

Section 1 - TReX Requirements and Overview

Introduction

TReX is a web-based application hosted by the Texas Education Agency (TEA) for transferring student records electronically between Texas public school districts and open enrollment charter schools, as well as transmitting high school transcripts to Texas public colleges and universities that use

- 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)

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Local Student Information System

The student record information transmitted through TREx is created locally by extracting data from the local student information system. It is the responsibility of the district to implement software that will extract the required data from the local student information system and create an xml file in the prescribed format for uploading to TREx.

The receiving district/campus has the ability to download and store the data once the district/campus accepts the student record/transcript through TREx. TREx does not automatically update the receiving campus' student information system. However, additional time and effort may be saved if the district chooses to modify the local software extract to populate the local student information system upon receipt of the requested information.

Data Accuracy

Campuses and districts are responsible for the accuracy and validity of the data in the student records and transcripts. TREx includes edits and validations of the data that are related to forow tt

= last 4 digits of the Student ID
 LastName = student's last name
 FirstName = student's first name
 Descriptor = stu (student record)

Order	1	2	3	4	5	6
Description	Last 4 digits of Student ID	Student Last Name	underscore	Student First Name	underscore	3-character descriptor
Example	1234	Doe	_	John	_	stu

Example: 1234Doe_John_stu

Note: Extract files do not require an extension of .XML to be accepted by TReX. As long as the XML format meets the schema requirements, TReX will accept the file with any extension.

- Attachments are submitted to TReX with the following naming convention:
 ####LastName_FirstName_Descriptor##

= last 4 digits of the Student ID
 LastName = student's last name
 FirstName = student's first name
 Descriptor = le (Limited English Proficiency (LEP) attachment)
 im (Immunization record attachment)
 gt (Gifted/Talented (GT) attachment, such as a GT profile)
 ms (Miscellaneous record)
 ot (Other – to be used for any document that the district is uncomfortable giving any indication of what is contained within the document)
 tl (Transcript Legend)

- two-

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;
- data transmission requirements; and
- reporting options

In addition the TReX User Guide and Video Tutorials are available on the TEA TReX web site at [http://tea.texas.gov/Reports_and_Data/Data_Submission/Texas_Records_Exchange_\(TReX\)/TReX_Training/](http://tea.texas.gov/Reports_and_Data/Data_Submission/Texas_Records_Exchange_(TReX)/TReX_Training/). TEA also provides TReX Customer Support by phone at (512) 463-7246 and email at TReX@tea.Texas.gov.

TEAL Approval

ESCs obtain access to the TReX application through the TEAL authentication approval process. Each TReX user must request access through the TEAL Account User and Account Management process. After logging into TEAL, select “My application Accounts” from the Self-Service menu.

The Executive Director or authorized designee must approve all TEAL authorization requests before the requests are sent to TEA for approval.

Texas Education Agency

TEA is responsible for the implementation, administration, and maintenance of the TReX application. 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relationship in providing a train-the-trainer approach. This same training approach is used with the TReX application.

TReX Roles

Following is a list of TReX roles and privileges.

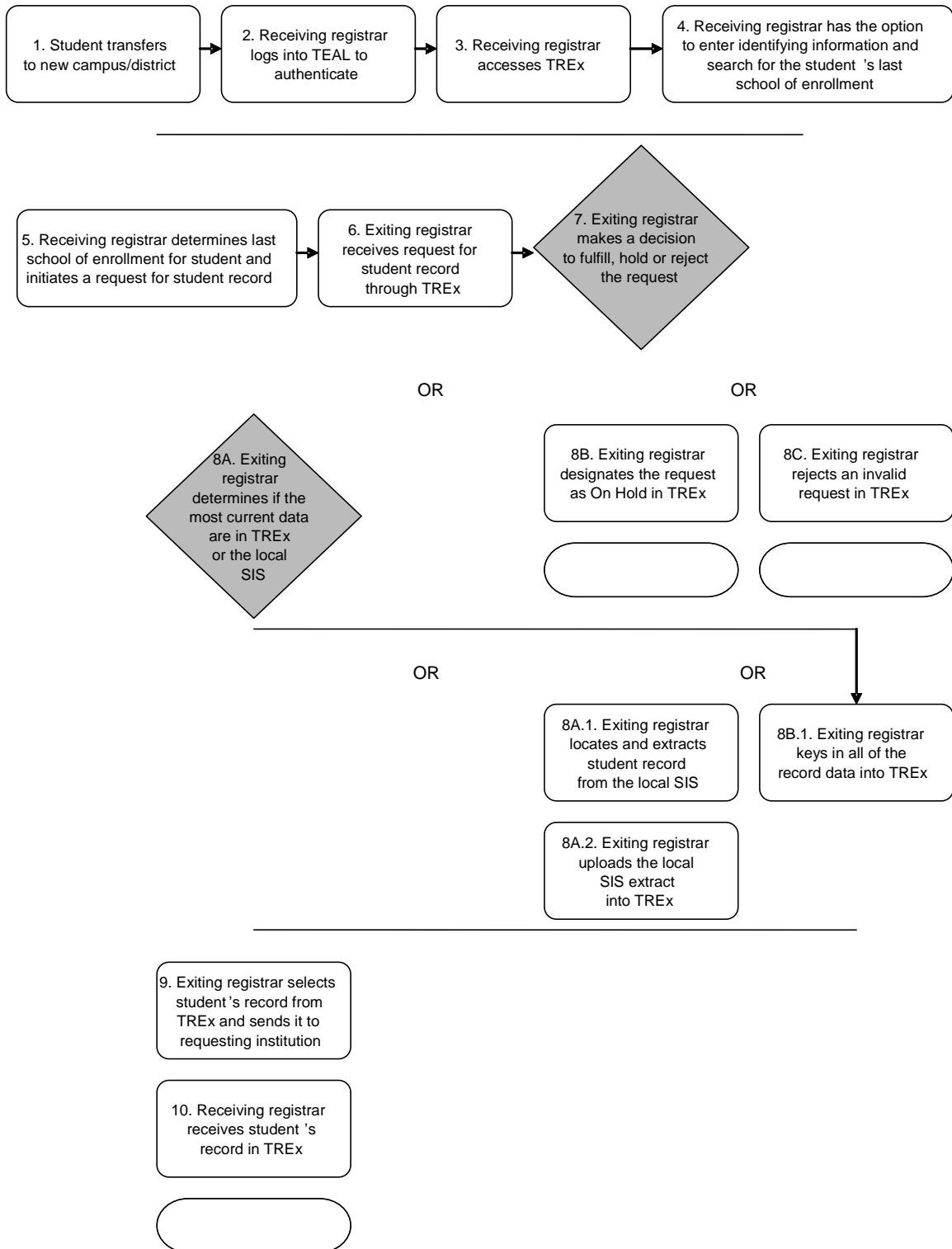
TReX Role Name	Examples of Users	Privileges
Campus Registrar/Counselor	Counselors, Registrars, Admissions Office staff	Send, receive, accept, download, view, track, and approve all information in student records or transcripts for a campus; generate and view TReX reports for a campus; manually enter student record/transcript data for a campus; attach TEA-approved graduation diploma seals and send official high school transcripts for graduates at

TReX Process Overview

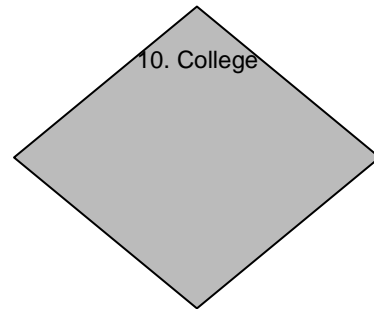
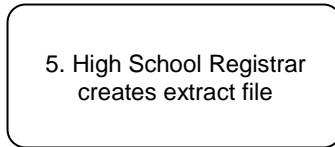
As Texas students transfer between school districts/campuses or move on to a college or university after graduation, Texas public school registrars receive requests for the transfer of student records to school districts and high school transcripts to institutions of higher education (IHE). These types of record exchange requests occur year-round, with specific patterns of heavier activity based on student semester completion. TReX is designed to meet the requirements for districts and campuses at all times of the year.

Although TReX provides a manual entry capability to create student records or transcripts, most districts transmit the data through TReX in an XML-based extract file. The file is referred to as an “extract” file because it is created through a local vendor-supported process that extracts the student record or

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:



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

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
-

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.

- Printable screen listing validation warnings for minimum data for a final high school transcript;
and
- Printable screen listing validation warnings for recommended data for a final high school transcript.

Additionally, TReX allows campuses and districts to access user-initiated data reports.

For more information on TReX functionality, you may access the TReX Users' Guide from the project web site:

[http://tea.texas.gov/Reports_and_Data/Data_Submission/Texas_Records_Exchange_\(TReX\)/TReX_Training/](http://tea.texas.gov/Reports_and_Data/Data_Submission/Texas_Records_Exchange_(TReX)/TReX_Training/) .