



Texas Education Agency

Texas Records Exchange (TREx) System Training for Education Service Centers

July 31, 2007

Project Background

▶ About 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).

TREx Purpose

- ▶ School registrars can electronically request and receive student records for students who have attended or will be attending Texas public schools.
- ▶ High school registrars can electronically create and send official student transcripts to Texas public colleges and universities using TREx to access the University of Texas (UT) SPEEDE server.

Objectives

- ▶ Provide quick and cost-effective method for sending and receiving student records and transcripts
- ▶ Facilitates response within 10 day required time frame
- ▶ TEASE log-in and electronic encryption of data protects student information (data only transferred via TREx – it is housed at district/school site)
- ▶ Minimal software and hardware requirements

TREx Project Status

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TREx Implementation Status

- ▶ Implementation
 - Using T³ (Train-the-Trainer) model
 - TEA providing resources for ESCs, Districts and Schools
- ▶ Phased Implementation Approach
- ▶ TREx User Roles

Phase 2 Functionality

- ▶ District level login
- ▶ State and service center login
- ▶ Manual Data Entry
- ▶ Email notification for aged items
- ▶ Modifications to validation: State minimum and TEA recommended

Timeline

Project Event	Expected Date
TEA Training for ESCs (Train-the-Trainer)	07/31/2007
TEASE Automated Online Registration Begins	08/01/2007
TREx Phase 1 System Available	09/04/2007
TREx Phase 2 System Available	10/29/2007
Vendor Deadline for Development of XML Extract for SIS	11/30/2007 (tentative)
District/Campus Requirement for Use of TREx Transfer Process	05/19/2008

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TREx Session Overview

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Session Agenda

- ▶ TREx Overview
- ▶ Accessing TREx through TEA SE
- ▶ TREx Functionality & ESC Hands-On Training
- ▶ Resources available for Train-the-Trainer
- ▶ Data Standards, File Naming Conventions, and Q & A
- ▶ ESC Training Needs Survey & Training Evaluation

TEA SE Login and Demonstration

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TEA SE Login and Demonstration

The screenshot shows a Microsoft Internet Explorer window titled "Please Log On - Microsoft Internet Explorer provided by Texas Education Agency". The address bar shows the URL "https://west.tea.state.tx.us/apps/app_list.asp". The page features the Texas Education Agency logo in the top left corner. A message at the top states: "To log on, type your username and password and then click 'Continue'. If you do not wish to log on at this time, click the 'Cancel' button. Please refer to the [help documentation](#) for more information." Below this, a red heading reads "Welcome! Please Log On." followed by a notice: "NOTICE: TEA Web Applications will not be available each Sunday morning from 6:00AM to 12:00 Noon due to routine maintenance. Please do not access your application during this time period: you could lose data." An important notice follows: "IMPORTANT NOTICE: [Keep your email address up-to-date](#)". The login section includes fields for "Username" and "Password", with "Continue" and "Cancel" buttons below them. A link "Did you forget your password?" is also present. A section titled "Please note the following terms of usage:" lists four points: 1. Unauthorized use is prohibited; 2. Usage may be subject to security testing and monitoring; 3. Misuse is subject to criminal prosecution; and 4. No expectation of privacy except as otherwise provided by applicable privacy laws. At the bottom, it says "The Texas Education Agency Security Environment" and "The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494 Thanks for using the system."

Go to live site...

Establishing a TEA SE Account

- ▶ Complete TEA SE Online Account Request
- ▶ Submit Online Request August 1, 2007
- ▶ Local Setup Process

TREx System Training

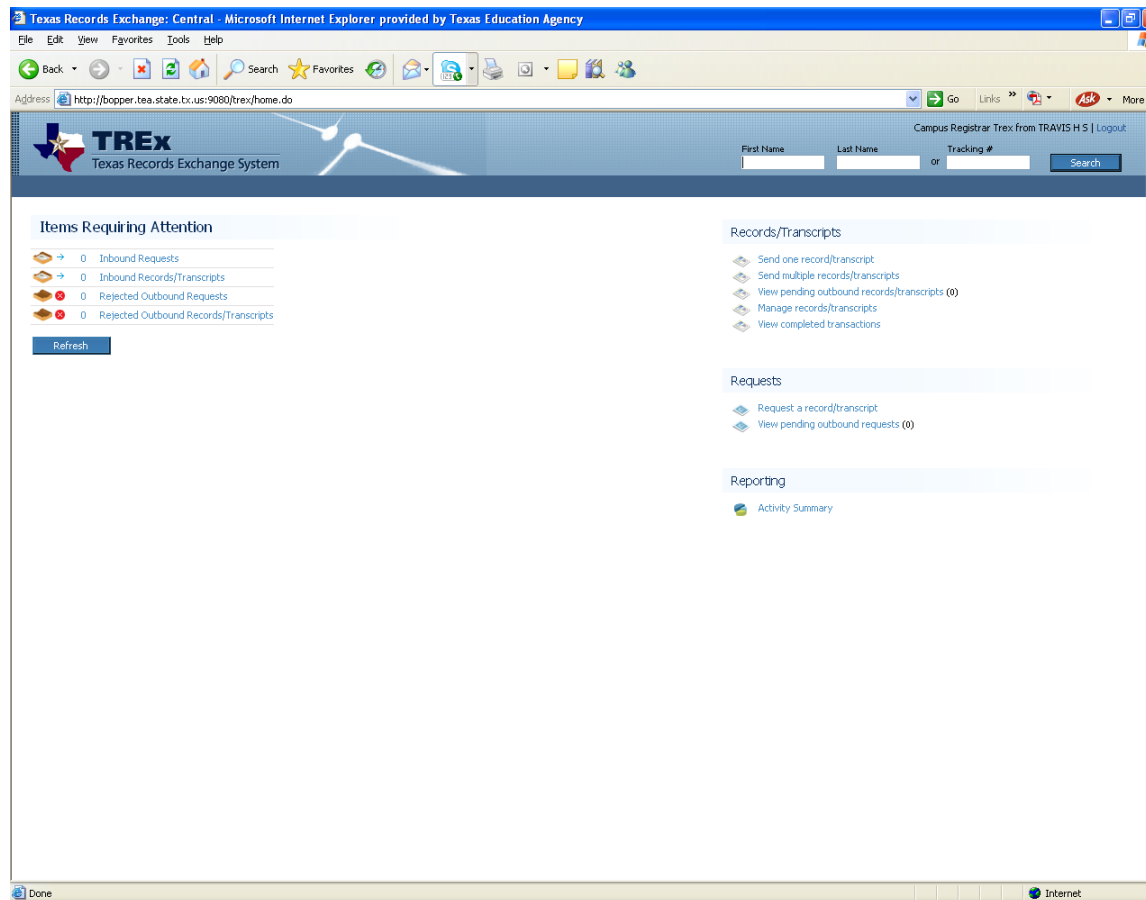
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Six Primary Functions

How to...

1. Look up a student
2. Request a record/transcript
3. Track a transaction
4. Send a record/transcript
5. Receive a record/transcript
6. Upload and manage data files

TREx Demonstration



Go to live site...

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Hands-On Training Objectives

1. Login to TEA SE to access TREx
2. Search PID for student and recent enrollment
3. Select student and recent enrollment and request records from Exiting school and log out
4. Login as the Exiting registrar
5. View pending outbound requests for outstanding requests
6. Choose to fulfill, hold, or reject the request, chose submit and log out
7. Log in as the original requesting registrar, view inbound requests

Five TREx scenarios:

1. Fulfill
2. Reject
3. Hold
4. Send a record without validation errors
5. Send a record with validation errors

LUNCH BREAK



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Hands-On Training Con't...

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Enhanced Functionality

1. Approval

TREx enables registrars and other authorized users to send “approved” student records between K-12 institutions. TREx also allows high schools to send “official” transcripts to higher education institutions.

2. Data Validation

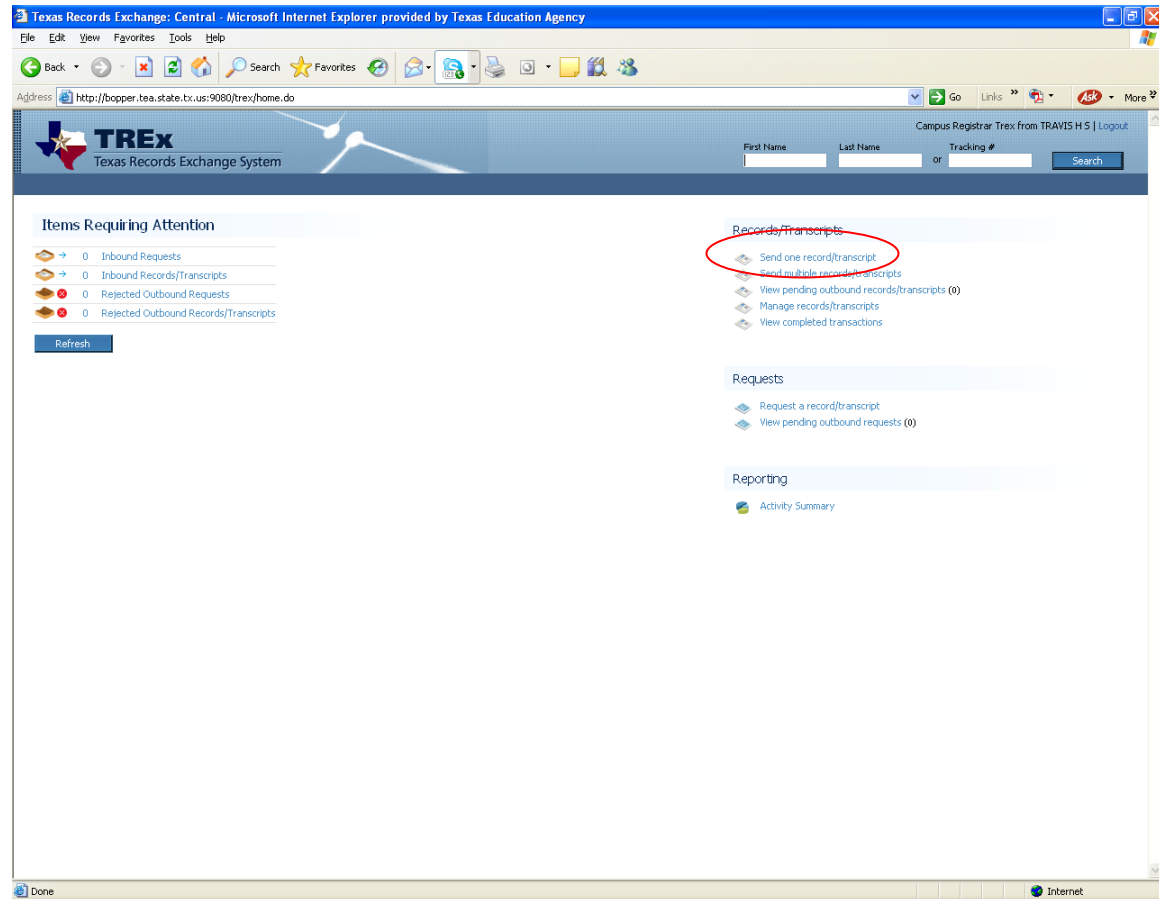
Registrars and technical users can check the validity and conformance of their records/transcripts being uploaded with respect to the XML schema, context edits, state minimums and TEA recommended data elements.

3. Manual Data Entry

Registrars can manually enter student record and transcript data directly into TREx, allowing districts without automated extracts to still have full functionality of TREx. TREx validates this data the same way of the uploaded data.


TREx Approval

Select the
*Send single
student* link



TREx Approval

Selecting the student

 Campus Registrar TREx | AUSTIN H S Campus | Logout

First Name Last Name or Tracking #

Send a record/transcript to multiple recipients [Need Help?](#)

1. Select Record/Transcript 2. Select Recipients 3. Confirm and Submit 4. Results

Select the student record/transcript to be sent

Select a student record/transcript from the list below or upload additional records/transcripts.

Selected Student

Name	Gender	Date of Birth	Student #	View	Attachments	Program Type
STUDENT, SALLY	Female	02/02/1988	55AA2A788	PDF		Recommended

Available Students

Showing 1-2 of 2 |<< << Page 1 >> >>| Show 10

[Hide Search Fields](#) or to search, enter text in one or more fields and press Enter. Wildcards (*) are allowed.

Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Student #	Uploaded	View	Attachments
<input type="radio"/> SINGER	IMA			Female	04/12/1989	55AA3A722	10/17/2007 01:42:22 PM	PDF	
<input checked="" type="radio"/> STUDENT	SALLY			Female	02/02/1988	55AA2A788	10/17/2007 10:24:18 AM	PDF	

All times in local time zone

TREx Approval

Select Recipient(s)

TREx
Texas Records Exchange System

Beverly Wilson from PILGRIM HIGH SCHOOL | Edit My Profile | Logout

First Name Last Name or Tracking # Search

Send a record/transcript to multiple recipients

1. Select Record / Transcript 2. Select Recipients 3. Confirm and Submit 4. Results

Select the recipients of the record/transcript

Choose from your most frequently used institutions, search for an institution or add the recipient's email address. You may select as many recipients as desired.

If you wish to waive the fees for any recipient, check the corresponding box in the Fee Status column in the Recipients list below..

Selected Student

Name	Gender	Date of Birth	Student #	View	Attachments
LEARNER, TEX	Male	04/12/1980	55AA2A262	PDF HTML	

Recipients

Name	Address	Fee Status
Remove THE UNIVERSITY OF TEXAS AT ARLINGTON	701 S. NEDDERMAN DR., ARLINGTON, TX, 76013	<input type="checkbox"/> Waive Fee
Remove THE UNIVERSITY OF TEXAS AT AUSTIN	AUSTIN, TX, 78712	<input type="checkbox"/> Waive Fee

Available Recipients

[Most Frequently Used Recipients](#) [Search for Institutions](#) [Email Recipient](#)

Showing 1-10 of 10015 << << Page 1 of 1002 >> >>

Hide Search Fields or to search, enter text in one or more fields and press Enter. Wildcards (*) are allowed.

Name	Street	City	State	ZIP	Type	ID
Select 24 HOUR CARE LLC	1206 ALDINE BENDER ROAD	HOUSTON	TX	77032-2904	Pre-K through 12	B8021785
Select 3D ACADEMY	4610 CROSSTIMBERS	HOUSTON	TX	77016-6399	Pre-K through 12	482364008619
Select 6TH GRADE CAMPUS	P O BOX 127	EDCOUCH	TX	78538-0127	Pre-K through 12	481806009539
Select 6TH GRADE CENTER	2200 W LAMPASAS	ENNIS	TX	75119	Pre-K through 12	481854009218
Select A L MORNEY ELEMENTARY SCHOOL	699 N DENTON	HUTCHINS	TX	75141	Pre-K through 12	484596009622
Select A & M CONS H S	1801 HARVEY MITCHELL PKWY S	COLLEGE STATION	TX	77840-5198	Pre-K through 12	480735000001
Select A & M CONSOLIDATED MIDDLE SCHOOL	105 HOLIK DR	COLLEGE STATION	TX	77840	Pre-K through 12	480735008712
Select A A MILNE EL	7800 PORTAL DR	HOUSTON	TX	77071-1710	Pre-K through 12	482364021036
Select A AND B NURSERY	3111 FOREST OAKS	HOUSTON	TX	77017	Pre-K through 12	B8942865
Select A B DUNCAN ELEMENTARY	1011 S 8TH ST	FLOYDADA	TX	79235-4029	Pre-K through 12	481944001801

Don't see a particular institution listed? Request a new institution. See an error? Report it.

Cancel << Previous Next >>

TREx Approval

Review delivery details


Fulfill a request from PEARCE H S Need Help?

1. Select Record / Transcript 2. Confirm and Submit 3. Results

Review the details of this request fulfillment

When you click the "Send" button below, TREx will translate the data into the requesting institution's preferred format and send the record/transcript. On the next screen, TREx will provide a unique tracking number for the delivery.

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



Requested Student			
Name	Gender	Date of Birth	Student #
STUDENT, SALLY	Female	02/02/1988	55AA2A788

Selected Student						
Name	Gender	Date of Birth	Student #	View	Attachments	Program Type
STUDENT, SALLY	Female	02/02/1988	55AA2A788	PDF		Distinguished

Requesting Institution	
Name	Address
PEARCE H S	1600 N COIT RD, RICHARDSON, TX. 75080-2805

Enter a message to be sent with the record/transcript (optional)

This data file includes final grades. Characters remaining: 153

☐ 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.

Cancel << Previous Send

TREx Approval

Unofficial Transcript Seal before Sending

LEARNER, TEX

Graduation date: _____
Diploma type: _____

Page 1 of 2
Prepared
03 July 2007

Student	Student Address	Counselor	School
ID number: 55AA2A262 Birth Date: 04/21/1980 Birth Place: _____ Entry Date: _____ Grade: _____ English: Proficiency unspecified Ethnicity: _____ Gender: Male	77 LAUGHLING AVE SAN JOSE, CA 95055 US Parent/Guardian(s): _____		De Anza College 21250 Stevens Creek Blvd Cupertino, CA 95014 School #: 004490

ID	Course Title	Grade	Credit	ID	Course Title	Grade	Credit
Jun 1998, De Anza College				Sep 1998, De Anza College			
004	STRENGTH DEVELOPMENT	A	0.5	014	COMPOSITION & READING	W	0.0
013A	BEGINNING BADMINTON	B	0.5	017A	HISTORY TO 1850	W	4.0
100B	PREP READWRIT SKILLS	NP	0.0	043	LEGAL C	W	3.0
170	READINGWRITING PRACTICE	P	1.0	001	AMERICAN GOVT & L	B	4.0
101	ELEMENTARY ALGEBRA	B	0.5	002	ADJUNCT STUDY SKILLS	W	0.5
006B	CROSS-TRAINING	F	0.5	011	IT NAMES & LITERATURE	W	4.0
100	ORIENT TO COLLEGE	P	0.5	Jan 1999, De Anza College			
Sep 1998, De Anza College				Apr 1999, De Anza College			
010	INTRODUCT BIOL	C	0.5	010	FUND OF ORAL COMMUNICATN	C	4.0
010	HUMAN SEXUALITY	C	0.5	105	INTERMED ALGEBRA	C	5.0
004	STRENGTH DEVELOPMENT	A	0.5	Jun 1999, De Anza College			
020	ASIAN AMER EXPERIENCE	B	4.0	020A	BEG ARCHERY	B	0.5
132	ADJUNCT STUDY SKILLS	P	0.5	026B	BEGINNING SWIMMING	A	0.5
Jan 1999, De Anza College				Apr 1999, De Anza College			
100B	PREP READWRIT SKILLS	P	0.0	015X	BEGINNING BOWLING	A	1.0
001	GENERAL PSYCHOLOGY	A	4.0	010	FUND OF ORAL COMMUNICATN	C	4.0
015X	BEGINNING BOWLING	A	1.0	002K	AIKIDO	A	0.5
022	THEORY/TECHNIQ. BODY AWA	A	1.0	Sep 1999, De Anza College			
002K	AIKIDO	A	0.5	020	COMPOSITION & READING	B	4.0
Apr 1999, De Anza College				Jan 2000, De Anza College			
015X	BEGINNING BOWLING	A	1.0	054X	CITY PRODUCTION LAB	B	1.0
010	FUND OF ORAL COMMUNICATN	C	4.0	058G	INTRO TO OPERATING SYSTEM	NP	0.0
105	INTERMED ALGEBRA	C	5.0	094	INTRO INTRNT & WWW	P	1.0
Jun 1999, De Anza College				Sep 2000, De Anza College			
020A	BEG ARCHERY	B	0.5	15AG	INTRO COMP PROGR IN C	C	6.0
026B	BEGINNING SWIMMING	A	0.5	002	COMPUTERS & SOCIETY	W	0.0
004	SOLAR SYSTEM ASTRONOMY	C	5.0	051	TRIGONOMETRY	C	5.0
004	STRENGTH DEVELOPMENT	A	0.5	001A	COMPOSITION & READING	C	5.0
Jan 2000, De Anza College				Jan 2001, De Anza College			
158G	INTERM PROBL SOLV IN C	F	0.0	158G	INTERM PROBL SOLV IN C	F	0.0
015X	BEGINNING BOWLING	C	1.0	015X	BEGINNING BOWLING	C	1.0
149A	ACAD EXCEL PRE-CALC MATH	P	1.0	149A	ACAD EXCEL PRE-CALC MATH	P	1.0
049A	PRE-CALCULUS ALGEBRA	D	5.0	049A	PRE-CALCULUS ALGEBRA	D	5.0

Do not accept this document as official. Official transcripts are sent through secure channels only.

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TREx Approval

Successful Delivery

The screenshot displays the TREx Texas Records Exchange System interface. At the top, the header includes the TREx logo, the user name 'Beverly Wilson from PILGRIM HIGH SCHOOL', and links for 'Edit My Profile' and 'Logout'. A search bar is also present. Below the header, a progress bar shows four steps: '1. Select Record/Transcript', '2. Select Recipients', '3. Confirm and Submit', and '4. Results', with the fourth step being the active one.

The main content area is titled 'Delivery successful'. It contains a message: 'This record/transcript has been sent to NTC for processing. Use the tracking numbers shown below to receive an up-to-the-minute status of each delivery.' Below this, a note states: 'For each recipient in the NTC partner network, the record/transcript will be delivered electronically. If the institution is not in the NTC network, then NTC will send an official paper record/transcript through the NTC Print Center or to the supplied email address.'

There are two tables displayed:

Delivered Student					
Name	Gender	Date of Birth	Student #	View	Attachments
LEARNER, TEX	Male	04/12/1980	55AA2A262	PDF HTML	

Tracking Information		
Tracking #	Recipient	Address
D0138428544	THE UNIVERSITY OF TEXAS AT ARLINGTON	701 S. NEDDERMAN DR., ARLINGTON, TX, 76013
D0138412160	THE UNIVERSITY OF TEXAS AT AUSTIN	, AUSTIN, TX, 78712

At the bottom of the interface, there are buttons for 'Print', 'Send Another Record', and 'Done'. The browser's status bar at the very bottom shows 'Done' and 'Internet' with a 100% zoom level.

TREx Approval

Delivery details

TREx
Texas Records Exchange System

Beverly Wilson from PLSGRH HIGH SCHOOL | Edit My Profile | Logout

First Name: Last Name: Tracking #: Search

Need help?

Details for delivery D0138428544

Delivered Student

Name	Gender	Date of Birth	Student #	View	Attachments
LEARNER, TON	Male	04/12/1960	22AA2002	PDF HTML	

Delivery Information

Sent By	From	To	Status	Handled By
Beverly Wilson	PLSGRH HIGH SCHOOL	THE UNIVERSITY OF TEXAS AT ARLINGTON	Arrived	

History

Date/Time	Event
07/03/2007 12:55:54 PM	Delivery created. Records/transcripts were translated into the appropriate format for THE UNIVERSITY OF TEXAS AT ARLINGTON, ARLINGTON, TX.
07/03/2007 12:55:54 PM	Delivery approved (fees paid). Approved by Beverly Wilson (855) (861-7700) at PLSGRH HIGH SCHOOL, WARWICK, RI.
07/03/2007 12:55:54 PM	Delivery arrived at destination. Records/transcripts were sent electronically to HEC partner THE UNIVERSITY OF TEXAS AT ARLINGTON, ARLINGTON, TX.

Done

TREx Approval

Seal on
Transcript
After
Receiving


LEARNER, TEX

Graduation date: 6/0/2000
Diploma type:

Page 1 of 1
Prepared
03 July 2007

Student		Student Address	Counselor	School
ID number:	55AA2A282	2772 MIRTH DR		CENTRAL HIGH SCHOOL
Birth Date:	04/12/1980	SAN JOSE, CA 95555 US		70 FRICKER STREET
Birth Place:		Parent/Guardian(s)		PROVIDENCE, RI 02903 US
Grade:	Proficiency unspecified			School #: 44009000217
English:				
Ethnicity:				
Gender:	Male			

ID	Course Title	Grade	Credit
Apr 2000, CENTRAL HIGH SCHOOL			
	HISTORY US	ZZZ	4.5
Jun 2000, CENTRAL HIGH SCHOOL			
100	ORIENT TO COLLEGE	P	0.5
Sep 2000, CENTRAL HIGH SCHOOL			
101	GUIDED PRACT IN READING	P	0.5
100	DEVEL READING	P	5.0
002	COMPUTERS & SOCIETY	A	4.0
002	CULTURAL ANTHROPOLOGY	B	4.0
070Y	GEN WORK EXPER-PARALLEL	W	0.0
Jan 2001, CENTRAL HIGH SCHOOL			
016	ARTS, IDEAS & VALUES	B	4.0
001A	COMPOSITION & READING	B	5.0
001A	CALCULUS	A	5.0
001A	GENERAL CHEMISTRY	C	5.0
Apr 2001, CENTRAL HIGH SCHOOL			
001	INTRO TO MUSIC	B	4.0
015	PROB SOLV/CRIT REAS GRPS	W	0.0
010	FUND OF ORAL COMMUNICATN	A	4.0
004	PREHIST/DEVEL CIVILIZATN	B	4.0
Jul 2001, CENTRAL HIGH SCHOOL			
15AG	INTRO COMP PROGR IN C	C	6.0
Sep 2001, CENTRAL HIGH SCHOOL			
001	PHYS ANTHRO	B	4.0
001	AMERICAN GOV'T & POLITICS	B	4.0
001B	READING, WRITNG & RESRCH	B	5.0
001B	CALCULUS	W	0.0



11 x 8.5 in

1 of 1

Manual Data Entry

Getting started...

File Edit View History Bookmarks Tools Help

http://localhost:8080/trex/flow/manage-records-flow?_flowExecutionKey=_c9E19FFAC-96BD-0BC

Google

Getting Started Latest Headlines

TREx
Texas Records Exchange System

Campus Registrar Trex from TEXAS SCHOOL FOR THE DEAF | Logout

First Name Last Name or Tracking # Search

Manage Records/Transcripts for TEXAS SCHOOL FOR THE DEAF

Showing 0-0 of 0 |<< << Page 1 of 1 >> >>| Show 10 per page

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

(No items to display)

All times in local time zone

Delete Upload Create Done

Done

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Manual Data Entry

Student and Parent Data

The screenshot shows a web browser window with the URL `http://localhost:8080/trex/flow/create-record-flow?_flowExecutionKey=_c2AB8A5E7-FAE9-0597-5...`. The page header includes the TREx logo and the text "Texas Records Exchange System". A search bar is present with fields for "First Name", "Last Name", and "Tracking #", along with a "Search" button. The main content area is titled "Create Record for TEXAS SCHOOL FOR THE DEAF".

Student Identification

First Name:
Middle Name:
Last Name:
Suffix:
Student Id:
Prior Id:
Local Id:
Address:
City:
State: TX
Country: US
Postal Code:

Parents

[Add a parent](#)
[Remove this parent](#)

First Name:
Middle Name:
Last Name:
Suffix:

The browser's address bar shows the full URL: `http://localhost:8080/trex/flow/create-record-flow?_eventId_exit=&_flowExecutionKey=_c2AB8A5E7-FAE9-0597-5CC2-C9370FCA5062_k19CE9FE6-5A58-D6CB-CAD4-325CD2BF52B2&url=/home.do`

Appendix A – Data Element Lists

Because TREx uses a single XML extract file schema whether the record being transferred as a student record or a high school transcript, many data elements are shown as “Not Required” with the goal of reducing the risk of a high number of failures when extracting student records. Those data elements required by the TREx schema include the following:

Data Element Common Name	XML Name
Student ID	StudentID
First Name	FirstName
Last Name	LastName
Gender Code	Gender
Ethnicity Code	Race
Date of Birth	BirthDate
District ID	DistrictID
Campus ID	SchoolID
Campus Name	SchoolName
Campus Phone	PhoneNumber
Academic Year	SchoolYear
Grade Level (Current)	GradeLevel

The following section is a list of the TREx data elements arranged by the record type (as they would appear in a record; not within a complex type). The table indicates a data element as required in the following manner:

- Schema Required: required within the file extract by the TREx schema
- State Required Minimum: required by state law and/or Texas Education Code
- State Required Recommended: recommended by TEA, institutions of higher education, and user focus groups

If a data element is shown as not required for the file extract but data are available and relevant to the accuracy and completeness of the student record or transcript, it is the responsibility of the campus/district to include these data.

Manual Data Entry

Student Demographics, School and Enrollment Data

The screenshot displays the Texas Records Exchange (TREx) web application interface. The browser window shows the URL http://localhost:8080/trex/flow/create-record-flow?_flowExecutionKey=_c2A88ASE7-FAE9-0597-5. The application has a menu bar with File, Edit, View, History, Bookmarks, Tools, and Help. Below the menu bar, there are tabs for 'Getting Started' and 'Latest Headlines'. The main content area is titled 'Texas Records Exchange: Create ...' and contains three sections: 'Student Demographics', 'School', and 'Enrollment'.

Student Demographics

- Gender: F
- Race: American Indian or Alaskan Native
- Birth: Year 2007, Month 01, Day 01
- Language: English
- Migrant: Not receiving services, or condition or situation not applicable to this person or campus
- Homeless: Not receiving services, or condition or situation not applicable to this person or campus

School

- Id:
- Name:
- District Id:
- District Name:
- Address:
- City:
- State: TX
- Country: US
- Postal Code:
- Phone:
- Fax:

Enrollment

- Grade Level: Pre-Kindergarten
- Entry Date: Year 2007, Month 01, Day 01
- Exit Date: Year 2007, Month 01, Day 01
- Withdraw Date: Year 2007, Month 01, Day 01
- Withdraw Reason: Graduated
- Grade Placed: Pre-Kindergarten
- Grade Promoted: Pre-Kindergarten
- Grade Retained: Pre-Kindergarten

The bottom of the browser window shows a status bar with the text 'Done'.

Manual Data Entry

Special Programs and Assessment Data

The screenshot displays the Texas Records Exchange (TREx) web application interface. The browser window shows the URL `http://localhost:8080/trex/flow/create-record-flow?_flowExecutionKey=_c2AB8A5E7-FAE9-0597-5...`. The application has a menu bar with 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help'. Below the menu bar, there are tabs for 'Getting Started' and 'Latest Headlines'. The main content area is divided into two sections: 'Special Programs' and 'Assessments'.

Special Programs

LEP:	Not LEP
Economic Disadvantaged:	Not identified as economically disadvantaged
At Risk:	Not receiving services, or condition or situation not applicable to this person or campus
Title:	The student attends a school that is not designated by the district as a Title I ...
Special Ed:	Not receiving services, or condition or situation not applicable to this person or campus
IEP:	Not receiving services, or condition or situation not applicable to this person or campus
Bilingual:	Not receiving services, or condition or situation not applicable to this person or campus
ESL:	Not receiving services, or condition or situation not applicable to this person or campus
Gifted Talented:	Not receiving services, or condition or situation not applicable to this person or campus
Career Tech Education:	Not enrolled in a Career Tech Education course
Personal Graduation Plan:	Not receiving services, or condition or situation not applicable to this person or campus

Assessments

[Add an assessment](#) [Remove this assessment](#)

Test Name:	Texas Primary Reading Inventory (Grades K-2)
Test Level:	Pre-Kindergarten
Test Date:	Year 2007 Month 01
Test Score:	
Test Code:	Absent

[Add an assessment sub test](#) [Remove this sub test](#)

Sub Test:	
-----------	--

Done

Manual Data Entry

Attendance, Immunization, and Academic Status

The screenshot displays the Texas Records Exchange (TREx) web application interface. The browser window shows the URL `http://localhost:8080/trex/flow/create-record-flow?_flowExecutionKey=_c2AB8A5E7-FAE9-0597-5...`. The application has a menu bar with File, Edit, View, History, Bookmarks, Tools, and Help. Below the menu bar, there are tabs for 'Getting Started' and 'Latest Headlines'. The main content area is divided into several sections:

- Attendance**: Fields for 'Days Attended' and 'Days Absent', each with a numeric input box.
- Immunizations**: A section titled 'Add an immunization' with a 'Remove this immunization' link. It includes fields for 'Code', 'Date' (Year, Month, Day dropdowns), and 'Dose'.
- Discipline Actions**: A section titled 'Add a discipline action' with a 'Remove this discipline action' link. It includes fields for 'Date' (Year, Month, Day dropdowns), 'Action Number', 'Action Code' (a dropdown menu), and 'Action Reason' (a text area).
- Academic Status**: Fields for 'Graduation Date' (Year, Month, Day dropdowns), 'Graduation Diploma Type' (a dropdown menu), 'Certificate Date' (Year, Month, Day dropdowns), and 'Texas Grant' (a dropdown menu).

The bottom of the window shows a status bar with the text 'Done'.

Disclaimer: TREx under development, minor modifications may occur pending final release.
Prepared for Education Service Center TREx Training Day, July 31, 2007
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Manual Data Entry

Current Coursework Data

The screenshot displays a web browser window with the URL `http://localhost:8080/trex/flow/create-record-flow?_flowExecutionKey=_c2A88ASE7-FAE9-0597-5...`. The browser's address bar shows a Google search engine. The page title is "Texas Records Exchange: Create ...". The main content area is titled "Current Coursework" and contains a form for entering course data. The form includes the following fields and options:

- School Year: 2007-2008 (dropdown)
- Grade Level: Pre-Kindergarten (dropdown)
- Add a course (link)
- Remove this course (link)
- Course Title: (text input)
- Course Id: (text input)
- Abbreviation: (text input)
- Semester: (text input)
- Class Period: (text input)
- Subject Area: English Language Arts (dropdown)
- Course Grade: (text input)
- Withdraw Grade: (text input)
- Grade Average: (text input)
- Course Credit: (text input)
- Pass Fail Credit: Course was passed and credit was received (dropdown)
- Explanation: A high school course for which college credit will be awarded by a college ... (dropdown)
- Course Teacher: (text input)
- Credit Campus: (text input)
- Semester Sequence: One semester course (dropdown)

The form is enclosed in a box with a "Done" button at the bottom left.

Manual Data Entry

Academic Status and Academic Summary

The screenshot displays the Texas Records Exchange (TREx) web application interface. The browser window shows the URL `http://localhost:8080/trex/flow/create-record-flow?_flowExecutionKey=_c2AB8ASE7-FAE9-0597-5...`. The application has two tabs: 'Texas Records Exchange: Create ...' and 'Texas Records Exchange: Data Validat...'. The main content area is divided into two sections: 'Academic Sessions' and 'Academic Summary'.

Academic Sessions
Add an academic session Remove this academic session

Grade Level: Pre-Kindergarten
GPA:
Class Total Number:
Class Rank:
Class Ranking Date: Year 2007 Month 01 Day 01
Quartile: Student is ranked in the top 25% (1-25%) of the graduating class
College Campus Code:

Add a school year
School Year: 2007-2008 Remove this school year

Add a course type Remove this course type

Course Title:
Course Id:
Abbreviation:
Semester:
Class Period:
Subject Area: English Language Arts
Course Grade:
Withdraw Grade:
Grade Average:
Course Credit:
Pass/Fail Credit: Course was passed and credit was received
Explanation: A high school course for which college credit will be awarded by a college ...
Course Teacher:
Credit Campus:
Semester Sequence: One semester course

Academic Summary
GPA:
Class Total Number:
Class Rank:
Class Ranking Date: Year 2007 Month 01 Day 01
Quartile: Student is ranked in the top 25% (1-25%) of the graduating class
College Campus Code:

Submit Done

Extract-Import Functions

In addition to the TREx manual data entry, schools can also generate a student data/transcript file extract from their local student information system (SIS) following the TEA Data Standards specification document.

Extract-Import Functions

Each SIS may implement the electronic process for generating the record and transcript extract file.

One example of this extraction process is RSCCC

Begin demonstration...

ESC Resources for District/School Training

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TREx Support Resources

- ▶ Go to TEA project website at:
<http://www.tea.state.tx.us/trex/>
 - User guide
 - Embedded online help
 - Webinars
 - On-line tutorials for key activities
 - Job-aids
 - FAQs

TREx Support Resources

Customer Service Requests for ESCs

- Email trextech@tea.state.tx.us
- Voice-mail box
- Identify content for additional Job-aids, FAQs, and TREx input

TREx Data Standards and File Naming Conventions

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TREx Questions and Answers

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Closing Comments and Training Evaluation

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