AND at an ATC, which school keeps the TEDS record?**

While the student may be taking courses at both the ATC and the high school, the school where the pathway exists is the school responsible for entering and maintaining the student data in TEDS including industry certifications and EOP.

**10. How do we handle pathways that are “split” with another school/ATC?**

Perkins V requires that each pathway offer a sequence of four or more non-duplicated earned technical credits to be considered a pathway. If the four courses are offered in two different schools, the pathway will be accepted for the next two years. Starting in the 2025-26 school year the four courses will have to be in the same building.

**11. If a concentrator student transfers in or out of my school, which school gets the transition readiness points?**

The school that has the student for at least 100 instructional days during their senior year is responsible for accountability.

**12. Can we count credits for a student if they were earned in another state prior to coming to Kentucky?**

If the student finishes (earns) credits on their transcript in another state and is now in Kentucky, the credits may be counted if they are a curricular match to the approved courses in the pathway for which the student is enrolled.

For example, if a student took and passed Principles of Agriculture and Animal Science in another state *and earned two credits on their transcript for these classes*, then enrolled in Advance Animal Science for one credit in Kentucky, the student would be enrolled in the Animal Science pathway. Because the student has two credits (Principles of Ag and Animal Science) the student would be a concentrator in the pathway.

**13. If a student takes a course and gets credit for it during their eighth-grade year, can it be counted as part of their pathway once in high school?**

For a credit to count toward a pathway when earned in eighth grade, the course/credit earned would have to meet the following criteria:

- 1) Teacher must be certified to teach the pathway course.
- 2) Student must receive the same content, assignments, tests, etc. that would be offered at the high school level.
- 3) Course code must be the state course code for the high school course.
- 4) Student must be given high school credit for the course towards graduation.

**14. What are the rules for Co-op?**

- 1) 705 KAR 4:041, Work-based learning program standards, (3)A student shall be:
  - (a) Enrolled in a course included within the student's chosen career pathway within the same academic year;
  - (b) A career pathway completed by the conclusion of the student's junior year; or
  - (c) Enrolled in an approved pre-apprenticeship program.
- 2) Co-op and/or dual credit cannot be the only 4<sup>th</sup> course option as all students will not be able to engage in co-op or dual credit.

**15. If a concentrator senior is active in a pathway and in co-op in a job directly related to that pathway (for example an Allied Health student works in a Physical Therapy office 3 hours a day) does it count for attend hours? Does it count for credit hours?**

It depends. If the student has fewer than four credits completed in the pathway the student must be enrolled in a course in the pathway to legally coop (*see question #14*).

- ❖ If the student has 4 credits completed in the pathway, then the class periods that the student is co-oping may be counted towards the attend hours without another class. (This does not include co-oping after school hours).

- ❖ If the student has a class in the pathway and co-op related to the pathway in the same year, then the class periods that the student is co-oping may be counted as attend hours towards the pathway (this does not include co-oping after school hours).

#### **16. If we require every student to take a class, how do we enter them in TEDS?**

If a specific class is required for all students in the school, then the students should not be entered in TEDS until they enroll in a second CTE class in the pathway. At that point, the credit earned from the required course may be counted if it is valid for the pathway.

**NOTE:** Students enrolled at an ATC should be there because they have chosen a pathway, not as an overflow or substitute for taking the same or similar class at his home high school.

#### **17. What do I do if a student drops out of school after I have completed my IC export into TEDS?**

Once the student record has been imported into TEDS, the record will remain visible and active for the school year. You will need to

- update the credit hours to match what is on the students' official home high school transcript.
- If it is BEFORE November 15, update the attend hours as well.
- If it is AFTER November 15, do not adjust the attend hours.
- DO NOT ENTER AN END DATE (this is automated in IC).
- At the end of the year, any necessary terminations will be automatically updated in TEDS.

#### **18. If a senior becomes a concentrator, then graduates early (December), can the student still sit for an EOP?**

Once the student graduates, they are not allowed to return to take an EOP or any other assessment.

#### **19. What do I do if I have Exploratory Courses, Academic Enrichment courses or any similarly dedicated time in my schedule?**

*High schools and CTCs are not required to track exploratory course enrollment.*

**As an ATC,**

- ❖ if are going to have one of these categories of courses in your school, you will need to use the **Multi-Program Exploration** pathway (CIP Code 40.0700.00). This pathway will not count towards accountability for Perkins or Career Readiness but

would be used when determining your Home School Report Attend Hours and associated funding.

- ❖ Students in this pathway will be exploring and credit hours are unimportant for this pathway, as they will always be exploring and exploratory exit students. You will need to ensure that you are appropriately entering your attend hours for students in this pathway though.

**20. If a student passes a course that is eligible in multiple pathways, which pathway gets the CREDIT?**

If a student receives credit on his transcript for a course, the CREDIT may be counted in any pathway in which they are enrolled that recognizes that course in its program of study.

**21. If a student passes a course that is eligible in multiple pathways, which pathway gets the ATTEND HOURS?**

If a student takes a course that is valid for more than one pathway in which they are enrolled, only ONE of the pathways may claim the ATTEND HOURS. Any additional pathways must claim ZERO attend hours for that time.

**22. Can our school offer or continue to offer a pathway that has only three courses?**

There are a few things to consider here:

- ❖ A pathway, by definition, is a progression of non-duplicative courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education.
  - The student must be afforded the opportunity to attain “Completer” status
  - To be a completer, a secondary student must earn a minimum of four credits in the same pathway.
- ❖ Three courses is not a complete pathway, so by definition it doesn't meet size scope and quality and therefore may not be funded.

**NOTE:** If this would happen to be your only pathway, its removal would also remove any Perkins funding associated with it.

**23. Can I use Perkins funds to pay for industry certification assessments?**

A district may use up to 25% of their total Perkins allocation for industry certifications. However, Perkins funds may only be used to pay for industry certification assessments for students identified as concentrator in TEDS at the time of the assessment.

**24. What is required to use the industry certification reimbursement funds we receive for free and reduced lunch students?**

Industry certification reimbursement funds for free and reduced lunch students may only be used to pay for industry certification assessments for students receiving free and reduced lunch **AND** have completed two credits in a KDE approved career pathway (identified as concentrator in TEDS) prior to taking and passing the assessment.