

Requesting Records from a Closed Charter School



EC 7.010 requires student records & transcripts be sent electronically, including a student's course or grade completion, teachers of record, assessment instrument results, placement in special education, IEP, and personal graduation plans. Colleges require E raduation date and diploma type.

NOTE- Record Retention Limit and Request Retention Limits are set to 0 days at TEAL/IAM team's request (to avoid crashing TEAL when calling web services). This is not a test.

Items Requiring Attention

	7	Inbound Requests
	2	Inbound Records/Transcripts
	0	Rejected Outbound Requests
	0	Rejected Outbound Records/Transcripts

Refresh

Records/Transcripts

- Send one record/transcript
- Send multiple records/transcripts
- View pending outbound records/transcripts (4)
- Manage records/transcripts
- View completed transactions

Requests

- Request records/transcripts
- View pending outbound requests (14)

Enter as much information as you have about the student for whom you are requesting records. Click Next.

Request a record/transcript from other institutions Need Help? |

1. Enter Student Information 2. Select Institution 3. Confirm and Submit 4. Results

Enter identifying information about the student whose record/transcript is being requested

Required fields are marked with an asterisk (*). Enter as much information as possible to facilitate the record lookup on the receiving end.

Requested Student

*First Name: <input type="text" value="John"/>	Gender: <input type="text"/>
Middle Name: <input type="text"/>	**Date of Birth: <input type="text" value="01/12/2005"/>
*Last Name: <input type="text" value="Doe"/>	Student #: <input type="text"/>
Suffix: <input type="text"/>	TSDS Unique ID: <input type="text"/>

Urgency

Select the urgency of this request: Enrollment Date at New Campus:

If you know that the student last attended a Charter School that is closed, in the search box enter "Closed Charter" and hit enter.



Requested Student				
Name	Gender	Date of Birth	Student #	TSDS Unique ID
Doe, John		01/12/2005		

Requested Institutions	
Name	Address
(Please select the institutions from which the record/transcript is being requested.)	

Available Recipients

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Show 10 per page

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

<input type="text" value="Closed Charter"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name ▾	Street ▾	City ▾	State ▾	ZIP ▾	Type	ID ▾
<input type="radio"/> 21ST CENTURY EARLY LEARNING FOUNDATIONS ACADEMY	319 W 4TH ST	WESLACO	TX	78596	Pre-K through 12	108913118
<input type="radio"/> 3D ACADEMY	116 N 10TH ST	DONNA	TX	78537-2799	Pre-K through 12	108902006
<input type="radio"/> 3RD H S	P O BOX 490	WYLIE	TX	75098-0490	Pre-K through 12	043914005
<input type="radio"/> 7TH H S - NORTHEAST	1311 ROUND ROCK AVE	ROUND ROCK	TX	78681-4999	Pre-K through 12	246909014
<input type="radio"/> A & M CONS H S	1801 HARVEY MITCHELL PKWY S	COLLEGE STATION	TX	77840-5198	Pre-K through 12	021901001
<input type="radio"/> A & M CONSOLIDATED MIDDLE	105 HOLIK DR	COLLEGE STATION	TX	77840	Pre-K through 12	021901042
<input type="radio"/> A B DUNCAN EL	1011 S 8TH ST	FLOYDADA	TX	79235-4029	Pre-K through 12	077901101
<input type="radio"/> A B MCBAY EL	P O BOX 2000	MEXIA	TX	76667-2000	Pre-K through 12	147903103
<input type="radio"/> A C BLUNT MIDDLE	2103 DEMORY LN	ARANSAS PASS	TX	78336-4612	Pre-K through 12	205901041
<input type="radio"/> A C JONES H S	1902 N ADAMS	BEEVILLE	TX	78102-2796	Pre-K through 12	013901001

“Closed Charter Districts” will populate in the institution area. The County District Campus number will always be 300801001. Select this school and click next.

Select the institutions from which the record/transcript is to be requested



Choose from your most frequently used institutions, or search for another institution.

Requested Student				
Name	Gender	Date of Birth	Student #	TSDS Unique ID
Doe, John		01/12/2005		

Requested Institutions	
Name	Address
(Please select the institutions from which the record/transcript is being requested.)	

Available Recipients

Most Frequently Used Institutions Search for an Institution UID Search Results

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Show 10 per page

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
<input checked="" type="radio"/> Closed Charter						
<input type="radio"/> CLOSED CHARTER SCHOOLS					Pre-K through 12	300801001

You are now ready to enter an optional message and send the request to Closed Charter Schools for fulfillment.