

TREX – 101

TEXAS RECORDS EXCHANGE SYSTEM

August 16, 2017

REGION ONE EDUCATION SERVICE CENTER
INFORMATION TECHNOLOGY - PEIMS DEPARTMENT

Agenda

- What is TREx?
- Registrar responsibility
- How to request access to TREx?
- TREx User Manual
- Upgrades to TREx
- Questions??



What is TReX?



The Texas Records Exchange (TReX) system is a web-based software application designed for the exchange of electronic student records as mandated by the 79th Legislature, 3rd Called Session, 2006 (House Bill 1). 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 can electronically create and send official student transcripts to Texas public colleges and universities using TReX to access the SPEEDE server.

[Click here: TEA TReX Homepage](#)



Registrar responsibility

- District TReX Coordinator
 - ▣ Maintain District TReX lists of current users
 - ▣ Train and support end users
- Campus Registrar
 - ▣ On a student's enrollment in your district, your district must request student information (including immunization information, receipt of Special Education services, grades, courses completed, assessment instrument results, transcripts).
 - ▣ Student records **must** be requested, sent, and received using the Texas Records Exchange (TReX) system.
 - ▣ 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 General Inquiries Division of the TEA at (512) 463-9290.38
 - ▣ Your district should make a bona fide effort to secure all records and required documentation pertaining to the student from the previous district and the parent or other person with legal control of the student under a court order, if applicable.
 - ▣ Note: For purposes of transferring records through the 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.

Source: Texas Education Agency - Student Attendance Accounting Handbook



Registrar responsibility

- Campus Registrar (cont.)
 - ▣ Do not fax records or accept records to be faxed to you.
 - ▣ Required information that is only available in hardcopy **must be scanned** and attached to the electronic record sent through TREx. The availability of a **scanner is a requirement** for use of the TREx application.
 - ▣ Campuses must send both a student information system file **and** any scanned attachments via TREx.
 - ▣ Contact District Campuses directly if necessary to avoid further delays.
 - ▣ Upon receipt of student records:
 - Share with counselors for appropriate placement in special programs
 - Call Special Education Department if applicable to see if they will be requesting the records from the other Districts Special Education office
 - Share with PEIMS Clerks for review of any differences in main demographics





Registrar responsibility - FERPA

- What is FERPA?
 - ▣ Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records
- Do not send sensitive information thru e-mail, including attachments (unless they are password protected)
 - ▣ ex: Student's Social security card or birth certificate
- Check with your District to see if you have encrypted email capabilities



How to request access to TREx

You will need to apply for a Texas Education Agency Login (TEAL) account.

1. Go to the TEA website: www.tea.texas.gov then click on the “TEAL Login” at the top of the website



The screenshot shows the top navigation bar of the Texas Education Agency (TEA) website. The navigation bar is dark blue with white text. It includes the following links: Popular Applications: AskTED, ECOS For Educators, EGRANTS, TEA Secure Applications Information, TEAL Login, TEASE Login, and TSDS. A large blue arrow points down to the 'TEAL Login' link. Below the navigation bar is the TEA logo (Texas Education Agency) on the left, a search bar with a magnifying glass icon on the right, and a row of links: A - Z Index, Contact, Sign Up for Updates, and TEA Correspondence.



How to request access to TREx

2. Click on the “Request New User Account” and complete the required information on the form and “submit” the request

TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:

[Forgot your password?](#)
[Forgot your username?](#)



How to request access to TREx

Once you have received your TEAL access via e-mail then you can request TREx.

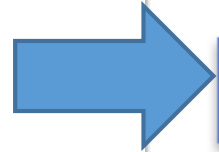
3. Log into to TEAL and click on the “My Application Accounts” on the left side of the page



How to request access to TREx

4. Click on “Request New Account”, then click on “TREx” link to complete the process

Applications	Manage Accounts ✕	
ECOSAdmin	Educator Certification Online System for TEA Admins	Email: Division of TEA Educator Certification (512-936-8400)
ECOSEducator	Educator Certification Online System for Educators	
ECOSEntities	Educator Certification Online System for Entities	
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246)
TSDSPortal	Texas Student Data System Portal	



How to request access to TREx

5. Click on "Add Access"

1. Click the "Add Access" button.
2. Follow the instructions on the Application access details popup.
3. Click the "Save Changes" button. This will submit your access request to TEAL.

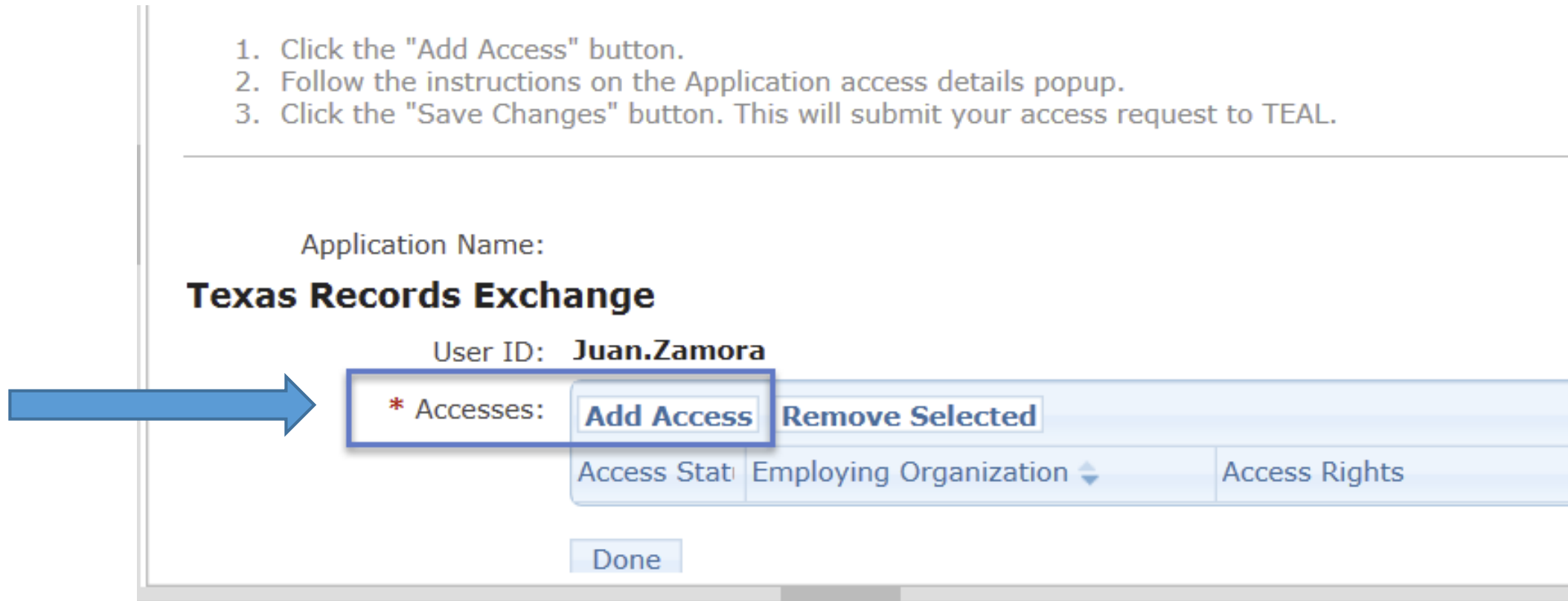
Application Name:
Texas Records Exchange

User ID: **Juan.Zamora**

* Accesses: **Add Access** **Remove Selected**

Access Stat	Employing Organization	Access Rights
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Done



How to request access to TREx


6. Fill out District and Campus ID fields and choose either “District Registrar” or “Campus Registrar” to select which Role access you will need.

Click on the “Done” button.

The screenshot shows the 'Manage Accounts' tab in the TREx system. The 'Roles & Parameters' section contains three checkboxes: 'Campus Registrar', 'Campus Viewer', and 'District Registrar'. Two blue arrows point from the text 'OR' to the 'Campus Registrar' and 'District Registrar' checkboxes. The 'Done' button is located on the left side of the form.



How to request access to TREx

7. Click on the  button

- Your access will soon be granted once your District approver approves the TREx application.
- You will be notified via e-mail once the application has been approved – up to 24 hours.



How to request access to TREx

- If user , at TEAL login page click on “Forgot your password?”



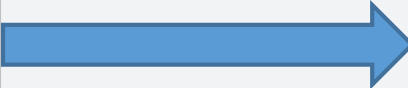
TEA Login (TEAL)

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Don't have an account? [Request New User Account](#)

Username:

Password:

 [Forgot your password?](#)
[Forgot your username?](#)



TREx User Guide – Refer to Attachment



Consuelo Chapa | AIDA C ESCOBAR EL Campus | Logout

First Name Last Name Tracking # Search

Need Help?

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.

TREx NEWS: If someone is receiving the Notice of Unprocessed Transactions who should not be, they must remove their TREx District or Campus access from the TEAL logon page, "My Application Accounts".

Items Requiring Attention

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

Refresh

Top 10 Record/Transcript Destinations

Recipient	%	Total
PEARL HALL EL (PASADENA ISD)	25.0	1
DAVID EL (CONROE ISD)	25.0	1
COLLINS INT (CONROE ISD)	25.0	1
PATRICIA S GARZA EL (DONNA ISD)	25.0	1



Records/Transcripts

- Send one record/transcript
- Send multiple records/transcripts
- View pending outbound records/transcripts (0)
- Manage records/transcripts
- View completed transactions

Requests

- Request records/transcripts
- View pending outbound requests (0)

Reporting

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

Administration

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



Upgrades to TREx

- 2016-2017 TREx Data Standards Version 4.4 (Current)
- 2017-2018 TREx Data Standards Version 4.5 (July 2017)
 - ▣ Enhancements Based off of PEIMS updates
 - ▣ You will encounter **errors** at upload if the TREx xml file still contains outdated data; which will not pass validation. Notify your District TREx Coordinator.
 - Ex: July 2016 update - Discipline Code Truancy Codes were removed so receiving errors because the software was still extracting these codes



Questions??



- Levels of Support

- District TReX Coordinator

- ESC TReX Coordinator: Diana Perez, dperez@esc1.net, 956-984-6096

- Sergio Saenz, sesaenz@esc1.net, 956-984-6090

- TEA TReX: TReX@tea.texas.gov, 512-463-7246

Thank-you for attending!

