

TEA Secure Applications Information – Request Access

TEASE - PEIMS – EDIT+, PID, PET and SAF – <http://tea.texas.gov/index4.aspx?id=25769818165#P>

<u>PEIMS - EDIT+, PID, PET, and SAF</u>	TEASE	Request Access Form (PDF, 1.04 MB) (complete, scan and email) Instructions for PEIMS access	PEIMS EDIT+ PEIMS Customer Support (512) 463-9229 PEIMSCustomerSupport@tea.texas.gov
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Complete the following form online or print it and complete it manually. If you fill the form out manually, please write legibly. If parts of the form are illegible, the form will need to be returned for clarification, delaying your access.

Note: If you have access to TEASE from a previous district, a Delete TEASE Account request must be received for that account before you can request access for your new district.

TEAL – TSDS – PEIMS, UID, TIMS, ECDS, studentGPS Dashboards

<http://tea.texas.gov/index4.aspx?id=25769818165#T>

<u>TREx</u> Texas Records Exchange	TEAL	Request Access Online	Texas Records Exchange - TREx TREx@tea.texas.gov
<u>TSDS</u> TSDS Portal Unique ID	TEAL	Request Access Online	TSDSCustomerSupport@tea.texas.gov (512) 463-9229

PET (Person Enrollment Tracking) Guidelines – APPENDIX G

2015-2016 PET Submission Timelines

TEA requires submission of PET extract files as part of the Public Education Information Management System (PEIMS) data submissions. PET files are submitted each week a district is in session based on the local instructional calendar. PET file submissions should begin on or before the **third week of school** based on the local instructional calendar. PET files are not required in weeks that a district is not in session for at least one day or during the weeks that PEIMS submissions are due at TEA. **Exception:** **Once a district has completed its final summer submission and its PEIMS data file has reached a status of “TURNAROUND REPORTS AVAIL,” one additional PET submission is required.**

When PET data is searched through the EDIT+ system, demographic information from the TSDS Unique ID System is displayed.

A PET file submission will no longer add a new student to PID.

A PET file submission will not update an existing student’s demographics record in the TSDS Unique-ID system.

A new student can only be added, or an existing student’s demographics can only be updated through the TSDS Unique ID System.

A student must have a TSDS Unique ID assigned before being included in a PET file submission.

TIMS – TSDS Incident Management System

User's guide: www.texasstudentdatasystem.org/TSDS/attachments/UserGuide_TIMS/

RESOLVING UID/SSN issues:

TSDSKB-278 Requests to Retire Unique ID Records:

When requesting Unique ID records be retired, attach to the TIMS tickets screenshots of the Unique ID record to retire and the Unique ID record to retain. If a record was not created by your LEA, an additional attachment is needed on the TIMS tickets.

LEAs requesting the retirement of a record they created in Unique ID should keep the following in mind:

- If there is a current enrollment event it should be removed and replaced by a current PET event on the record the LEA will retain;
- If the record was reported in a recent (within one school year) PEIMS Collection, it will not be available for future PEIMS Collections.

LEAs requesting the retirement of a record created by another LEA must keep the following in mind:

- You will need to contact the other LEA to notify them you are requesting we retire their record: be very clear in your communication that you are requesting their Unique ID be retired by TEA and allow that LEA to make any necessary SIS or HR system updates;
- If the record has a current enrollment event or was reported in a recent (within one school year) PEIMS Collection, the other LEA must be notified of the record they show, as the current one will be retired. It is a professional courtesy to give the other LEA time to update their SIS or HR system. This is best accomplished by sending a confidential email to the other district, and the correspondence between the LEAs must be attached to the TIMS.

Please Note

When a duplicate UID is requested to be retired and it belongs to another district, the requesting district must send an email to the district who owns the UID. The email must be sent if the UID was last reported during the most recent PEIMS collection (within 1 school year). If the UID was reported outside of the most recent PEIMS collection (i.e. greater than 1 school year), then no email correspondence needs to be sent to the district who owns the UID. This email must be attached to the TIMS ticket for TEA records.

TSDSKB-242 Requests to Retire Duplicate Unique ID Records:

This [article provides clarification](#) on how to process multiple duplicate Unique ID records. LEAs must submit requests to have Unique ID records retired by using the TIMS ticketing system.

LEAs should be aware of the important considerations when requesting the retirement of Unique ID records. Because retiring a record in Unique ID retires its matching PID record in Edit Plus an LEA must make a solid and informed decision at this point. **Records cannot be combined in Edit Plus. Unique ID records cannot be combined and retired records cannot be made active again.**

TASK / DESCRIPTION / DIAGNOSIS:

Districts must use the PID Search function in Edit Plus and the Search Person function in Unique ID to find both the PID records and the Unique ID numbers assigned to the student. One of the records will need to be retired by the Texas Education Agency. **Retiring a record in Unique ID retires its matching PID record in Edit Plus.**

To determine which of the duplicate UID records should be retired, do the following:

1. Use Edit Plus to perform a PID Search PID by the SSN/Alt ID; the result should be two PID records.
2. View each record and make note of the dates on the PID record that show a 70 and/or 80 transaction code- 70 means the record was created in Unique ID (sometime) after Unique ID was rolled out in 2013), 80 means demographics were updated on the Unique ID record.
3. View each record and make note of the 'last updated by and district' information at the top of the PID record.

4. Using the information in steps 2 and 3 above, match each PID record to its corresponding UID record.

Other factors to help determine which duplicate UID record should be retired:

- A. Which PID record has been submitted in the most recent PEIMS Collections?
- B. Which PID record has the longest history of PET events?

*****Please Note*****

When a duplicate UID is requested to be retired and it belongs to another district, the requesting district must send a confidential email to the district who owns the UID. The email must be sent if the UID was last reported during the most recent PEIMS collection (within 1 school year). If the UID was reported outside of the most recent PEIMS collection (i.e. greater than 1 school year), then no email correspondence needs to be sent to the district who owns the UID. This email must be attached to the TIMS ticket for TEA records.

Please Note:

- The requesting district must give the other district at least 5 business days to respond
- A time and date stamp must be in the sent email and the email from the other district (if applicable); the person's name who responded must clearly be seen in the email as well
- The district that is being contacted must clearly state that they agree or disagree that the UID can be retired

TDSKB-241 Unique ID: Resolving SSN conflicts that cause PID/UID errors

When your LEA receives a discrepancy when attempting to enroll a student/staff person with a social security number being used by another student/staff person already in the Unique ID database, either your LEA or the LEA where the student/staff person is using the SSN has incorrectly entered the social security number. LEAs must submit requests to resolve SSN conflicts by using the TIMS ticketing system.

TASK / DESCRIPTION / DIAGNOSIS:

Districts must use the PID Search function in Edit Plus to find both the PID records using the same social security number. One of the records will need the SSN removed by the Texas Education Agency; do the following in addition to reading the attached document:

1. Verify you have in fact entered the ID (SSN) correctly. If you have made the error, correct it in your SIS or HR and resubmit the student/staff person.
2. If you have verified your LEA is using the correct student SSN, send confidential email to the district with the student holding the SSN in dispute. This can be accomplished by pulling up the disputed SSN using the PET Search PID function in Edit Plus' PID Sub-application. Allow the other LEA enough time (at least 3 business days) to check their records.
3. Keep a copy of the email sent to the conflicting district; you made need to send the email to TEA. (To resolve an SSN conflict when the other LEA does not respond to an email requesting help.)
4. Submit a request via a TIMS ticket for TEA to free up the SSN in conflict if the other LEA does not respond to your request to resolve; include a copy of your student/staff person's SSN card and the email mentioned in step 3 above. (To resolve an SSN conflict when it is not possible to email the other LEA.)
5. Submit a request via a TIMS ticket for TEA to free up the SSN in conflict and make note there is only a "District File" hyperlink or make note the record hasn't been updated for a long period of time. TEA will free up the SSN for your LEA to use.

UID – Unique ID

User's guide, version 1.0:

http://www.texasstudentdatasystem.org/TSDS/Education_Data_Warehouse/Unique_ID/

TEDS Section 9 – TSDS Unique ID Specifications:

<http://castro.tea.state.tx.us/tsds/teds/2014A/v2.0/ds9/teds-ds9.pdf>

Early Childhood Data Collection (ECDS)

Kindergarten (KG) ECDS collection is still MANDATORY for 2015-16

Required to report student demographics and assessments

Pre-Kindergarten (PK) ECDS collection is still OPTIONAL for 2015-16

Required to report student demographics

2015-16 ECDS Kindergarten / Pre-K Timelines – Tentative and Subject to change

Kindergarten (KG) Data Submission:

Collection Opens	October 2, 2015
Collection Closes	December 18, 2015

Pre-Kindergarten (PK) Data Submission:

Collection Opens	March 4, 2016
Collection Closes	May 27, 2016

ESC 1 – Information Technology Department:

2016-17 ECDS Training and support to follow if ECDS fee paid

Texas Records Exchange (TReX)

BACKGROUND:

Student Attendance Accounting Handbook:

3.3.2 District Responsibility to Secure Student Records

On a student's enrollment in your district, your district must request the set of required student information listed in **3.4 Withdrawal Procedures**. Note that 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.

3.4.4 Information and Record Transfer

By law, each district is required to transfer student records within 10 working days of receipt of a request by the receiving district. 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. 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.

2015-2016 TReX Data Standards Version 4.3

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 the National Student Clearinghouse (NSC) SPEEDE server, formerly known as the UT SPEEDE Server.

(Please note: Attachments or transcript legends are not sent via TReX to colleges and universities on the SPEEDE Server - SPEEDE server is unable to accept attachments or transcript legends)

TEA TReX Web Site:

[http://tea.texas.gov/Reports and Data/Data Submission/Texas Records Exchange %28TReX%29/Texas Records Exchange %28TReX%29/](http://tea.texas.gov/Reports_and_Data/Data_Submission/Texas_Records_Exchange_%28TReX%29/Texas_Records_Exchange_%28TReX%29/)

Texas Records Exchange (TReX)

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

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.

To contact TReX Customer Support call (512) 463-7246 or email TReX@tea.texas.gov.

TReX Data Standards:

[http://tea.texas.gov/Reports and Data/Data Submission/Texas Records Exchange %28TReX%29/TReX Data Standards/](http://tea.texas.gov/Reports_and_Data/Data_Submission/Texas_Records_Exchange_%28TReX%29/TReX_Data_Standards/)

TReX Training Materials: Tutorial, Aids, Scenarios, Examples, USERS GUIDE:

[http://tea.texas.gov/Reports and Data/Data Submission/Texas Records Exchange %28TReX%29/TReX Training/](http://tea.texas.gov/Reports_and_Data/Data_Submission/Texas_Records_Exchange_%28TReX%29/TReX_Training/)

TReX Training

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

The Texas Records Exchange system (TReX) is a web-based application for the exchange of electronic student records between Texas public school districts and for the submission of electronic transcripts to Texas public colleges and universities. This page contains training materials for TReX Users and TReX Coordinators at school districts and Education Service Centers.

Training tutorials (v.3.4) are online step-by-step instruction tutorials demonstrating how to perform the most commonly used TReX functions:

- TReX Module 1 - Overview: [Tutorial](#) | [Transcript](#)
- TReX Module 2 - Uploading Data: [Tutorial](#) | [Transcript](#)
- TReX Module 3 - Manual Data Entry: [Tutorial](#) | [Transcript](#)
- TReX Module 4 - Sending a Record: [Tutorial](#) | [Transcript](#)
- TReX Module 5 - Receiving a Record: [Tutorial](#) | [Transcript](#)
- TReX Module 7 - Sending a Request: [Tutorial](#) | [Transcript](#)
- TReX Module 8 - Responding to a Request: [Tutorial](#) | [Transcript](#)

Training aids include graphics depicting TReX workflow, correct file naming characteristics, and contact information for assistance:

- Record Transfer Process: [PDF \(26.88 KB\)](#)
- TReX File Naming Conventions: [Word \(48.0 KB\)](#) | [PDF \(29.46 KB\)](#)
- ESC TReX Coordinators: [Word \(89.0 KB\)](#) | [PDF \(34.10 KB\)](#)

Training scenarios are worksheet exercises for use by trainers providing instruction on TReX usage:

- Scenario 1 - Fulfill-Request: [Word \(44.5 KB\)](#) | [PDF \(30.24 KB\)](#)
- Scenario 2 - Reject: [Word \(43.5 KB\)](#) | [PDF \(29.00 KB\)](#)
- Scenario 3 - Hold: [Word \(43.5 KB\)](#) | [PDF \(29.06 KB\)](#)
- Scenario 4 - Validation with Errors: [Word \(43.0 KB\)](#) | [PDF \(27.35 KB\)](#)
- Scenario 5 - Validation with no Errors: [Word \(41.5 KB\)](#) | [PDF \(30.26 KB\)](#)

Format examples are samples of official (with seal) and unofficial (no seal) transcript documents:

- AAR Transcript – Unofficial – No Graduation Program Seal: [PDF \(90.19 KB\)](#)
- AAR Transcript – Unofficial – With Graduation Program Seal: [PDF \(30.54 KB\)](#)
- Summary Activity Report: [PDF \(93.47 KB\)](#)

User guides provide a reference for TReX users: TReX v.3.9 User Guide: [Word \(5.26 MB\)](#)