

Section 1 -

- Students Personal Graduation Plan

Registrars are encouraged to send all relevant information that is available through TREx when a student transfers from one school to another. While schools are not required to send copies of birth certificates or social security cards through TREx when a student transfers, these documents may be scanned and transmitted as attachments if the registrar chooses.

Please be aware if you are sending a transcript to a college or university on behalf of a student who is applying for college admission, most Texas public colleges require the following information as part of their admission process. Although Exit Level TAKS or STAAR® EOC scores will not appear on the transcript, the scores will be transmitted electronically to the college or university through the SPEEDE server if they are populated on the xml file.

- Class Size
- Class Rank
- Date of Class Rank
- Date of Graduation
- Exit Level TAKS or STAAR® EOC score by Subject

The Student Attendance Accounting Handbook, Part 3 Section 3-9, states enrollment by a student in a school district constitutes authority for the sending district to release the education records of that student, regardless of whether parental authority has been received. (The federal Family Education Rights and Privacy Act (FERPA) 34 CFR Part 99, 99.31(a)(2) and 99.34)

By law (

Public Colleges and Universities

Public colleges and universities are responsible for the timely processing and acknowledgement of student transcript records received from TReX through the NSC SPEEDE server.

Education Service Centers (ESCs)

Training to Districts and Campuses

While campuses and districts process the transfer of student records and high school transcripts, the ESCs provide support and training on the TReX application and processes to districts.

The instruction on TReX provided by ESCs to school districts and campuses may include:

- overall data flow and process;
- data element definitions;
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relationship in providing a train-the-trainer approach. This same training approach is used with the TReX application. Training materials may be accessed from the TReX project web site at:

TReX Roles

Following is a list of TReX roles and privileges.

TReX Role Name

TReX Process Overview

As Texas students tra

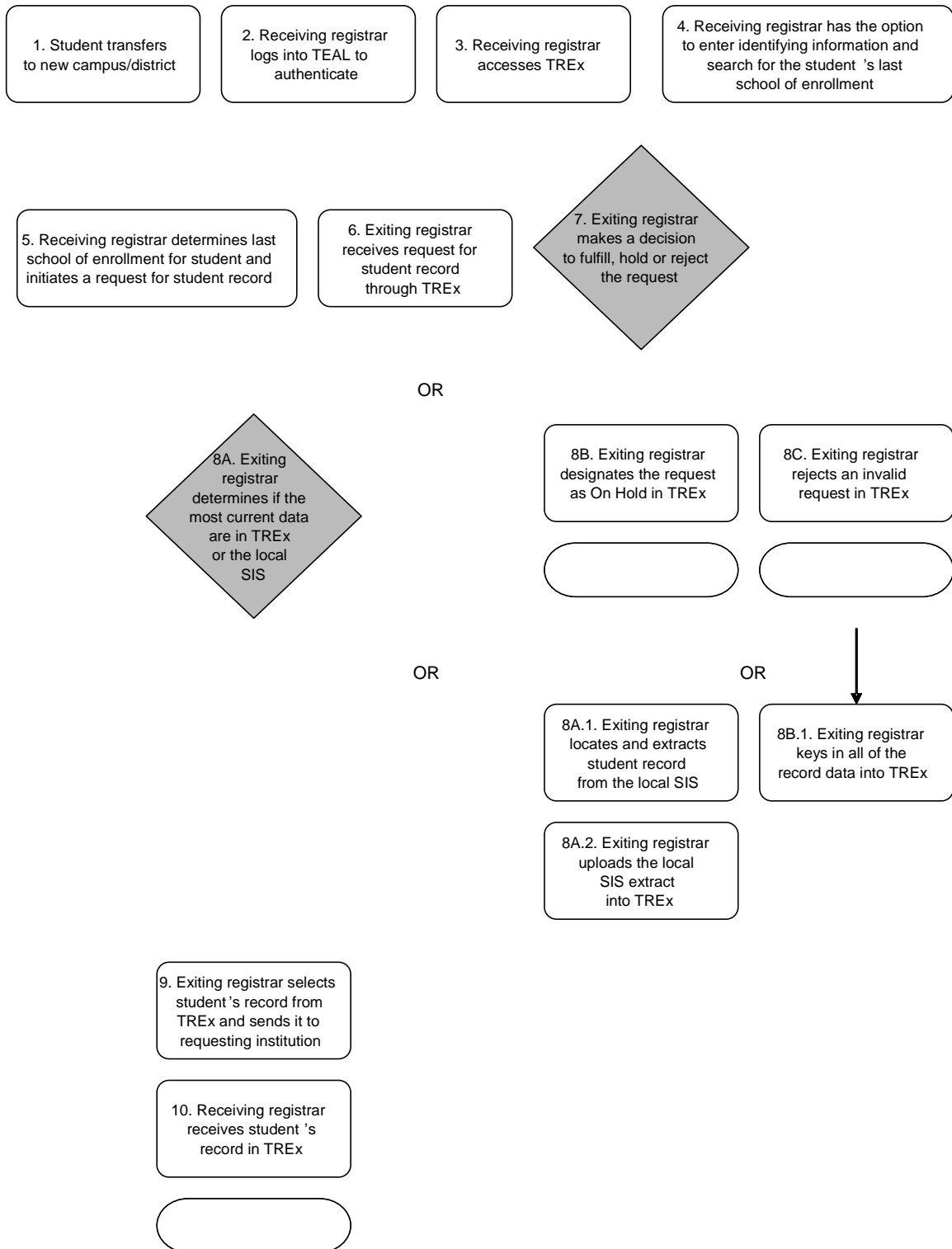
Sending districts and campuses certify the content of the high school transcript data by electronically signing the "Registrar's Statement of Approval" available in TReX. The electronic signature certifies that the district has taken measures to verify the accuracy and the authenticity of the data in the high school transcript.

As with student records, registrars have the ability to manually enter transcripts in TReX if the data are not available in the local student information system.

Note: The campus or district procedures for how high school students request a transcript be sent to a college or university remain unchanged; only the means by which the request is fulfilled changes with the implementation of the TReX system.

An interface into TReX from authorized external applications such as ApplyTexas has been added. A student using such an application may create an electronic request for a transcript to

Following is an illustration of the general TREx process flow for Student Records transmitted between Texas public school districts:



Following is an illustration of the general TReX process flow for High School Transcripts being sent to colleges and universities from Texas public high schools:

5. High School Registrar
creates extract file

10. College
registrar
checks
SPEEDE
server for

TREx Functionality

As the work flow diagrams illustrate, functionality within TREx includes the ability to search student records, upload the XML-based extract files from local student information systems to TREx and transmit the extract file to the selected public school or public IHE. Additional TREx functionality includes the ability to review data received, download the data, fulfill a request, hold a request (for example if current coursework in the student record requires updating with final grades), and reject a request if it is invalid. An example of an invalid request is a student record request for a student who did not attend the campus receiving the request for a student record.

Managing Student Records

TREx provides a user home page that includes a group of Managing Student Records functions. This group of functions allows the users to search through student records and transcripts (if applicable) within their Manage Records folder on the home page.

Registrars can view the student record or transcript, as well as upload to TREx or download records from TREx for their campus/district (as defined by their TREx role). Additionally registrars can track inbound and outbound requests by their tracking number and view the full transaction history of those requests from the Manage Student Records page.

Send Record Request

TREx is designed to meet the needs of both the exiting and receiving registrars in locating the correct student records. For a receiving registrar, the TREx process begins with a request created in TREx that is presented to an exiting registrar. A TREx request includes the following key elements:

- Student ID;
- ~~Student ID, District ID, State ID, and School ID~~

Type. For data elements with a TEXT Type, free-form fields are available; each is limited by the length specified in the TReX Data Standards.

TReX validates the data and then creates an XML file that then can be processed as those XML extract files generated through the SIS extract process.

Attachments

In some cases registrars want to attach information to a student record. If attachments are needed, attachments in TReX can be sent in the following formats:

- PDF format;
- MS Word (.doc) files;
- MS Excel (.xls) files; and
- Data file (such as ASCII data file) in another application.

Examples of attachments in the TReX process include:

- Immunization records, if the data are not available electronically;
- Personal graduation plan, if applicable; and
- Individualized Education Plan (IEP), if applicable.

An example of an attachment that is prohibited in the TReX records exchange process is video files.

Note: For information on file naming conventions for TReX attachments, please reference “File Requirements” in this chapter.

Email Notifications

TReX sends email notifications for any type of change in status, such as received, accepted, fulfilled, and denied. Following is an example of an aged email notification:

Your TReX account shows inbound student records, transcripts, and/or requests from other districts and campuses that have not shown any transaction status change in over 24 hours after having been sent to your campus or district.

Tracking Transactions

The Tracking Request and Records group of functions in TREx provide users with a dynamic mechanism for tracking the progress and status of pending outbound and inbound requests.

TREx provides the ability to track each transaction throughout the process flow by a unique transaction ID assigned by TREx. This is similar to many on-line mail delivery tracking applications.

Additionally TREx logs each transaction status in a permanent transaction log. The transaction history includes:

- Date stamp of request submission;
- Date stamp of receipt of request;
- Date stamp of rejection;
- Date stamp of transmission;
- Date stamp of acceptance/retrieval by receiving school;
- Date stamp of transmission failure; and
- Date stamp of purge from TREx.

TREx does not permanently store the student record or transcript files. Only the transaction history is saved in TREx.

Reports

TREx includes dynamically-generated reports that may be used for evaluation of general performance and electronic transfers.

Examples of TREx reports include:

- Printable PDF of student record and transcript together for Grades 8-12;
- Printable PDF of student record alone for Grades PK-7;
- Printable PDF of high school transcript only Available in Phase 3 ;
- Tracking Details by Transaction;
- Activity Summary by Time Periods (day, week, month, quarter, year);
- Activity Summary by Specific Date;
- Activity Summary by Destination;
- Activity Summary by Status Type Available in Phase 3;
- Transaction List by Student;
- Top 10 Record/Transcript Sources;
- Top 10 Record/Transcript Destinations;
- Top 10 Request Sources; and
- Top 10 Request Destinations.

Additional printable screens or views available in TREx include:

- Printable example of XML extract file;
- Printable screen listing error messages from Validation Tool for validation of XML schema;
- Printable screen listing validation warnings for minimum data for student record;
- Printable screen listing validation warnings for recommended data for student record;
- Printable screen listing validation warnings for minimum data for an interim high school transcript;
- Printable screen listing validation warnings for recommended data for an interim high school transcript;

