

TREx File Naming Conventions

File Requirements

- The suggested default file location for attachments (scanned documents) is: C:\TREx.
- Extract files** 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 = 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

- 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-digit generation number (01-99)* to allow for multiple attachments within type

**Note: Numbers 81-89 under ms (miscellaneous record) are strictly reserved for Disciplinary Action attachments. Numbers 91-99 under ms (miscellaneous record) are strictly reserved for Individual Education Plan (IEP) attachments.*

Order	1	2	3	4	5	6	7
Description	Last 4 digits of Student ID	Student Last Name	underscore	Student First Name	underscore	2-character descriptor	2-digit sequence number
Example	1234	Doe	_	John	_	ot	91

Example: 1234Doe_John_gt01 (indicates the attachment is a GT record)
 1234Doe_John_ms91 (indicates the attachment is related to an IEP)
 1234Doe_John_ms01 (indicates miscellaneous attachment is not IEP-related)

Example

You are sending a student record for Laura Miranda Shaw to a receiving registrar. Laura's Student ID is XXX-XX-1234. You are attaching the following documents to her student record extract:

- Immunization record
- LEP Assessment Profile
- LEP document
- TAKS document
- Unexpired Disciplinary Action document
- IEP document

The student record extract file is named:

1234Shaw_Laura_stu

The attachments are named:

1234Shaw_Laura_im01	(Immunization Record)
1234Shaw_Laura_le01	(LEP Assessment Profile)
1234Shaw_Laura_le02	(Second LEP document)
1234Shaw_Laura_ms01	(TAKS document)
1234Shaw_Laura_ot81	(Unexpired Disciplinary Action document)
1234Shaw_Laura_ot91	(IEP document)