

2024

Texas Record Exchange

TREX REFERENCE GUIDE
DEANNA HARRIS

EDUCATION SERVICE CENTER
REGION 11

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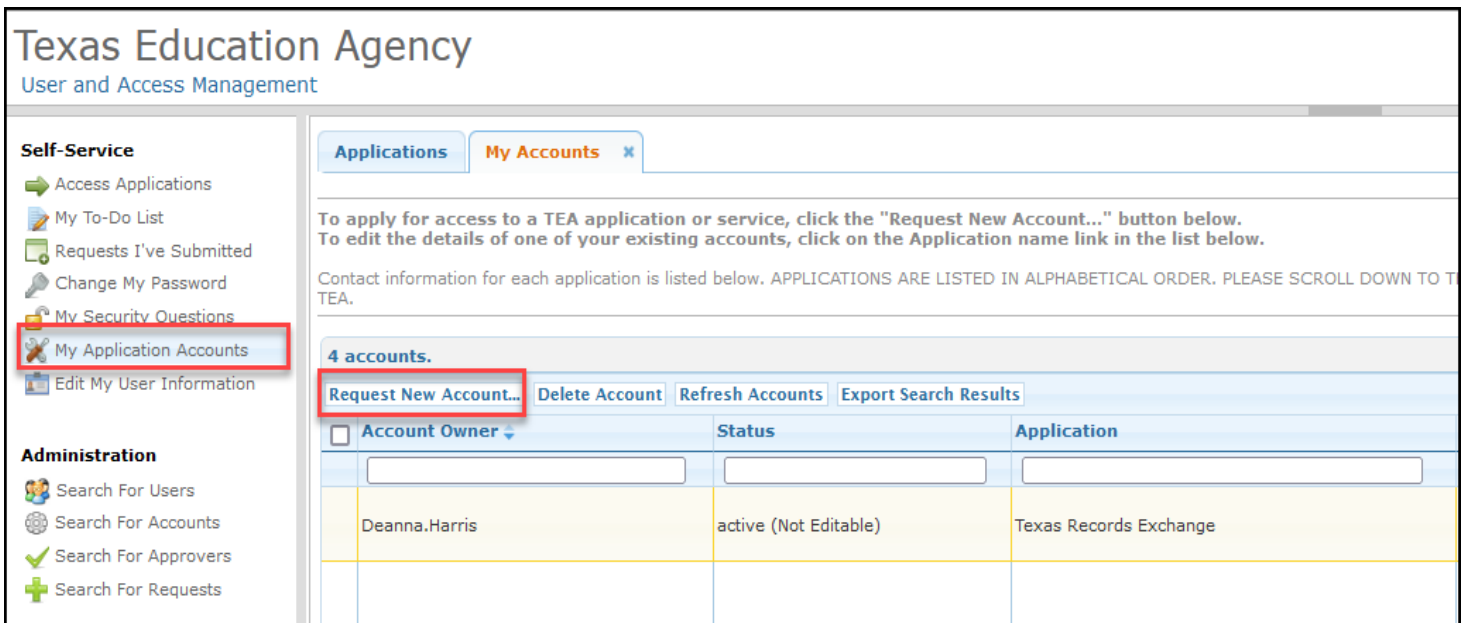
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A [TEAL account](#) with TREx access rights is required.



After you are granted access to TEAL, you will need to request access to TREx.



TREx roles and privileg

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 a campus
Campus Registrar/Counselor Multiple Campuses	Counselors, Registrars, Admissions Office staff responsible for more than one campus but not for a full district	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 more than one campus
Campus View-Only	Principal, Vice-Principal, Secretary	Track and view TREx transaction history logs for a campus; view TREx summary reports
District Registrar/Counselor	District-wide Admissions staff or District Registrar	Send, receive, accept, download, view, track, and approve all information in student records or transcripts for all campuses within a district; generate and view TREx reports for all campuses within a district; manually enter student record/transcript data for all campuses within a district; attach TEA-approved graduation diploma seals and send official high school transcripts for graduates for any campus within a district
District Registrar/Counselor Multiple Districts	Counselors, Registrars, Admissions Office staff responsible for more than one district	Send, receive, accept, download, view, track, and approve all information in student records or transcripts for all campuses within a district; generate and view TREx reports for all campuses within a district; manually enter student record/transcript data for all campuses within a district; attach TEA-approved graduation diploma seals and send official high school transcripts for graduates for any campus within multiple districts
District View-Only	District staff, TREx Coordinator	Track and view transaction history logs district-wide (all campuses within a district); view TREx summary reports for all campuses in the district

Introduction

The Texas Records Exchange System (TREx) is a web-based application designed for the exchange of electronic student records and transcripts. By using the TREx application, school registrars can electronically request and receive student records for students who have attended or will be attending Texas public schools. High school registrars and counselors also can electronically create and send official student transcripts to Texas public colleges and universities using the National Student Clearinghouse (Formerly UT SPEEDE) server.

TEA developed TREx in response to TEC 7.010 which requires all Texas public school districts, open enrollment charter schools, and Texas public colleges and universities to participate in a system for the electronic transmission of student education records.

Texas public school districts annually report all Grade 7-12 students leaving their districts. The data on school leavers include dropouts and are used to calculate dropout and high school completion rates for accountability purposes. More than half the students leaving districts move to other Texas public school districts. An automated student record exchange system enables districts to communicate with each other more effectively about students who are withdrawing or enrolling. Improved communication should improve the reliability of dropout rate calculations. Additionally, the automated system facilitates the rapid and appropriate academic placement of students enrolled in a new district and ensures continuity of services provided to students who move between Texas school districts.

Data Element Changes

Data Standards Version	Item	Description of Changes	Action	Schema Version Updated
5.6	Data Element	Added Data Elements: <ul style="list-style-type: none"> DISTING-LEVEL-ACHIEVEMENT-GRADUATE (TE164) FHSP-DISTING-LEVEL-PARTICIPANT (TE165) 	New	1.36
5.6	Data Element	Revised Data Element: <ul style="list-style-type: none"> FHSP-DISTING-LEVEL-ACHIEVE-INDICATOR-CODE (TE104) 	Revised	NA
5.6	Data Element	Revised Complex type from "SpecialProgramsType" to "AcademicStatusType" for: <ul style="list-style-type: none"> SAT-ACT-TSIA-REIMBURSEMENT (TE134) IBC-REIMBURSEMENT-INDICATOR (TE132) POST-SECONDARY-CERTIFICATION-LICENSURE-RESULT (TE133) 	Revised	NA
5.6	Data Element	Revised Data Element Name: <ul style="list-style-type: none"> CPR-INSTRUCTION-MET-DATE (TE122) to CPR-AED-INSTRUCTION-MET-DATE (TE122) 	Revised	1.36
5.6	Data Element	Revised XML Name: <ul style="list-style-type: none"> CPRMetDate to CPRAEDMetDate 	Revised	1.36

Student Attendance Accounting Handbook (SAAH) changes for the 24-25 school term are highlighted in yellow. Boxed items in red are newer changes that require your attention.

3.3.2 District Responsibility to Secure Student Records

If your district requests this information from the district where a student was previously enrolled and that district fails to provide the required information within 10 working days, your district should report the noncompliant district to the **Compliance and Inquiries Division** of TEA at (512) 463-3544.

3.4.4 Information and Record Transfer

When a student moves from one Texas public school district or charter school to another, the student record must be transferred via TREx within 10 working days of receiving a request. The student record must include the following information at a minimum:⁵⁷

- Texas Unique ID
- Social Security number or state-approved alternative ID last reported through TSDS PEIMS
- first, middle, and last name and generation code, if applicable
- date of birth
- gender
- ethnicity and race
- current grade level
- immunization information⁵⁸
- **disciplinary record⁵⁹**
- **behavioral threat assessment conducted under the [TEC, §37.115](#), if applicable⁶⁰**
- receipt of special education services and individualized education program, if applicable
- **if a language other than English is identified, the original copy of the home language survey**
- **initial/end-of-year Language Proficiency Assessment Committee (LPAC) documentation, if applicable**
- parental permission/denial forms for bilingual education programs, or English as a second language (ESL) program services, if applicable

By law, each district is required to transfer student records within 10 working days of receipt of a request by the receiving district.⁶¹ Enrollment by a student in another school district constitutes authority for your district to release the education records of that student, regardless of whether parental authority has been received.⁶² Also, the requirement to transfer records within 10 working days of a request applies regardless of whether a student or student's parent has failed to pay for a lost textbook, including an electronic textbook.

For purposes of transferring records through TREx, a working day does not include a day that the campus receiving the records request is closed or a day that the district's administrative office is closed.

SAAH changes continued

6.2.1 Students Transferring from within Texas

This subsection explains the procedures for verifying EB student identification status and enrolling a student in the bilingual or ESL education program who has transferred from another Texas public school.

The procedures below must be completed within the first four calendar weeks of a student's transfer to and enrollment in a Texas public school.

1. District personnel shall obtain the student records from the sending district, including the HLS and supporting LPAC documentation. Multiple attempts to obtain records shall be documented in writing.
2. If the sending district cannot provide the original HLS, a new HLS should **not** be administered if there is sufficient LPAC documentation, such as Texas English Language Proficiency Assessment System (TELPAS) scores, LPAC documents such as parental approval forms, and/or TSDS PEIMS data, from the sending district that shows the student was identified as EB. The receiving district documents that the original HLS was not included in the student's cumulative folder and document the attempts and/or reason why the HLS was not obtained.
3. The LPAC convenes to analyze the student records from the sending district, determine whether the student was previously identified as EB, recommend continuation of program services, as appropriate, and ensure that documented parental approval for current program participation has been obtained.
4. Once documented parental approval has been confirmed by the LPAC, district personnel assign the student the appropriate bilingual or ESL program type code and parental permission code¹⁵³ in the attendance accounting system. The date of the student's enrollment from another Texas public school is the start date for continued program services if the student has been previously identified and served in Texas.

Important Information to Consider

- Firefox is the recommended browser.
- When naming your scanned documents to attach to a file, do not use punctuation. An example of a file name would be: Jones_E.pdf.
- Make note of the alerts at the top of the TREx home page. The current message posted is:

TREx Users: Beginning Friday, June 7th, TREx notification emails will be paused for the Summer Break. All records and requests will be retained during this time. Important: Although emails will be paused, districts are still expected to fulfill requests within the normal 10-day (14 calendar days) timeframe. If you have any questions, you may enter a TIMS ticket by clicking this icon from the TREx application or send an email to trex@tea.texas.gov. Thank you, TEA TREx Support

TREx Home Page

Items Requiring Attention

- From the main menu page review the **Items Requiring Attention**
 - Inbound Requests – Request for records from another school
 - Inbound Records/Transcripts – Incoming records a school has sent you.
 - Rejected Outbound Requests – Requests you have made that another school has rejected.
 - Rejected Outbound Records/Transcripts – Records you have sent to a school that have been rejected by the school. This usually happens when the record is incomplete, or the wrong record was sent in error.
- From the home page **Items Requiring Attention** area, click on the **Inbound Requests**. Place a check in the box to the left of the student's name and select **Fulfill**. Be sure to click on **Details**. This is a message instructing you about what has been requested by the new school. When filling the request, include all items asked for.

The screenshot shows the TREx Home Page interface. At the top, there is a header with the Texas Education Agency logo and the text 'Texas Records Exchange System'. A search bar is located in the top right corner. Below the header, there is a navigation menu with links for 'SCHOOL Campus | Logout', 'TREx Support Portal | Need Help?', and 'TREx Support Portal | Need Help?'. A message box states: '***ATTENTION TREX USERS: Notification emails and Record and Request windows have been paused for Summer break. No emails will be sent and all records and requests will be retained from now until later this summer. If you have any further questions, feel free to create a ticket in the TREx Support Portal or contact trex@tea.texas.gov ***'. The main content area is divided into several sections: 'Items Requiring Attention' (highlighted with a red box), 'Records/Transcripts', 'Requests', 'Reporting', and 'Administration'. The 'Items Requiring Attention' section shows a list of items: 'Inbound Requests' (1), 'Inbound Records/Transcripts' (0), 'Rejected Outbound Requests' (0), and 'Rejected Outbound Records/Transcripts' (1). Below this is a 'Refresh' button. The 'Top 10 Record/Transcript Destinations' section shows a table with columns for Recipient, %, and Total. The table lists two recipients: 'SIVELLS BEND EL (SIVELLS BEND ISD)' and 'NORTH CENTRAL TEXAS COLLEGE', both with 50.0% and 1 total. A pie chart is also visible next to the table. The 'Records/Transcripts' section has links for 'Send one record/transcript', 'Send multiple records/transcripts', 'View pending outbound records/transcripts (24)', 'Manage records/transcripts', and 'View completed transactions'. The 'Requests' section has links for 'Request records/transcripts' and 'View pending outbound requests (2)'. The 'Reporting' section has links for 'Top 10 record/transcript destinations', 'Top 10 request sources', 'Top 10 request destinations', 'Campus Activity Summary', and 'Transaction Status Report'. The 'Administration' section has a link for 'Upload Student Record Cover Sheet' with a note: 'Note: This cover sheet will be attached to every student record'. At the bottom of the page, there is a footer with contact information: 'TREx Documentation, Training, New Features and FAQs http://tea.texas.gov/interiorpage.aspx?id=25769817556', 'TREx Customer Support: TREx@tea.texas.gov | Phone: (512) 463-7246 | TREx Support Portal'.

Items requiring attention continued

Texas Education Agency
TREx
Texas Records Exchange System

Deanna Harris Campus | Logout

First Name Last Name Tracking # Search

| TREx Support Portal | Need Help?

Requests sent to **Your School Name**

Showing 1-3 of 3 | Page 1 of 1 | Show 10 per page

Show Search Fields to search for items in the list.

<input type="checkbox"/> Requested ▲	Urgency	Enroll Date	Status	Last Name ▼	First Name ▼	Student # ▼	TSDS Unique ID ▼	Sent From	Details
<input checked="" type="checkbox"/>	Immediate		Awaiting fulfillment					GHOLSON SCHOOL, WACO	Details
<input type="checkbox"/>	Immediate		Awaiting fulfillment					GAINESVILLE H S, GAINESVILLE	Details
<input type="checkbox"/>	Immediate	08/22/2022	Awaiting fulfillment			63021-1436		SIVELLS BEND EL, GAINESVILLE	Details

All times in local time zone

Fulfill Forward Hold for Grades Reject Done

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- **Fulfill** – Selecting this option means that you are ready to upload the student record from your Student Information System (SIS) and send to the new school.
- **Forward** – Forward the file request to the correct campus, as the requester sent it to your campus in error.
- **Hold for Grades** – You may hold the request until cycle or semester grades are ready
- **Reject** – You may reject the request if the student has never attended your school. A reason message is required. After you enter the reason, click OK. If you reject the file due to missing information, be sure that you download what the school sent you first. A partial file is better than no record at all.

tealprod.tea.state.tx.us

Please enter a reason for rejecting the selected delivery:
(Only the first 200 characters are retained)

Enter rejection reason

OK Cancel

Items requiring attention continued

After selecting the option, and in this case fulfill, TREx will move to the next screen where you are able to select the student. If the file has not been uploaded to TREx, you are able to browse your computer and upload the file extracted from your software to this page.

Requested Student

Name	Gender	Date of Birth	Student #	TSDS Unique ID
Jane Doe	Male	11/25/2006		

Selected Student

Name	Gender	Date of Birth	Student #	View	Attachments	Program Type
(Please select the record/transcript to be sent.)						

Available Students

TREx found no records matching the request. You may search through all uploaded records or upload additional records.

Matching Records/Transcripts Search for a Record/Transcript

Showing 1-10 of 10

Hide Search Fields or to search, enter text in one or more fields and press Enter. Wildcards (*) are allowed.

Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Student #	TSDS Unique ID	Uploaded	View	Attachments
				Male			6819413394	06/10/2024 08:55:40 AM		PDF 1 attachment
										PDF 1 attachment
										PDF 1 attachment
										PDF 1 attachment
										PDF 1 attachment
										PDF 1 attachment
										PDF 1 attachment
										PDF 1 attachment
										PDF 1 attachment

All times in local time zone

Cancel Upload Next >>

When you select upload you will browse your computer where you have saved the extracted TREx file. It will contain the student's name in the file so that you can easily upload to the correct file.

Texas Education Agency
TREx
Texas Records Exchange System

Upload Records/Transcripts for institution Your School Name

Please browse for a record file to be uploaded:

Browse... No file selected.

Cancel Upload

Browse your computer for the extracted TREx file you saved.

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Fulfilling a request continued

You are able to see that the Jane Doe file has been uploaded to TREx.

The screenshot shows the 'Select a student record/transcript to match the request' page. Under 'Selected Student', Jane Doe's record is shown with a 'PDF' attachment. A table of 'Matching Records/Transcripts' lists Jane Doe with an upload date of 08/01/2022 12:46:06 PM. A red box highlights the 'Attachments' column, and a callout box states: 'Upload the scanned record here. This would include all records requested by the new school.'

Attachments

The screenshot shows the 'Attachments for' pop-up window for Jane Doe. It lists a file named 'DiscActHistory_1779924461.csv' with a type of 'plain/text' and an upload date of 08/13/2024 09:28:08 AM. A callout box explains: 'This is the PEIMS discipline file that is automatically attached to the student by TEA. The last 5 years of PEIMS discipline will be included, if applicable.'

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.

You may upload a .zip file and attach it to a student's file.

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

Fulfilling a request continued

You can now see that the file has been uploaded successfully. Make sure that the file requested matches the file you uploaded. Type a message to the recipient, put a check in the box, and select SEND in the bottom right corner of your screen.

A verification page will pop-up that you need to print and place in the student's cumulative folder as proof that a request for records was received and filled. THIS IS AN IMPORTANT STEP.

Fill a request from SNVELLS RENO EL

1. Select Record/Transcript 2. Confirm and Submit

Review the details of this request fulfillment

When you click the "Send" button below, TREx will translate the data into the requesting institution's preferred format and send the record/transcript. On the next screen, TREx will provide a unique tracking number for the delivery.

Any differences between the requested and selected students are highlighted in yellow.

Requested Student					
Name	Gender	Date of Birth	Student #	TSDS Unique ID	
Doe, Jane		02/26/2009			

Selected Student						
Name	Gender	Date of Birth	Student #	View	Attachments	Program Type
Doe, Jane		05/26/2000			PDF	

Requesting Institution

Name: SNVELLS RENO EL
Address: 1053 CR 403, GAINESVILLE, TX, 76240-9307

Enter a message to be sent with the record/transcript (optional)

Characters remaining: 200

Type your message to the new school. You could let them know your contact phone number and/or email address. You could also mention anything you feel the new school needs to know.

By clicking the Send button below, the registrar responsible for this record indicates their intention to sign this form and acknowledges that this electronic signature has the same force and effect as the use of a manual signature.

Cancel << Previous Send

Forward request to another institution

1. Select Institution 2. Confirm and Submit 3. Review

Select the institution to which the request will be forwarded

Choose from your most frequently used institutions, or search for another institution.

Requested Student					
Name	Gender	Date of Birth	Student #	TSDS Unique ID	
Last Name, First Name	Male		63021-1436		

Requested Institutions

Name: (Please select the institution to receive the forwarded request.)
Address:

Available Recipients

Most Frequently Used Institutions Search for an Institution USD Search Results

Name	Street	City	State	ZIP	Type
HOUSTON EL	3105 TRAILBY	DIRTON	TX	76205-8003	Pre-K through 12
CLARA LOVE EL	16301 ELEMENTARY DR.	JUSTIN	TX	76247	Pre-K through 12

Cancel

Example of a **forwarded** record – Select the campus you would like to forward the request to. Select the school and send.

Records/Transcripts

- **Send One Record/Transcript** - You may have a situation where you need to send a transcript for a student without a TREx request. Your counselor may ask you send a transcript, or a student may contact your school to send one. In this case, click on the Send one record/transcript. TREx will take you to a screen where you are able to upload the extracted file from your SIS.
- **Send Multiple Records/Transcripts** – Send multiple records to one location
- **View pending outbound records/transcripts** – The number of pending outbound records you have sent and their status.
- **Manage Records/Transcript** – You are to view and manage records sent. This area allows you to download the PDF and attachments. This area is also used to download the immunization file for each student and upload to your SIS. Your nurse will thank you!
- **View Completed Transactions** – Click on the PDF to view the record sent.

TEC 7.010 requires student records & transcripts be sent electronically, including a student's course or grade completion, teachers of record, assessment instrument results, placement in special education, IEP, and personal graduation plans. Colleges require Exit Level TAKS or STAAR EOC scores, class rank, size, & date, graduation date and diploma type.

IMPORTANT UPDATE! TREx Users – The technical issue has been resolved. You may re-submit your undelivered transcripts to colleges. If any records do not process, please re-export the file from your SIS vendor and resend. If you have any further questions, please create a ticket in the TREx Support Portal.

Items Requiring Attention

- 1 Inbound Requests
- 1 Inbound Records/Transcripts
- 0 Rejected Outbound Requests
- 0 Rejected Outbound Records/Transcripts

Top 10 Record/Transcript Destinations

Recipient	%	Total
LOHIE STAR H S WEST (TEXAS JUVENILE JUSTICE DEPARTMENT)	19.2	5
KEYS ACAD (SOCORRO ISD)	11.5	3
NORMANGEE H S (NORMANGEE ISD)	7.7	2
TRI CO JUVENILE DETENT (SHERMAN ISD)	3.8	1
BRIDGE CITY H S (BRIDGE CITY ISD)	3.8	1
VISD SUCCESS ACADEMY (VICTORIA ISD)	3.8	1
TRINITY CHARTER SCHOOLS - TYLER CAMPUS (TRINITY CHARTER SCHOOL)	3.8	1
JHW INSPIRE ACADEMY - ROCKDALE (INSPIRE ACADEMIES)	3.8	1
FRENSHIP H S (FRENSHIP ISD)	3.8	1
LA VEGA H S (LA VEGA ISD)	3.8	1

Records/Transcripts

- Send one record/transcript
- Send multiple records/transcripts
- View pending outbound records/transcripts (3)
- Manage records/transcripts
- View completed transactions

Requests

- Request records/transcripts
- View pending outbound requests (4)

Reporting

- Top 10 record/transcript sources
- Top 10 record/transcript destinations
- Top 10 request sources
- Top 10 request destinations
- Campus Activity Summary
- Transaction Status Report

Administration

- Upload Student Record Cover Sheet
Note: This cover sheet will be attached to every student record

TREx Documentation, Training, New Features and FAQs <http://tea.texas.gov/interpage.aspx?id=25769817556>
TREx Customer Support: TREx@tea.texas.gov | Phone: (512) 463-7246 | TREx Support Portal

Send One or Multiple Records

The screenshot shows the 'Select the student record/transcript to be sent' page in the TREx system. At the top, there's a navigation bar with 'Home' and 'Transcript to multiple recipients'. Below that, a progress indicator shows '1. Select Record/Transcript' as the current step. The main content area is divided into two sections: 'Selected Student' and 'Available Students'.

Selected Student: This section contains a form with the following fields: Name (Doe, Jane), Gender (Female), Date of Birth, Student #, View Attachments (PDF), and Program Type (Foundation).

Available Students: This section displays a table of students. The first student is Doe, Jane, with a Date of Birth of 01/05/1998. The table has columns for Last Name, First Name, Middle Name, Suffix, Gender, Date of Birth, Student #, TSDS Unique ID, and Uploaded. The 'View Attachments' column for the first student shows a PDF icon and the text 'Add attachment'. A yellow callout box points to this PDF icon with the text 'This is the Transcript PDF you just uploaded.'

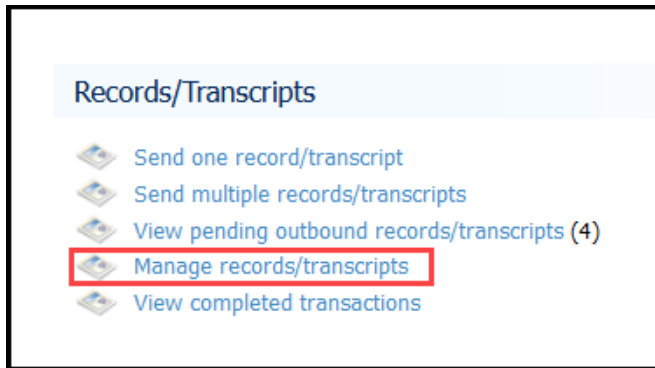
At the bottom of the page, there are 'Cancel' and 'Upload' buttons. A yellow callout box points to the 'Next >>' button with the text 'Click next when you are ready'.

Click on browse, search your computer for the student transcript record from your SIS and upload. You will now see your student listed in the available student area.

Click NEXT to proceed to the page where you will select the institution of higher learning or school. Put your cursor to the left of the school's name and hit SELECT, and then NEXT. Your screen will forward to a verification page. Click SEND.

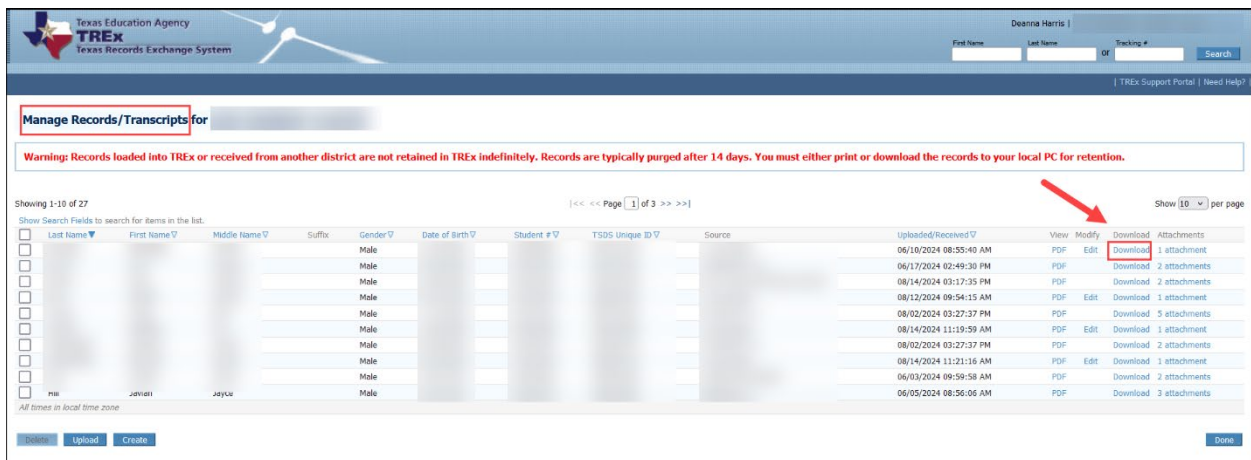
Manage Records/Transcript

Under the Manage Records/Transcript area, you have the ability to download the student record PDF and attachments. The records are only available for 14 days in this area, however over the summer and winter break the times are extended. TEA will post a notice on the homepage when this area is purged. The best practice would be to download incoming student records as soon as feasibly possible.



From this area you will see a list of incoming student records. The download column allows you to download the immunization file and upload directly into your SIS. Reach out to your vendor for specific instructions on how to upload your files.

Each student file will need to be downloaded individually and saved to a folder on your computer.



Requests

The screenshot shows the TREx interface with several sections:

- Items Requiring Attention:**
 - Inbound Requests: 3
 - Inbound Records/Transcripts: 0
 - Rejected Outbound Requests: 0
 - Rejected Outbound Records/Transcripts: 1
- Records/Transcripts:**
 - Send one record/transcript
 - Send multiple records/transcripts
 - View pending outbound records/transcripts (2)
 - Manage records/transcripts
 - View completed transactions
- Requests (highlighted with a red box):**
 - Request records/transcripts
 - View pending outbound requests (2)
- Reporting:**
 - Top 10 record/transcript destinations
 - Top 10 request sources
 - Top 10 request destinations
 - Campus Activity Summary
 - Transaction Status Report
- Administration:**
 - Upload Student Record Cover Sheet
 - Note: This cover sheet will be attached to every student record

Below the 'Items Requiring Attention' section, there is a 'Top 10 Record/Transcript Destinations' table and a pie chart.

Recipient	%	Total
SVNELLS BEND EL (SVNELLS BEND ISD)	50.0	1
NORTH CENTRAL TEXAS COLLEGE	50.0	1

Request records/transcripts – Use this area when you need to obtain records for a student who has enrolled with your district.

- The fields marked with an asterisk are required when requesting a record.
- Click next where you will select the institution you are requesting from.
- Verify that you have the correct student listed on your request.
- Select the Institution tab and enter the school's name.
- You may also use the UID Search to locate the last school the student attended. This information is only as good as the information in UID. Keep in mind that the last school could be a different campus depending on grade. For example, the student changed schools with grade advancement and intermediate campus to a middle school.
- Enrollment History – Select view to give you more information about the student's enrollment history.

Request a record/transcript from other institutions | TREx Support Portal | Need Help?

1. Enter Student Information | 2. Select Institution | 3. Confirm and Submit | 4. Results

Enter identifying information about the student whose record/transcript is being requested

Required fields are marked with an asterisk (*). Enter as much information as possible to facilitate the record lookup on the receiving end.

Requested Student

*First Name: Gender:

Middle Name: *Date of Birth:

*Last Name: Student #:

Suffix: TSDS Unique ID:

Urgency

Select the urgency of this request: Enrollment Date at New Campus:

Request continued

On this screen you will select the school you are requesting from.

Requested Student

Name	Gender	Date of Birth	Student #	TSDS Unique ID
Doe, Jane Sue		01/01/2009		

Requested Institutions

Name	Address
(Please select the institutions from which the record/transcript is being requested.)	

Available Recipients

Most Frequently Used Institutions | Search for an Institution | UID Search Results

Showing 1-1 of 1

First Name	Middle Name	Last Name	Suffix	Gender	Date of Birth	SSN	TSDS Unique ID	Last Institution Name	Last Institution Address	Enrollment History
Jane	Sue	Doe			01/01/2009			S AND S CONS EL	P O BOX 837, SADLER 75264-0837	View

Requested Student

Name	Gender	Date of Birth	Student #	TSDS Unique ID
Doe, Jane		01/05/1999		

Requested Institutions

Name	Address
S & S Cons School	

Urgency

The urgency of this request is Immediate.

Enter a message to be sent with the request (optional)

Type a message on what records you need. Be specific and kind.

Characters remaining: 200

On this screen you will confirm and submit the request for record. When you select send to the far right, a confirmation page will appear that you can print and file for your records.

Requests continued

View the requests sent from your school to another district.

You can see that there are 7 pending outbound requests. The status of each request is listed in the red boxed area.

Items Requiring Attention

- 5 Inbound Requests
- 0 Inbound Records/Transcripts
- 2 Rejected Outbound Requests
- 2 Rejected Outbound Records/Transcripts

[Refresh](#)

Top 10 Record/Transcript Destinations

Recipient	%	Total
	40.0	2
	20.0	1
	20.0	1
	20.0	1

Records/Transcripts


- Send one record/transcript
- Send multiple records/transcripts
- View pending outbound records/transcripts (2)
- Manage records/transcripts
- View completed transactions

Requests

- Request records/transcripts
- View pending outbound requests (7)**

Reporting

- Top 10 record/transcript sources
- Top 10 record/transcript destinations
- Top 10 request sources
- Top 10 request destinations
- Campus Activity Summary
- Transaction Status Report



Pending Outbound Report – This report shows the status of your record requests.

Requests sent from Your School

Showing 1-2 of 2 | Page 1 of 1 | Show 10 per page

Show Search Fields to search for items in the list.

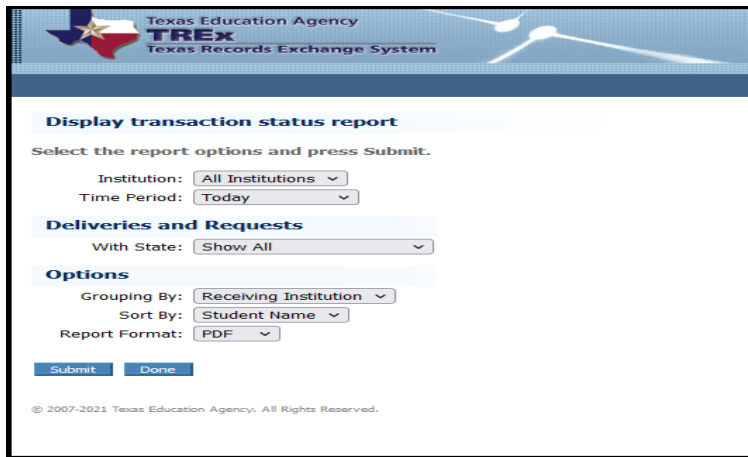
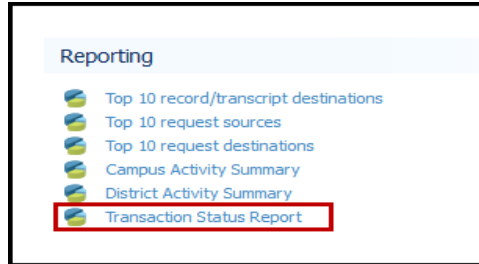
Requested	Urgency	Enroll Date	Status	Last Name	First Name	Student #	TSDS Unique ID	Sent To
<input type="checkbox"/> 08/09/2024 02:38:35 PM	Immediate	08/14/2024	Awaiting fulfillment	Doe	Jane			Your New School
<input type="checkbox"/> 08/06/2024 12:22:45 PM	Immediate	08/14/2024	Awaiting fulfillment					Your New School

All times in local time zone

[Resend](#) [Recall](#) [Done](#)

Reporting

This area gives you valuable information about your record requests and those that have been filled depending on the parameters selected.



Transaction Status Report by Organization for Your School Name

Period Covered: 08/01/2024 12:00 to 08/13/2024 08:31 Total Institutions: 10
 Date Generated: 08/13/2024 08:31 Total Transactions: 33
 Transaction 32 record requests, 1 transcript request

Last Name	First Name	Middle	SS #	Status	Status Date	Sender ID	Recipient	Tracking	Type
Receiving Institution: ARGYLE WEST									
	Doe, Jane		*****	Awaiting fulfillment	08/06/2024 12:22:45 PM	220950	061910103	R0020283401	Record
			*****	Cancelled	08/06/2024 12:21:25 PM		061910103	R0020283348	Record
Transactions: 2									
Receiving Institution: BUTTERFIELD EL									
				Completed	08/06/2024 12:12:06 PM		061908104	R0020141225	Record
				Completed	08/09/2024 02:47:40 PM		061908104	R0020283390	Record
Transactions: 2									
Receiving Institution: CRAIG MIDDLE									
			*****	Awaiting fulfillment	08/09/2024 02:38:35 PM		221901048	R0020332665	Record
Transactions: 1									
Receiving Institution: DENTON H S									
			*****8507	Completed	08/06/2024 09:09:27 AM		061901003	R0020145453	Record
Transactions: 1									
Receiving Institution: EDISON EL									

TREx Search Feature

You may search for a student at the top right. This will show if a record has been requested, or if one has already been filled. Enter the student name and click on search. Detailed information on dates of requests and records filled will be generated for you. If no information populates, try checking the spelling of the student name. If no information exits, then it is likely you have not requested.

The screenshot shows the TREx home page interface. At the top right, there is a search bar with fields for 'First Name', 'Last Name', and 'Tracking #', along with a 'Search' button. A red box highlights this search area, and a red arrow points to it from the left. Below the search bar, there is a navigation menu with 'TREx Support Portal' and 'Need Help?'. The main content area includes a notice about FERPA requirements, an attention alert regarding summer break, and several sections: 'Items Requiring Attention', 'Records/transcripts', 'Requests', and 'Reporting'. A 'Top 10 Record/transcript Destinations' table and pie chart are also visible.

Additional Resources

TREx has a support portal. It operates similarly to how TIMS tickets work on TSDS. You can gain access to the portal link from the TREx home page. You are also able to search the TREx Knowledge Base (KB) articles.

This screenshot shows a different view of the TREx home page. A red box highlights the 'TREx Support Portal' link in the bottom left corner. Another red box highlights the footer area at the bottom of the page, which contains the following text: 'TREx Documentation, Training, New Features and FAQs <http://tea.texas.gov/interiorpage.aspx?id=25769817556>
TREx Customer Support: TREx@tea.texas.gov | Phone: (512) 463-7246 | TREx Support Portal'. The rest of the page content, including the 'Top 10 Record/transcript Destinations' table and 'Reporting' section, is visible in the background.

TREx Support Portal – Knowledge Base

TEA Hello, Deanna! Welcome to the TIMS Portal for TREx Search Knowledge Base Return to TREx

My Issues

Key	Summary	Created	Status	Updated
TSDS-62848	I am having difficulty uploading my exported file into TREx	08/04/2022 02:19PM	Closed	08/09/2022 05:53PM

1 - 1

Have an issue? First try searching the TREx Knowledge Base!

Create Issue

Issue Type: Problem Severity: Medium

Phone: (817) 740-3677 << Please enter best contact number

Ext.:

Short Description: -- Select --

Detailed Description:

LEA Name: LEA CDN:

Campus Name: ADMINISTRATION Campus CDC:

Attachments

Drop files here or click to upload.

You can search topics to find solutions to common TREx issues. A TREx ticket may be submitted for questions or errors you are not able to resolve. Reach out to ESC 11 to see if we can help you. Many times, it's an issue we see often and can help resolve quickly for you.

TEA Hello, Deanna! Welcome to the TIMS KB Search Page Create an Issue deanna.harris@esc11.net Return to TREx

About
Welcome to the TSDS KB Search!

Go Rows: 50

Key	Article Name	Created	Updated
TSDSKB-626	TREx: Guide for Deleting TREx Accounts for Superintendents/Admins	03/02/2022	05/11/2022
TSDSKB-625	TREx: Modifying existing TREx access	03/01/2022	05/11/2022
TSDSKB-624	TREx: Severity Levels	02/24/2022	05/11/2022
TSDSKB-623	TREx: Requesting TREx Access	02/23/2022	05/11/2022
TSDSKB-581	TREx: Error File Uploaded Successfully with Warnings	03/07/2019	02/23/2022
TSDSKB-580	TREx: Unable to find a school listing in TREx to send requests	03/07/2019	02/11/2022
TSDSKB-579	TREx: Reminders are sent to an employee who is no longer with the district	03/07/2019	01/20/2021
TSDSKB-578	TREx: Unable to open .PDF attachment in Google Chrome	03/07/2019	02/23/2022
TSDSKB-574	TREx: Create a TIMS ticket within the TREx Application	01/08/2019	01/20/2021

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TEA's Website - Texas Record Exchange

TREx Documentation, Training, New Features and FAQs are located on the TEA link provided on the TREx homepage. [The TREx Data Standards](#)

Popular Applications | Asked | ECOS for Educators | Grant Opportunities | Secure Applications | TEAL Login | TSDS | Help Desk

TEA Texas Education Agency

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2024-2025 TREx Data Standards version 5.6 (July 2024)

TREx Data Reporting Requirements

- Provide descriptions of data elements and the codes used to report them.
- Describe the responsibilities of school districts, education service centers, and the Texas Education Agency in connection with the data submission process.
- Provide descriptions of the data requirements for student records transfers between Texas public school districts or open enrollment charter schools

Documents

- TREx 5.6**
- XML Schema 1.36

Popular Applications | Asked | ECOS for Educators | Grant Opportunities | Secure Applications | TEAL Login | TSDS | Help Desk

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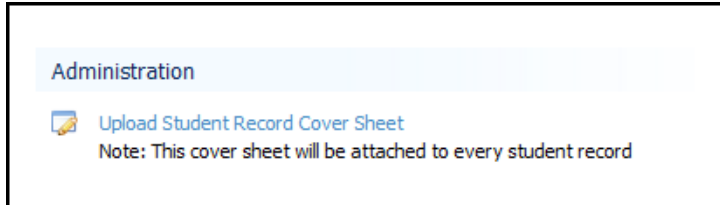
TREx Data Standards

[TREx Home](#) | [TREx Data Standards](#) | [Training Materials](#) | [New Features](#) | [Support Matrix](#)

The Texas Records Exchange (TREx) Data Standards is a resource for persons involved in the transfer of student records and transcripts using the TREx student record exchange process.

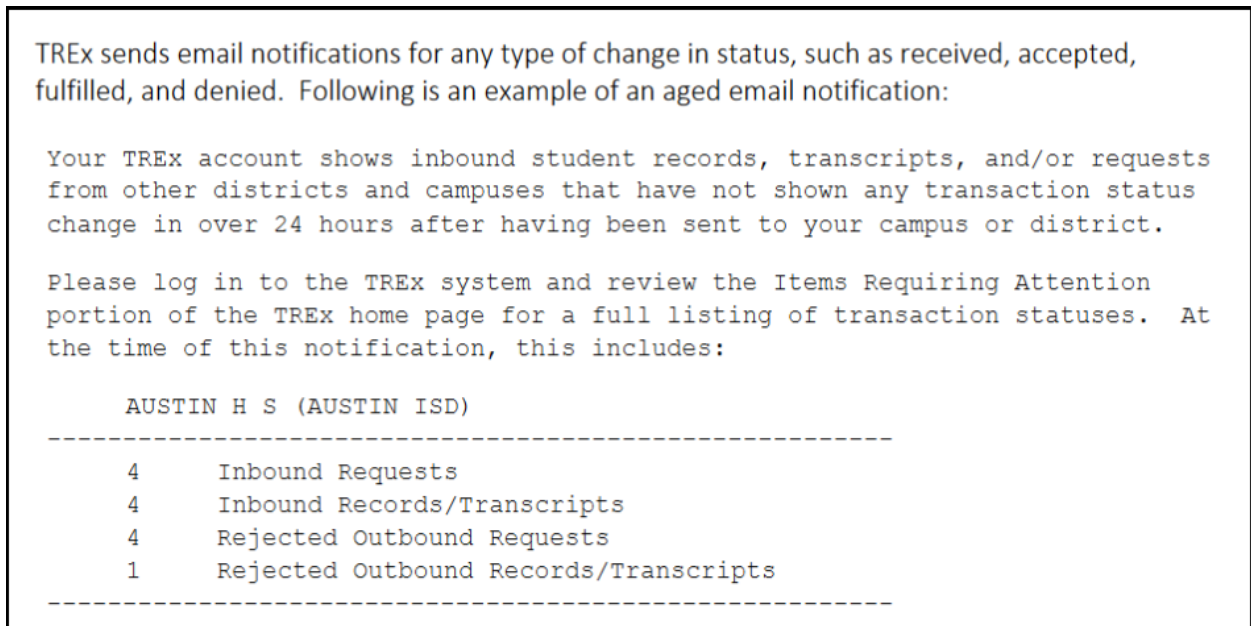
- 2024-2025 TREx Data Standards version 5.6 (July 2024)**
- 2023-2024 TREx Data Standards version 5.5 (January 2024)

Administration



Under the administration tab, a campus or district registrar has the ability to upload a cover letter that will precede each student record sent. The cover letter can be set for each campus at the district.

Email Notifications



Email notifications are sent to your administrator when transactions have not been completed within the 10-day requirement. Your Superintendent is also notified by TEA.

Important Reminders

2.15.1 SAFE AND SUPPORTIVE SCHOOLS

TEC, §25.036(c), requires the transfer of a child’s disciplinary record and any school behavioral threat assessments when a child transfers to a new school district.

Note: LEAs are responsible for transmitting discipline action data for the current school year through TREx.

Transfer of School Behavioral Threat Assessments Guidance

TEC §25.002(a)(2) and TEC §25.036(c) require that any school behavioral threat assessment (SBTAs) conducted, including those considered “closed,” be sent to the receiving school district. Any SBTA conducted must be retained and transferred to a new LEA through the student’s twenty-fourth birthday. When transferring SBTA records, local education agencies (LEAs) must ensure the SBTA record contains any and all materials provided to or produced by a team during a threat assessment of a student as specified in TEC §37.115(j-1). Utilizing the attachment feature in TREx, LEAs are required to transmit all school behavioral threat assessments, not only those that resulted in disciplinary action.

3.3.2 District Responsibility to Secure Student Records

If your district requests this information from the district where a student was previously enrolled and that district fails to provide the required information within 10 working days, your district should report the noncompliant district to the **Compliance and Inquiries Division** of TEA at (512) 463-3544.

Note: It is important to remember that data in TREx are transitory. The data held for campus/district review are automatically purged from TREx within a set number of days.

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