

TEDS Yearly Check List

Beginning of Year

- Enter New Students into Infinite Campus – Activate inactive students by removing the termination status and end date
- Enter Attend Hours for Term 1 – Average Daily Attendance in a career pathway
- Change Student Objective – Only on students now enrolled in their third credit in a career pathway
- Change Credit Hours – Add hours earned previously to hours currently enrolled in (Optional)
- Complete an Export from IC and import into TEDS – See Downloads Section – KDE (Whitaker) for instructions
- Verify Import – Run an Enrollment Report to verify numbers the day after importing data into TEDS
- Print Follow Up Letters – See Downloads Section – KDE (Whitaker) for instructions

Mid-Year

- Complete Follow Up Data Entry - See Downloads Section – KDE (Whitaker) for instructions
- Enter any Industry Certificates earned during the fall semester
- If on Trimesters, Enter Term 2 Attend Hours in IC - Average Daily Attendance in a career pathway
- KOSSA Registration – Run a Class List report for Preparatory students to determine KOSSA numbers

Spring Semester

- Enter Attend Hours for Term 2 - Average Daily Attendance in a career pathway
- Complete an Export from IC and import into TEDS – See Downloads Section – KDE (Whitaker) for instructions
- Verify Import – Run an Enrollment Report to verify numbers the day after importing data into TEDS
- Verify Follow Up – Run a Statistical (Employment – Transition Status) Report to verify all follow up has been completed – Use the Recommended Reports document in the Downloads Section – KDE (Whitaker) for instructions

End of Year

- Enter Attend Hours for Term 3 (If on Trimesters) - Average Daily Attendance in a career pathway
- Enter Termination Status and Dates for Active Seniors (If doing so in IC)
- Complete an Export from IC and import into TEDS – See Downloads Section – KDE (Whitaker) for instructions
- Verify Import – Run an Enrollment Report to verify numbers the day after importing data into TEDS
- Enter Termination Status and Dates for all Active and Inactive Seniors in TEDS
- Enter Termination Status and Dates for all Active and Inactive Transfer Students and Dropouts in TEDS
- Verify Terminations are Complete – Run a Statistical (Termination Status) Report the day after data entry – Use the Recommended Reports document in the Downloads Section – KDE (Whitaker) for instructions
- Verify Federal Identifiers – Run the Duplicate Federal Indicator Report – Use the Recommended Reports document in the Downloads Section – KDE (Whitaker) for instructions
- Enter any Industry Certificates earned during the spring semester
- Verify KOSSA – Run a KOSSA Results Report – Use the Recommended Reports document in the Downloads Section – KDE (Whitaker) for instructions
- Verify Follow Up – Run a Statistical (Employment – Transition Status) Report to verify all follow up has been completed – Use the Recommended Reports document in the Downloads Section – KDE (Whitaker) for instructions
- Enter all ASVAB results into the Career Readiness Screen in TEDS
- Verify WorkKeys – Run a WorkKeys Assessment Report to verify all WorkKeys results have been entered.
- Enter Took Program Assessment – Any student that fails an industry certification test must have the Took Program Assessment checkbox marked on the enrollment screen in TEDS
- Enter Dual-Credit Hours and Institution information into the Enrollment screen in TEDS

Timelines-Beginning of year

Past Due – Terminations (Please finish these as soon as possible if you have not done so already)

July 28 – August 1 – ATC TEDS/Career Pathway Training

July 31 – All Career Ready information should be in TEDS

August – Finalize Federal Indicators

August – September – Regional TEDS Trainings for those not attending the ATC Trainings

September 1 – All 13-14 data locks

September 1 – Career Pathway Request Forms are Due to OCTE

Beginning of Year Responsibilities

You must enroll students in their pathways along with required fields, special populations (when appropriate), and credit hours. Attend Hours are for Perkins, LAVEC, and ATC schools only. After students are in pathways, please remember that this data must ultimately be in TEDS as part of your fall/beginning of year responsibilities.

Timelines

November 15th – Fall TEDS import was due

Dec 1st – March 31st – WorkKeys testing window

January 15th – Deadline for students to be preparatory for KOSSA eligibility

February 1st – March 31st – KOSSA testing window

February 28th – Follow-up (Transition) data due in TEDS for Prior year Senior Completers

March 31st – Spring Semester/2nd Trimester import due in TEDS

KOSSA Deadline

Please remember that in order to be eligible for KOSSA, students must be preparatory by January 15th and marked as preparatory in TEDS by January 15th. Senior preparatory students (active or inactive), that have not taken a KOSSA or Industry Certification (and the school is not giving them an Industry Certification this year), must take at least one KOSSA. Underclassmen that are eligible can take KOSSA, but there is not a requirement that they have to take KOSSA. Students that are preparatory in multiple areas that lead to different KOSSAs can take more than one if the school decides it is in their best interests. Please run the KOSSA test ticket report to see those that are listed as eligible to test in your school in TEDS.

Timelines

- **Follow-Up Data – This was initially due on February 28th, but can still be entered at this time.**
- **2nd Semester/Trimester Data Upload to TEDS – This was initially due on March 31st, but you can still complete uploads at this time**
- **End-of-Year/3rd Trimester Upload – This should be done around June 15th, but is dependent on when your IC person will end date master enrollments for students**
- **Terminations – All senior active/inactive students that are graduating or leaving their home high school must be terminated. All underclassmen that have left or are leaving their home high school must be terminated. Terminations should be done in TEDS and should be completed by June 30th.**
- **Dual-Credit School/Hours – This should be completed by June 30th**
- **Took Program Assessment – If a student failed an industry certification and did not take another or a KOSSA, then you must check this box on the enrollment screen in TEDS. This should be completed by July 31st.**

- WorkKeys – We will be uploading WorkKeys data on all students that tested through us. If you have students that tested through another agency, this should be entered in TEDS by June 30th. Please maintain official evidence of this data from ACT.
- ASVAB – All AFQT scores must be entered in TEDS by June 30th. Please maintain official evidence of this data from the military.
- Industry Certifications – These should be entered in TEDS by June 30th through the career readiness screen under each pathway. Please maintain official evidence of these from the testing vendor.
- KOSSA – We will be uploading all KOSSA results. You will be notified when this is complete. If you have questions after the upload or if you find errors, you will need to contact me to assist with the cleanup.
- Federal Indicators – This should be the last thing that you do for 14-15 data after all other data have been entered and you have reviewed current year Perkins Performance Measures.

Timelines-End of year

May – You should be working on TEDS data cleanup. Students that failed or dropped courses cannot count those credits towards preparatory status. This means some students will need to be marked exploring.

June 15th – TEDS End-of-Year Data entered in the system (Terminations, Dual-Credit, Took Program Assessment)

June 30th – Follow-up on 13-14 Senior Completers locks for editing

June 30th – Career Readiness data is due in TEDS (ASVAB manually, Industry Certifications manually, WorkKeys verify upload, KOSSA verify upload) – Maintain evidence of all CCR information

September 1st – TEDS Locks for all 14-15 Data Entry

ACT WorkKeys results for 2014-15 were imported to TEDS. Please work with your TEDS coordinator to make sure that all results were imported.

Results were not imported in some cases, such as: if the correct examinee id number (student ssid number) was not used, if the student was not enrolled in TEDS at the time, if the student tested at a different location than a high school, Career and Technical Center, or Area Technology Center (such as KCTCS, Career Center, etc.), etc.

If results were not imported, you will need to manually enter these in TEDS. You will need to do this as soon as possible for College and Career Ready accountability. Your school/district is responsible for ensuring that all ACT WorkKeys results are in TEDS. Please let me know if you have any questions. Thanks.

Terminations

Terminations were due in June. Terminations affect many of your Perkins indicators and if not completed could cause your school to not meet an indicator. Please check your terminations by using the following two reports: