Texas Education Agency

TREx

Texas Records Exchange System

2007-2008 Data Standards

Texas Education Agency
1701 N. Congress Avenue
Austin, Texas 78701-1494

2007-2008
DATA STANDARDS
FOR THE TEXAS (STUDENT) RECORDS EXCHANGE SYSTEM

This document can be downloaded from the internet at the following website address:
http://www.tea.state.tx.us/trex/datastds/index.html

This Texas Education Agency publication is not copyrighted. Any or all sections may be duplicated.

Table of Contents

Section 1 - TREx Requirements and Overview

Introduction **1.1**

Responsibilities **1.2**
- School Districts and Campuses 1.2
  - Response to Request 1.2
  - Privacy 1.2
  - Local Student Information Systems 1.2
  - Data Accuracy 1.2
  - TEASE Approval 1.2
  - Equipment Requirements 1.3
  - Software Requirements 1.3
  - Minimum System Requirements 1.3
  - File Requirements 1.3
  - Record Ownership and Storage 1.4
- Public Colleges and Universities 1.4
- Education Service Centers 1.4
  - Training to Districts and Campuses 1.4
  - TEASE Approval 1.4
- Texas Education Agency 1.5
  - Privacy 1.5
  - Security 1.5
  - Training to ESCs 1.5
  - Record Storage 1.5
  - TEASE Request Approval 1.5

TEASE Roles **1.6**

TREx Process Overview **1.7**
- Student Records 1.7
- High School Transcripts 1.8

TREx Functionality **1.11**
- Managing Student Records 1.11
- Send Record Request 1.11
- Search Capabilities 1.11
- Manual Data Entry 1.11
- Attachments 1.12
- Email Notifications 1.12
- Tracking Transactions 1.13
- Reports 1.13

Section 2 – Data Element Descriptions

Introduction **2.1**

Data Elements **2.3**
- ACADEMIC-YEAR 2.3
- ADDRESS 2.3
- ASSESSMENT-DATE 2.4
- ASSESSMENT GRADE-LEVEL 2.4
- ASSESSMENT-NAME 2.5
- ASSESSMENT-SCORE 2.5
- ASSESSMENT-SCORE-CODE 2.6

ASSESSMENT-SUBTEST....2.6
AT-RISK-INDICATOR....2.7
BILINGUAL-INDICATOR....2.8
CAMPUS-AWARDING-CREDIT....2.9
CAMPUS-FAX....2.10
CAMPUS-ID....2.10
CAMPUS-NAME....2.11
CAMPUS-PHONE....2.11
CAREER-TECH-ED-INDICATOR....2.12
CERTIFICATE-COMPLETION-DATE....2.12
CITY....2.13
CLASS-PERIOD....2.13
CLASS-RANK....2.14
COLLEGE-BOARD-CAMPUS-CODE....2.14
COUNTRY....2.15
COURSE-ABBREVIATION....2.15
COURSE-CATEGORY....2.16
COURSE-CREDIT....2.16
COURSE-GRADE....2.17
COURSE-GRADE-AVERAGE....2.17
COURSE-NAME....2.18
COURSE-NUMBER....2.18
COURSE-SEMESTER....2.19
COURSE-TEACHER....2.19
DATE-OF-BIRTH....2.20
DATE-OF-RANKING....2.20
DISCIPLINARY-ACTION-CODE....2.21
DISCIPLINARY-ACTION-END-DATE....2.22
DISCIPLINARY-ACTION-NUMBER....2.23
DISCIPLINARY-ACTION-REASON....2.24
DISTRICT-ID....2.24
DISTRICT-NAME....2.25
ECONOMIC-DISADVANTAGE-CODE....2.25
ESL-INDICATOR....2.26
ETHNICITY-CODE....2.26
FIRST-NAME....2.27
GENDER-CODE....2.27
GENERATION-CODE....2.28
GIFTED-TALENTED-INDICATOR....2.28
GRADE-LEVEL....2.29
GRADE-OF-RETENTION....2.29
GRADE-POINT-AVERAGE....2.30
GRADUATION-DATE....2.30
GRADUATION-PROGRAM-TYPE....2.31
HOME-LANGUAGE-CODE....2.31
HOMELESS-INDICATOR....2.32
IEP-INDICATOR....2.32
IMMUNIZATION-DATE....2.33
IMMUNIZATION-DOSE....2.33
IMMUNIZATION-NAME....2.34
LAST-DATE-OF-ATTENDANCE....2.34
LAST-NAME....2.35
LAST-WITHDRAWAL-DATE....2.35
LEP-INDICATOR-CODE....2.36
LOCAL-STUDENT-ID....2.36
MIDDLE-NAME....2.37
MIGRANT-INDICATOR....2.38

NUMBER-IN-CLASS 2.39
ORIGINAL-ENTRY-DATE 2.39
PASS/FAIL-INDICATOR 2.40
PERSONAL-GRADUATION-PLAN 2.41
PLACED-IN-GRADE 2.42
PRIOR-ID 2.42
PROMOTED-TO-GRADE 2.43
QUARTILE 2.43
SEMESTER-SEQUENCE 2.44
SPECIAL-ED-INDICATOR 2.44
SPECIAL-EXPLANATION-CODE 2.45
STATE 2.45
STUDENT-ID 2.46
TEXAS-GRANT-INDICATOR 2.46
TITLE-I-PART-A-INDICATOR 2.47
TOTAL-DAYS-ABSENT 2.47
TOTAL-DAYS-PRESENT 2.48
WITHDRAWAL-COURSE-GRADE 2.48
WITHDRAWAL-REASON 2.49
ZIP-CODE 2.49

Section 3 – Codes – Enumerated Values

Introduction 3.1

Code Tables (Enumerated Values) 3.2
ASSESSMENT-NAME 3.2
ASSESSMENT-SCORE-CODE 3.3
CAREER-TECH-ED-INDICATOR 3.4
COUNTRY 3.5
COURSE-CATEGORY 3.10
DISCIPLINARY-ACTION-CODE 3.11
DISCIPLINARY-ACTION-REASON 3.13
ECONOMIC-DISADVANTAGE-CODE 3.16
ETHNICITY-CODE 3.16
GENDER-CODE 3.17
GENERATION-CODE 3.17
GRADE-LEVEL-CODE 3.18
GRADUATION-PROGRAM-TYPE 3.19
HOME-LANGUAGE-CODE 3.21
LEP-INDICATOR-CODE 3.25
PARTICIPATION-INDICATOR-CODE 3.25
PASSFAIL-CREDIT-INDICATOR-CODE 3.26
PROGRAM-STATUS-INDICATOR-CODE 3.27
QUARTILE-CODE 3.27
SEMESTER-SEQUENCE 3.28
SPECIAL-EXPLANATION-CODE 3.29
STATE 3.30
TEXAS-GRANT-INDICATOR 3.32
TITLE-I-PART-A-INDICATOR-CODE 3.33
WITHDRAWAL-REASON-CODE 3.34

Section 4 – TREx XML Standards

Overview **4.1**

Edits and Validations **4.1**
TREx Field Edit Overview 4.2
TREx Field Edit Restrictions 4.2
Available TREx XSD Restrictions 4.2
Context Edit Overview 4.3
Context Edit Descriptions 4.3

Data and File Requirements **4.4**
Rules For XML Schema 4.4
TREx XSD Data Types and Restrictions 4.5
Example of TREx Instance 4.20
TREx Complex Types 4.24
TREx Simple Types 4.27
TREx Enumerated Values 4.29
Hierarcy of XML Elements 4.30

Appendix A - Data Element Lists A.1

Element List by Record Type A.1
Student Record A.1
High School Transcript A.4
Final High School Transcript with Seal A.6
Element List in Alphabetic Order A.7

Appendix B - XML Schema B.1

Appendix C - TREx XSD Graphical Representations C.1

TRExStudentRecords C.1
StudentRecordsType/TRExStudentRecord C.1
PhoneNumberGroup C.2
AcademicSessionType C.2
AcademicStatusType C.4
AcademicSummaryType C.5
AddressType C.6
AssessmentType C.7
AttendanceType C.8
CourseType C.9
CurrentCourseworkType C.11
DisciplineActionType C.13
EnrollmentType C.14
ImmunizationType C.15
ParentType C.15
PersonNameType C.16
SchoolType C.17
SpecialProgramsType C.18
StudentDemographicType C.20
StudentIdentificationType C.21
StudentRecordsType C.22

Foreword

The 79th Legislature, 3rd Called Session, 2006, House Bill 1 (H.B. 1), directs the Texas Education Agency (TEA) to develop an electronic student records exchange system. The system enables the exchange of student records between Texas public school districts for transferring students as well as the transmission of high school transcript records from Texas public school districts to Texas public colleges and universities for students transitioning to post-secondary education. H.B. 1 requires each public school district, open-enrollment charter school, and public institution of higher education to participate in the implementation and use of the new student records exchange system.

With more than 1,200 public school districts and open-enrollment charter schools, an effective and rapid exchange of records between the school districts, campuses, and charter schools that comprise the Texas public education system benefits students, teachers, and administrators. The number of students enrolled in Texas public schools is approaching 5 million. If 10 percent of the students change school districts in a year, Texas schools process approximately 500,000 record requests. It is estimated that Texas high schools also process approximately 720,000 high school transcripts annually.

Texas public school districts report annually to TEA 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 move to other Texas public school districts. An automated student record exchange system enables districts to more effectively communicate with each other 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.

TEA developed the Texas Records Exchange (TREx) system as a web-based application designed for the exchange of electronic student records as mandated by H.B. 1. By using the TREx application, school registrars have the capability to electronically request and receive student records for students who have attended or will be attending Texas public schools. High school registrars and counselors also have the capability to electronically create and send official student transcripts to Texas public colleges and universities using TREx to access the University of Texas (UT) SPEEDE server.

H.B. 1 mandates an electronic student record transfer system be implemented no later than the 2007-08 school year. Following is the TREx project timeline:

TREx Calendar of Events

Project Event	Expected Date
Preliminary *TREx Data Standards* available	06/04/2007
Final *TREx Data Standards* available	07/02/2007
TEA Training for ESCs (Train-the-Trainer)	07/31/2007
TEASE Automated Online Registration Begins	08/01/2007
TREx Phase I – System Available	09/04/2007
TREx Phase II – System Complete	11/05/2007
TEASE Automated Online Registration Begins for Districts and ESCs	11/05/2007
Vendor Deadline for Development of XML Extract for SIS	11/30/2007
District/Campus Requirement for Use of TREx Transfer Process	02/08/2008

The *TREx Data Standards* is intended to be used as a resource by all persons involved in the transfer of student records and transcripts using the TREx student record exchange process.

Acknowledgements

The following persons were involved in the development of this publication.

Texas Education Agency

Criss Cloudt
Associate Commissioner, Assessment, Accountability and Data Quality

Patricia Sullivan
Deputy Associate Commissioner, Data Development, Analysis, and Research

Marsha Headley
Director, PEIMS Division

Susann Wiener
PEIMS Division

Laurie Davis
PEIMS Division

Pam Rouse
PEIMS Division

Candice DeSantis
PEIMS Division

Susan Richter
Information Systems Division