Texas Education Agency
Texas Records Exchange Education Service Center Hands-On Computer Training

Scenario 3: **Student moves from one campus (referred to as Exiting School) and relocates to a new campus/district (referred to as Requesting School). The primary objective of this scenario is to demonstrate the steps for *holding for grades* transfer request using TREx.**

1	Campus Name: *(insert the school that you have been assigned)* (Requesting School)	Campus Name: *(insert the school that you have been assigned)* (Exiting School)
2	Receiving registrar logs into TEA SE to authenticate.	
3	Receiving registrar selects the TREx application and on the home page of TREx in the Request area select the request a student record/transcript link.	
4	Receiving registrar has the option to enter identifying information and se	