



1



Objectives

- To supplement the TEA online training modules
- To successfully complete the training assessment

STUDENT RECORDS DEPARTMENT

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Training Agenda

- Introduction
- Part I-Access to the Appropriate Programs
- Part II-Create a Folder on your desktop for TREx
- Part III-Processing Items Requiring Attention
 - Generating the Student Extract
 - Adding Attachments

STUDENT RECORDS DEPARTMENT

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Introduction

TREx Overview

TEAL and TREx

STUDENT RECORDS DEPARTMENT

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TREx Overview

- Texas Records Exchange is the name selected for the electronic student record system required by House Bill 1 passed by the 3rd special session of the 79th Texas legislature.
- TEC 7.010 requires that education records be sent electronically within 10 working days of request by a district in which the student has enrolled, including information on course completion, teachers, special ed, IEP, and personal graduation plans.

STUDENT RECORDS DEPARTMENT

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TREx Overview

- School Registrars and those with a TREx role can use TREx to send and receive student records and transcripts from one school to another.
- High School Registrars are able to use TREx to send transcripts to institutes of higher education who subscribe to the UT SPEEDE server.

STUDENT RECORDS DEPARTMENT

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Part I

Access to the Appropriate Programs

Student Records Department

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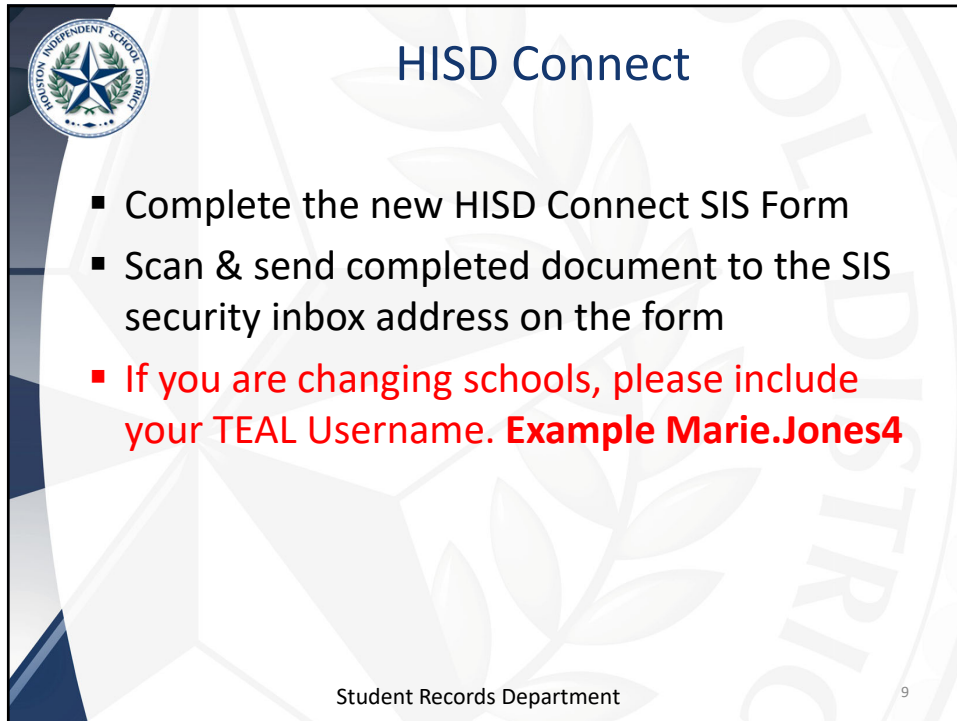
Access to Appropriate Programs

- **HISD Connect SIS** – Approved role
 - Elementary & Middle – TREx
 - High Schools – High School Registrar
 - Complete the HISD SIS Form
- **TEAL (TEA Login)**
 - Campus Registrar Role
 - Complete Online TREx Tutorials
- **TREx**

Student Records Department

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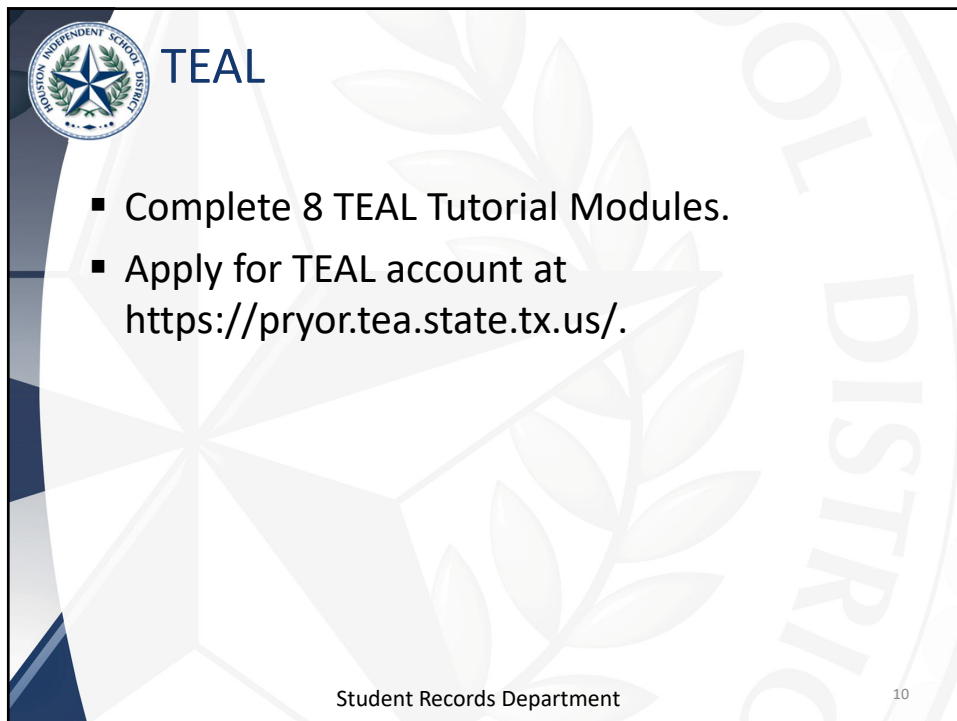


 **HISD Connect**

- Complete the new HISD Connect SIS Form
- Scan & send completed document to the SIS security inbox address on the form
- **If you are changing schools, please include your TEAL Username. Example Marie.Jones4**

Student Records Department 9

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 **TEAL**

- Complete 8 TEAL Tutorial Modules.
- Apply for TEAL account at <https://pryor.tea.state.tx.us/>.

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TREx Access

- Access Instructions
 - TEAL/TREx Access Instructions
- TEA Emails Username and Password

Student Records Department

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Part II

Create a folder on your
desktop for TREx
(stay organized...)

Student Records Department

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Part II

Processing All Items Requiring Attention

Student Records Department

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Fulfilling a TReX Records Request

- Generate an extract for all requests.
- Open **HISD Connect** where HISD stores student records.
- Run the extract in **HISD Connect** to remove a copy of the record.
- Save the extract file to the TReX folder on the desktop. Keep **HISD Connect** open.
- Login and use TReX to upload the file from the desktop or the folder where you saved it.
- Send the record through TReX.

Student Records Department

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Part III

Generating the Student Extract

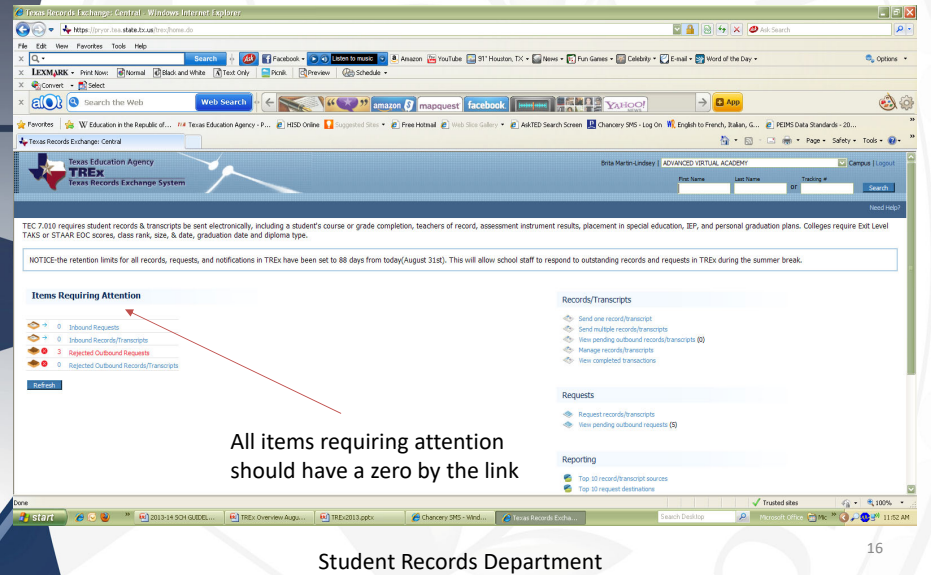
Student Records Department

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TREx



Items Requiring Attention

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

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 (5)

Reporting

- Top 10 record/transcript sources
- Top 10 request destinations

All items requiring attention should have a zero by the link

Student Records Department

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TREx

DETAILS, DETAILS, DETAILS

Show per page

Sent From	
YES PREP - SOUTHSIDE, HOUSTON	Details
KIPP SPIRIT COLLEGE PREP, HOUSTON	Details
YOUNG WOMEN'S COLLEGE PREP ACADEMY, HOUSTON	Details
TEXAS VIRTUAL ACADEMY AT HALLSVILLE, HALLSVILLE	Details
CUNNINGHAM EL, HOUSTON	Details
CUNNINGHAM EL, HOUSTON	Details
ILTEXAS HOUSTON OREM EL, HOUSTON	Details
ILTEXAS HOUSTON OREM EL, HOUSTON	Details
HOFFMAN MIDDLE, HOUSTON	Details
ILTEXAS HOUSTON OREM EL, HOUSTON	Details

It is important to click on the DETAILS link to determine what the requesting school is requiring.

Student Records Department

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TREx

After determining the details, you are now ready to process the extract in HISD Connect.

Student Records Department

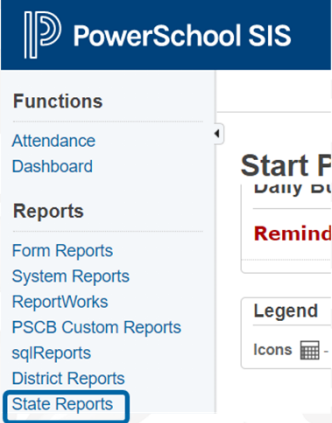
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Step 1: Generate Extract

- On the Start Page, click **State Reports**



PowerSchool SIS

Functions

- Attendance
- Dashboard

Reports

- Form Reports
- System Reports
- ReportWorks
- PSCB Custom Reports
- sqlReports
- District Reports
- State Reports**

Start F
Daily D

Remind

Legend

Icons

Student Records Department

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Step 2: Select TREX Extract by Student Number

Reports

System ReportWorks State HISD Engine Setup Enterprise Reporting sqlReports Special Programs

State Reports	Version	Description
TREx Extract	1.0.20	TREx Extract
TREx Extract by Student Number	1.0.14	TREx Extract by Student Number

If you are not a high school registrar, go to Actions, Switch Roles and choose TREX ROLE

Student Records Department

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Step 3: Clearing Defaults

NOTE: The clear all setting allows the user to clear the default boxes previously used.

TREx Extract by Student Number

Report Information	
Description	Extracts information for the TREx submission
Version	1.0.10
Output File Name	TREx_[Timestamp]
Category	State Reports
Published Date	07/02/2020 01:07 AM
Teacher Safe	No
Comments	
Report Parameters	(Check box on the right to save as default value)

Clear All ▾

Click on District Set Up.

Student Records Department

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Step 4: Student Selection

Enter the student number for up to 10 students

Choose up to 10 students to process identified by student number

Student Number to Process*		☐
Student Number to Process		☐
Student Number to Process		☐
Student Number to Process		☐
Student Number to Process		☐

Student Records Department

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Step 5: Student Selection Information

1. Select Student Contacts as the **Source for Contacts**
2. Verify the **Current Academic School Year** is selected
3. Determine which **Historical Grades** to include
4. Select the **Grade Type** Determine if **SAT/ACT** should be included
5. Determine if **EOC Assessment Waivers** should be included
6. Specify which **grades represent Incomplete**, leave blank if the default I is used, separate grades with a comma if more than one grade represents an incomplete.

Source for Contacts*

☒ Legacy Contacts
 ☐ Student Contacts

Current Academic School Year*

2021-2022 ▼

Historical Grades*

All ▼

Grade Type*

Percent ▼

Include ACT/SAT*

Yes ▼

Include EOC Assessment Waivers/Substitutions*

Include Both Waivers and Substitutions ▼

Specify Incomplete Grades
(Leave blank to use default of "I". Separate with commas.)

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Step 6: Student Selection Information

1. Select Graduates only from the Use Calculated Class Rank Fields from Class Rank Tab
2. Select No for Exclude Class Rank
3. Select Weighted for Class Rank/GPA Method
4. Select No for Use GPA Override
5. Select No for Use Class Rank Overrides
6. Leave the Class Rank Date blank

GPA/Class Rank Options - When Calculated Class Rank Parameter is selected, GPA Method Parameters are not used in selecting GPA/Class Rank data

Use Calculated Class Rank Fields from Class Rank Tab*

Graduates Only ▼

All Students for ES and MS

Exclude Class Rank*

No ▼

☐

Class Rank/GPA Method*

Weighted ▼

☐

Use GPA Override*

No ▼

☐

Use Class Rank Overrides*

No ▼

☐

Class Rank Date Override
(Leave blank to use date from Class Rank)

MM/DD/YYYY 

☐

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Step 7: When to Generate Extract

Run Now

Scheduling

Please select when to run

☒ Run Now ☐ Schedule

[Submit](#)

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Step 8: When to Generate Extract

Schedule for later.

Scheduling

Please select when to run

☐ Run Now ☒ Schedule

Please select schedule settings

Start Date 

Start Time

☒ Run Once

☐ Repeat ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

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Step 9: Ready to Generate Extract

- Whether to run now or schedule for later click submit.

Scheduling

Please select when to run

☐ Run Now ☒ Schedule

Please select schedule settings

Start Date  Start Time

☒ Run Once

☐ Repeat ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly

Student Records Department

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Step 10: Running the Extract

- On Submit of the TReX by Student Number page, the Report Queue (ReportWorks) – My Jobs will display

Report Queue (ReportWorks) - My Jobs

System

Queued Reports

Student Records Department

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Step 11: Refresh the Extract

Click the Refresh button.

Report Queue (ReportWorks) - My Jobs

System ReportWorks

Queued Reports

Pending: 1

Created On	Report Name	Started
08/17/2021	TREx Extract by Student Number	N/A

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Step 12: Waiting on the Completed Status. TREx Extract is ready!!

1. When the report moves from the Queued Reports area to the Completed area of the Report Queue page, click the word Completed to download the zipped folder of TREx file.

Delete All

Created On	Ended	Created By	Status	Options
8:54 AM	08/17/2021 08:54 AM	Roberson, Chris A	Completed	
4:10 PM	08/16/2021 04:10 PM	Roberson, Chris A	Completed	
3:28 PM	08/16/2021 03:28 PM	Roberson, Chris A	Completed	

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Step 13: Click on the Zip File

Completed Reports

[Delete All](#)

Created On	Report Name	Started	Ended	Created By	Status	Options
08/17/2021	TREx Extract by Student Number	08/17/2021 08:54 AM	08/17/2021 08:54 AM	Roberson, Chris A	Completed	
08/16/2021	TREx Extract by Student Number	08/16/2021 04:10 PM	08/16/2021 04:10 PM	Roberson, Chris A	Completed	
08/16/2021	TREx Extract by Student Number	08/16/2021 03:28 PM	08/16/2021 03:28 PM	Roberson, Chris A	Completed	

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Step 14: Zip File opens in new window

Created On	Report Name	Started	Ended	Created By	Status	Options
08/17/2021	TREx Extract by Student Number	08/17/2021 08:54 AM	08/17/2021 08:54 AM	Roberson, Chris A	Completed	
08/16/2021	TREx Extract by Student Number	08/16/2021 04:10 PM	08/16/2021 04:10 PM	Roberson, Chris A	Completed	
08/16/2021	TREx Extract by Student Number	08/16/2021 03:28 PM	08/16/2021 03:28 PM	Roberson, Chris A	Completed	
08/16/2021	TREx Extract by Student Number	08/16/2021 11:11 AM	08/16/2021 11:11 AM	Roberson, Chris A	Completed	
08/16/2021	HSD Transcripts	08/16/2021 10:28 AM	08/16/2021 10:28 AM	Roberson, Chris A	Completed	
08/16/2021	TREx Extract by Student Number	08/16/2021 09:44 AM	08/16/2021 09:44 AM	Roberson, Chris A	Completed	
08/16/2021	HSD Transcripts	08/16/2021 08:31 AM	08/16/2021 08:31 AM	Roberson, Chris A	Completed	
08/13/2021	HSD Transcripts	08/13/2021 06:22 PM	08/13/2021 06:22 PM	Roberson, Chris A	Completed	
08/13/2021	TREx Extract by Student Number	08/13/2021 06:22 PM	08/13/2021 06:22 PM	Roberson, Chris A	Completed	
08/13/2021	HSD Transcripts	08/13/2021 06:22 PM	08/13/2021 06:22 PM	Roberson, Chris A	Completed	
08/13/2021	HSD Transcripts	08/13/2021 06:20 PM	08/13/2021 06:20 PM	Roberson, Chris A	Completed	
08/13/2021	HSD Transcripts	08/13/2021 06:17 PM	08/13/2021 06:17 PM	Roberson, Chris A	Completed	
08/13/2021	HSD Transcripts	08/13/2021 06:17 PM	08/13/2021 06:17 PM	Roberson, Chris A	Completed	

TREx_202108170854.zip

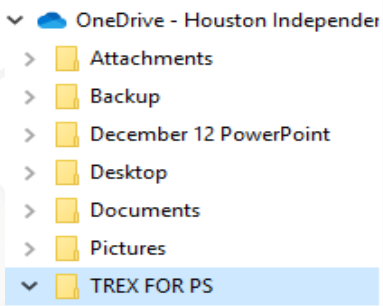
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Step 15: Zip File opens in new window.
The extracts are displayed.
Create a TREx Folder under the OneDrive Header on the left side of your page Save the extract.

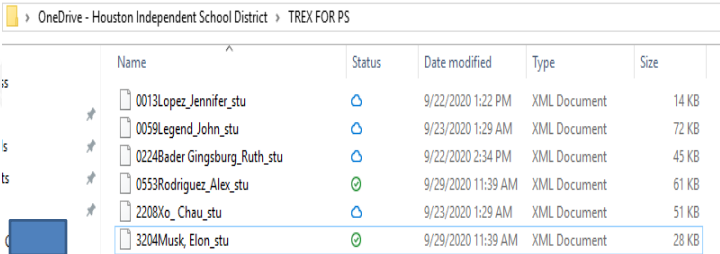


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Step 16: Below is an example of the TREx extracts that will reside in the TREx Folder.



Name	Status	Date modified	Type	Size
0013Lopez_Jennifer_stu		9/22/2020 1:22 PM	XML Document	14 KB
0059Legend_John_stu		9/23/2020 1:29 AM	XML Document	72 KB
0224Bader Gingsburg_Ruth_stu		9/22/2020 2:34 PM	XML Document	45 KB
0553Rodriguez_Alex_stu		9/29/2020 11:39 AM	XML Document	61 KB
2208Ko_Chau_stu		9/23/2020 1:29 AM	XML Document	51 KB
3204Musk_Elon_stu		9/29/2020 11:39 AM	XML Document	28 KB

Student Records Department

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IMPORTANT

Step 16: Drag the extract to the TREx Folder. Notice the file is saved as XML.

Name	Status	Date modified	Type	Size
0013Lopez_Jennifer_stu		9/22/2020 1:22 PM	XML Document	14 KB
0059Legend_John_stu		9/23/2020 1:29 AM	XML Document	72 KB
0224Bader Gingsburg_Ruth_stu		9/22/2020 2:34 PM	XML Document	45 KB
0553Rodriguez_Alex_stu		9/29/2020 11:39 AM	XML Document	61 KB
2208Ko_Chau_stu		9/23/2020 1:29 AM	XML Document	51 KB
3204Musk_Elon_stu		9/29/2020 11:39 AM	XML Document	28 KB

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TEAL and TREx- Do Not use CHROME

TEXAS EDUCATION AGENCY

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: [Show Password](#)

[Login](#)

To log in, type your username and password and then click "Login". Please refer to the [help documentation](#) for more information.

[Online User Training](#)

Forgot your password?
Forgot your username?

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution, and users have

Enter TEA username and password

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TEAL and TREx

Texas Education Agency
User and Access Management

Welcome, Chris Roberson

Self-Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

Applications

Educator Certification Online System for Educators

Educator Certification Online System (ECOS) for external educator users

Click the "View My Educator Certification Account" link to begin. Documents we receive and notices to you are updated under "My Documents" in ECOS. If you need additional assistance with certification or fingerprinting, you may submit a Help Desk ticket. Allow several business days for a response.

[View My Educator Certification Account](#)

TEA ID: 1361733

Texas Records Exchange

Texas Records Exchange

[Campus Registrar](#) [Add/Modify Access](#)

MIDDLE COLLEGE H S AT MCC GULFTON (101912484)

[District Registrar](#)

HOUSTON ISD (101912)

Texas Student Data System Portal

Texas Student Data System Portal

[Texas Student Data System Portal](#) [Add/Modify Access](#)

HOUSTON ISD

Role: [Link-ID Search]

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Fulfilling TREx Request

Texas Education Agency
TREx
Texas Records Exchange System

Chris Roberson | MIDDLE COLLEGE H S AT MCC GULFTON

Items Requiring Attention

0 Inbound Requests

1 Inbound Records/Transcripts

0 Outbound Requests

1 Rejected Outbound Records/Transcripts

Refresh

Records/Transcripts

Send one record/transcript

Send multiple records/transcripts

View pending outbound records/transcripts (24)

Manage records/transcripts

View completed transactions

Requests

Student Records Department 38

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After the page updates, begin process the oldest request.

Show per page

Sent From	
YES PREP - SOUTHSIDE, HOUSTON	Details
KIPP SPIRIT COLLEGE PREP, HOUSTON	Details
YOUNG WOMEN'S COLLEGE PREP ACADEMY, HOUSTON	Details
TEXAS VIRTUAL ACADEMY AT HALLSVILLE, HALLSVILLE	Details
CUNNINGHAM EL, HOUSTON	Details
CUNNINGHAM EL, HOUSTON	Details
ILTEXAS HOUSTON OREM EL, HOUSTON	Details
ILTEXAS HOUSTON OREM EL, HOUSTON	Details
HOFFMAN MIDDLE, HOUSTON	Details
ILTEXAS HOUSTON OREM EL, HOUSTON	Details

Student Records Department

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Fulfilling the Request

☐	09/02/2020 10:38:39 AM	Immediate	08/24/2020	Awaiting fulfillment	Alexander
☒	09/01/2020 05:13:25 PM	Immediate		Awaiting fulfillment	Fair

All times in local time zone

[Fulfill](#)
[Forward](#)
[Hold for Grades](#)
[Reject](#)

**After the screen uploads, select the oldest
request and fulfill it and upload the HISD
Connect extract**

Student Records Department

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Click upload

☐	IMPORTED BY DATE TIME	STATUS	IMPORT METHOD	IMPORT DATE	IMPORT TIME	IMPORTED BY	IMPORTED FOR	DETAILS
☒	09/25/2020 12:40:10 PM	Immediate	Awaiting fulfillment	09/25/2020		Hubbard	Rondell	Details
☐	09/25/2020 09:32:53 AM	Immediate	Awaiting fulfillment			Lopez-Barahona	Denis	Details
☐	09/24/2020 06:34:55 PM	Immediate	Awaiting fulfillment			Turcios Calderon	Ruth	Details

All times in local time zone

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Upload the PowerSchool extract from the TReX folder

Select the Browse key and search for the PowerSchool extract

Select Upload and the PowerSchool extract will upload

Upload Records/Transcripts for institution ATTUCKS MIDDLE

Please browse for a record file to be uploaded:

Student Records Department 42

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Step 13: Uploading a Data File

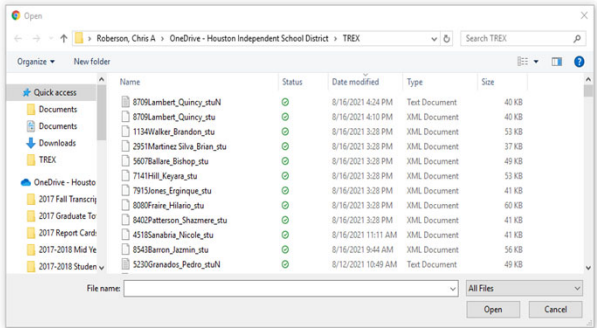
Houston Independent School District

Texas Education Agency
TREX
Texas Records Exchange System

Upload Records/Transcripts for institution **YOUNG SCHOLARS ACADEMY FOR EXCELLENCE**

Please browse for a record file to be uploaded:
Choose File | No file chosen

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Name	Status	Date modified	Type	Size
8708Lambert_Quincy_stu	✓	8/16/2021 4:34 PM	Text Document	40 KB
8708Lambert_Quincy_stu	✓	8/16/2021 4:10 PM	XML Document	40 KB
1134Walker_Brandon_stu	✓	8/16/2021 3:28 PM	XML Document	53 KB
2951Martinez_Silve_Brian_stu	✓	8/16/2021 3:28 PM	XML Document	37 KB
5607Ballare_Bishop_stu	✓	8/16/2021 3:28 PM	XML Document	49 KB
7141Hill_Keyara_stu	✓	8/16/2021 3:28 PM	XML Document	53 KB
7913Jones_Errique_stu	✓	8/16/2021 3:28 PM	XML Document	41 KB
8080Freire_Hilario_stu	✓	8/16/2021 3:28 PM	XML Document	60 KB
8402Patterson_Shazmere_stu	✓	8/16/2021 3:28 PM	XML Document	41 KB
4518Sanabria_Nicole_stu	✓	8/16/2021 11:11 AM	XML Document	41 KB
8543Barren_Jasmin_stu	✓	8/16/2021 9:44 AM	XML Document	56 KB
52300anados_Pedro_stuN	✓	8/12/2021 10:49 AM	Text Document	49 KB

File name: All Files

Copyright 2017 Texas Education Agency

Student Records Department

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File is uploaded

Houston Independent School District

Texas Education Agency
TREX
Texas Records Exchange System

Upload Records/Transcripts for institution **MIDDLE COLLEGE H S AT I**

Please browse for a record file to be uploaded:
Choose File | No file chosen

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tealprod.tea.state.tx.us says
1 record was uploaded.
Warnings found:

OK

Chris Robertson | MIDDLE COLLEGE H S AT I

Web Name: Last Name: 91

Student Records Department

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Click Done

Upload Records/Transcripts for institution MIDDLE COLLEGE HS AT HCC GULFTON

 File successfully uploaded with warnings.
Expand all Collapse all

 Student Record/Transcript for Camacho, Abigail

Please browse for a record file to be uploaded:

No file chosen

Finished

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Note the green highlighted bar indicated an extract has successfully uploaded. Next.

Select a student record/transcript to match the request

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

Requested Student				
Name	Gender	Date of Birth	Student #	TISDS Unique ID
Hubbard, Randall Ja'von	Male	07/05/2003		

Selected Student					
Name	Gender	Date of Birth	Student #	View Attachments	Program Type
Hubbard, Randall Ja'von	Male	07/05/2003	64408880	PDF	Foundation

Available Students

TREx found 1 exact match for the request. You may select the record/transcript shown below, search through all uploaded records, or upload additional records.

Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Student #	TISDS Unique ID	Uploaded	View Attachments
Hubbard	Randall	Ja'Von		Male	07/05/2003	64408880	9612858969	09/29/2020 01:50:42 PM	PDF Add attachment

All times in local time zone

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Type a short message, click the acceptance square and hit send

Requested Student

Name	Gender	Date of Birth	Student #	TSDS Unique ID
Camacho, Rogal		12/06/2000		

Selected Student

Name	Gender	Date of Birth	Student #	View	Attachments	Program Type
Camacho, Abigail Guadalupe	Female	12/06/2000	632749690	PDF		Foundation

Requesting Institution

Name	Address
PREMIER H S HOUSTON GALLERY NORTH	P O BOX 292730, LEWISVILLE, TX, 75029

Enter a message to be sent with the record/transcript (optional)
☒ Good afternoon,
 Attached a requested records.
 Mrs. Chris A. Roberson-Butler 7136622551

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.

Student Records Department

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Use the print button to keep a paper record of the transaction.

Requested Student

Name	Gender	Date of Birth	Student #	TSDS Unique ID
Camacho, Abigail		12/06/2000		

Delivered Student

Name	Gender	Date of Birth	Student #	View	Attachments	Program Type
Camacho, Abigail Guadalupe	Female	12/06/2000	632749690	PDF		Foundation

Tracking Information

Tracking #	Requesting Institution	Street	City	State	ZIP
820014449169	PREMIER H S HOUSTON GALLERY NORTH	P O BOX 292730	LEWISVILLE	TX	75029

Message:
 Good afternoon,
 Attached a requested records.
 Mrs. Chris A. Roberson-Butler 7136622551

Student Records Department

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Part III

Adding Attachments

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Adding Attachments

- Generate the extract in HISD Connect
- Go to Manage Records/Transcripts in TREx
- Upload HISD Connect extract and view as a PDF
- Scan the attachments
 - Save with the correct naming convention
 - Save in the TREx folder on the desktop.
- Click Add Attachments on the line with the student record to complete the process

Student Records Department

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Adding Attachments via HISD Copier

- Scan the attachment(s) and email to yourself
- Open your email
- Save the attachments in the TREX folder using the naming convention (see upcoming slide)
- Upload the attachment - “add attachment”

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Naming Conventions for Attachments

####LastName_FirstName_Descriptor##

= last 4 digits of the Student ID

LastName = student's last name

FirstName = student's first name

Descriptor = le (Limited English Proficiency (LEP) attachment)

- two-digit generation number (01-99)* to allow for multiple attachments within type

Student Records Department

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Descriptors for Attachments

- le - Limited English Proficiency (LEP) attachment
- im - Immunization record attachment)
- gt - Gifted/Talented (GT) attachment, such as a GT profile
- ms - Miscellaneous record
- ot - Other – to be used for any document that the district is uncomfortable giving any indication of what is contained within the document
- tl - Transcript Legend

Student Records Department

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Numbers for Attachments

- two-digit generation number (01-99)* to allow for multiple attachments within type

Note: Numbers 81-89 under ms (miscellaneous record) are strictly reserved for **Disciplinary Action Attachments*

**Note: Numbers 91-99 under ms (miscellaneous record) are strictly reserved for Individual Education Plan (IEP) attachments.*

Student Records Department

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Examples of Attachments

The student record extract file is named:

1234Shaw_Laura_stu

The attachments are named:

1234Shaw_Laura_im01(Immunization Record)
 1234Shaw_Laura_le01(LEP Assessment Profile)
 1234Shaw_Laura_le02(Second LEP document)
 1234Shaw_Laura_ms01(Testing document)
 1234Shaw_Laura_ot81-Unexpired Disciplinary Action document
 1234Shaw_Laura_ot91(IEP document)

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Step 1: Locate the student record

TREx
Texas Records Exchange System

Kathryn O'Dell | REAGAN H S Campus | Logout

First Name Last Name Tracking # Search

Need Help?

Manage Records/Transcripts for REAGAN H S

Showing 1-5 of 5 << Page 1 >> Show 10

Show Search Fields to search for items in the list.

☐	Last Name ▾	First Name ▾	Middle Name ▾	Suffix	Gender ▾	Date of Birth ▾	Student # ▾	Source	Uploaded/Received ▾	View	Attachments
☐	DOE	JANE			Female	01/26/1987	55AA1A986	Local upload	10/05/2007 01:04:31 PM	PDF Download	2 attachments
☐	SINGER	IMA			Female	08/27/1986	55AAQ4722	Local upload	10/05/2007 01:01:36 PM	PDF Download	Add attachment
☐	LEARNER	JESSICA			Female	08/27/1986	55AAQ4080	Local upload	10/05/2007 01:03:32 PM	PDF Download	Add attachment
☐	LEARNER	TEX			Male	08/20/1988	55AAQ2A82	Local upload	10/05/2007 01:04:48 PM	PDF Download	Add attachment
☐	STUDENT	SALLY			Female	06/25/1984	55AAQ2A788	Local upload	10/05/2007 01:05:07 PM	PDF Download	Add attachment

All times in local time zone

Details Upload Create Done

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Step 2: Click Add attachment

Manage Records/Transcripts for REAGAN H S

Showing 1-5 of 5

Search Fields to search for items in the list.

☐	Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Student #	Source	Uploaded/Received	View	Attachments
☐	DOE	JANE			Female	01/26/1967	55AA1A696	Local upload	10/05/2007 01:04:31 PM	PDF	A Add attachment
☐	SINGER	JMA			Female	08/27/1966	55AA3A722	Local upload	10/05/2007 01:01:36 PM	PDF	Download Add attachment
☐	LEARNER	JESSICA			Female	08/27/1966	55AA2A080	Local upload	10/05/2007 01:03:32 PM	PDF	B Add attachment
☐	LEARNER	TEX			Male	08/20/1968	55AA2A262	Local upload	10/05/2007 01:04:48 PM	PDF	Download Add attachment
☐	STUDENT	SALLY			Female	06/25/1984	55AA2A288	Local upload	10/05/2007 01:05:07 PM	PDF	Download Add attachment

All times in local time zone

A – Student record/transcripts that you accept and receive also can be found in the Manage Records location. If the record includes attachments, you can view or download them by selecting the Attachments link after you have accepted the record.

B – Select the Add attachment link to add an attachment to a student's record.

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Step 3: Click Browse and complete the process

Upload Attachment for REGINA M ANONYMA

Please browse for one or more documents to be uploaded:

C:\TestData\legend.pdf

A Browse

B Browse

C Upload

D Cancel

A – select the Browse button to find an attachment. Navigate to the location of the file and select the Open button.

B – After adding an attachment (A), TREx automatically prompts you to be able to add another attachment.

C – Select the Upload button to finish the attachment upload process.

D – Select the Cancel button to end the add attachment process without uploading the attachment file.

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Step 4: Results




Kathryn O'Dell | REAGAN H S Campus | Logout

First Name: Last Name: Tracking #:

[Need Help?](#)

Manage Records/Transcripts for REAGAN H S

Showing 1-5 of 5

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☐	Last Name ▾	First Name ▾	Middle Name ▾	Suffix ▾	Gender ▾	Date of Birth ▾	Student # ▾	Source	Uploaded/Received ▾	View	Attachments
☐	DOE	JANE			Female	01/26/1967	55AA1A606	Local upload	10/05/2007 01:04:31 PM	PDF	A Add 2 attachments
☐	SINGER	IMA			Female	08/27/1966	55AA3A722	Local upload	10/05/2007 01:01:36 PM	PDF	Download Add attachment
☐	LEARNER	JESSICA			Female	08/27/1966	55AA2A080	Local upload	10/05/2007 01:03:32 PM	PDF	Download Add attachment
☐	LEARNER	TEX			Male	08/20/1968	55AA2A262	Local upload	10/05/2007 01:04:48 PM	PDF	Download Add attachment
☐	STUDENT	SALLY			Female	06/25/1984	55AA2A288	Local upload	10/05/2007 01:05:07 PM	PDF	Download Add attachment

All times in local time zone

A – If the record includes attachments, you can view or download them by selecting the *Attachments* link after you have accepted the record.

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Logout of TREx




Campus Registrar Trex | PEARCE H S Campus | **A** [Logout](#)

First Name: Last Name: Tracking #:

A – Select the *Logout* link to end the TREx session.

Items Requiring Attention

Recipient	%	Total
AUSTIN H S (AUSTIN ISD)	33.3	2
BERKNER H S (RICHARDSON ISD)	33.3	2
TRAVIS H S (AUSTIN ISD)	33.3	2

Records/Transcripts

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

Requests

- Request a record/transcript
- View pending outbound requests (1)

Reporting

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

Administration

- Upload record/transcript legend
- View record/transcript legend
- Remove record/transcript legend

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TEA TREx Online Training Modules

<https://tea.texas.gov/reports-and-data/data-submission/texas-records-exchange-trex/trex-training>

tea.texas.gov/reports-and-data/data-submission/texas-records-exchange-trex/trex-training

Home / Reports & Data / Data Submission / Texas Records Exchange (TREx)

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:

Kindly review the 8 modules to gain TREx instruction and guidance.

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Confidentiality

- TREx files are copies of student records and must be protected at all times.
- Since each file includes a part of the student social security number and the name, be very careful to save files only on secure computers.

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