



## Texas Records Exchange (TREx)

### December 2022-2023 Data Standards Updates

#### Data Element Updates

- TE133 POST-SECONDARY-CERTIFICATION-LICENSURE-CODE
  - Increased Length from 3 to 4
  - Pattern updated from ### to ####

#### Code Table Updates

- TC03 CAREER-TECH-ED-INDICATOR
  - Removed the reference to specific TAC chapters, clarified existing translation text in codes 4, 5, E, 6, and 7, and added information to the Note section.
- TC44 INDUSTRY-CERTIFICATION-LICENSURE-CODE
  - Updated translations and added codes.

## Frequently Asked Questions

### **Q: When are the TREx Data Standards published?**

A: The TREx Data Standards are published twice a year, once in December for the current school year and once in June/July for the upcoming school year. For example, the 2022-2023 standards were published on December 27, 2022, and the 2023-2024 standards will be published in June/July 2023. Additional publications are provided on an ad-hoc basis, depending on legislative changes.

### **Q: What is the time frame for an LEA to complete a TREx records request?**

A: A TREx records request must be fulfilled by the LEA not later than the **10<sup>th</sup> working day** after the school receives the request. (TEC §25.002 (a-1)).

### **Q: What type of tickets should be created using the TREx Support Portal icon found in the TREx application?**

A: Tickets in the TReX Support Portal should be created for the following reasons:

1. Issues with other LEAs not fulfilling records
2. Questions about policy or procedures when requesting or fulfilling records
3. Updating the school or LEA contact information
4. Issues with TReX roles such as changing from a Campus to an LEA Registrar
5. Questions about delivery or history (from LEA to LEA and LEA to College or University)
6. File upload issues - Note: files can be attached to the ticket for TEA review
7. Suggestions for TReX upgrades/enhancements
8. Any other issues not specified on this list

## Reminders

TReX Notifications and Purges are PAUSED over breaks in the school year, such as annual breaks for Winter, Spring, and Summer. (During the regular school year requests and records are purged after 14 calendar days). Records and requests will be retained in TReX until the windows for purging are reset to their normal length by the TReX subject matter expert.

TReX users are encouraged to promptly save records received through TReX to avoid loss after the regular purge process cycle occurs.