

TREx Process FAQ

1. Will there be a district login so that the district registrar will be able to log in and see all requests for all of our campuses?

Answer: Yes, the TREx roles and privileges are authenticated through the TEA TEASE system. Section 1 of the *2007-2008 TREx Preliminary Data Standards* includes a description of each role and its privileges. This document is available from the TREx project web page at <http://www.tea.state.tx.us/trex/>.

2. Can you have more than one district-wide admin account for TREx?

Answer: At this time, TREx does not have limitations on the number of admin accounts. Unless TEA Information Security establishes a different policy, districts may make this decision based on best practices. TREx has district and campus levels of authority.

3. Who at the district level will have access to the TREx application?

Answer: This is determined by local policy. The school district will decide who has access to TREx and their level of authority. TREx access and authentication is handled through the TEASE system.

Districts and campuses must submit online requests for TEASE access to TREx. (Please note that paper request forms will be not be accepted; only on-line requests for TREx access will be processed.) Currently, August 1 is the expected date for initial availability of the TEASE automated application.

4. Will TREx be a requirement for all Texas school districts?

Answer: House Bill 1 (HB1) mandates district/campus participation in the electronic student records exchange system (TREx). The preliminary project timeline shows implementation of TREx available by September 4. The project time also shows conversion by districts/campuses should be complete by January 1, 2008.

5. Are colleges and universities participating in TREx?

Answer: Public colleges and universities within Texas that are associated with the UT/Austin SPEEDE server service are participating in TREx.

6. Will there be a charge incurred by districts for using the TREx system? Will there be penalties for not using the system?

Answer: There is no cost to the school district for using the TREx system. At this time, there are no penalties for not using the application, however, HB 1 mandates participation in the electronic student records exchange system (TREx); if needed, penalties for lack of participation may be established in the future.

7. Since the TREx process includes only public colleges/university using the SPEEDE server service, how much does it cost to send a transcript to a non-SPEEDE college or university? How is billing handled?

Answer: Because the TREx application is available to public schools (including open-enrollment charters) and public colleges/universities within Texas, TEA has not determined a process involving other institutions at this time. More information will be available in the future.

8. How long will TEA continue to fund this system? Who will pay for TREx after that point?

Answer: The TREx application is currently funded for the 2007-2008, 2008-2009, and 2009-2010 school years. Since the application is owned by TEA, the primary on-going costs will be application enhancements and hosting charges.

9. Will there be a procedure in place to handle a district that does not respond to the request within the parameter set in TREx (understanding that the law states schools have 10 calendar days to respond to the request)?

Answer: No, not at this time. Days required by law to respond and days the record may be at rest within TREx are not related. Once the request for a student record is sent to the exiting school district, that district

has by law 10 days to respond. Once the exiting school uploads the student record in TREx, the response has been fulfilled and is logged in the transaction history. TREx transfers the record to a relational database where the record will remain "at rest" for the number of days sent in the parameter.

10. How often is information updated and does TREx also send other records? What is the possibility that data from other TEA applications can be downloaded into TREx, for example TAKS scores, PET enrollment history, etc?

Answer: TREx serves as a conduit for the data; data is not stored permanently in TREx. Data storage and updates are handled through the local student information systems (SIS). While student records include some enrollment and assessment data, TREx downloads the data as set out by your vendor-supported extract process. TREx does not automatically update other applications.

11. Do we upload only the student record we are sending for a transferring student, versus uploading all of our student records at once, in TREx?

Answer: Yes, this is correct. Student records are stored within the local SIS, not TREx. You will upload and transmit student records individually in TREx.

12. Can you download more than one student record at a time into an extract file?

Answer: At this point in time, TREx supports one student record transfer at a time.

13. Will there be a feature that will allow school districts to input an entire transcript record in lieu of uploading a file?

Answer: Yes, TREx allows the user to enter the student record or transcript manually and transmit the data.

14. Can student records for siblings on the same campus be transferred at the same time in TREx or do the records have to be sent individually?

Answer: In the first release, TREx moves only one student record at a time.

15. How can an immunization record, SSN card, and birth certificate be transmitted in TREx?

Answer: TREx accepts attachments in various formats including scanned documents. Immunization records can be entered in TREx or sent in a scanned file as an attachment. SSN cards or birth certificates can be sent as scanned images.

16. Are districts going to be able to send transcript data for inactive/graduated students even if it is digitally sent?

Answer: The TREx application is targeted for students in membership in the 2007-2008 school year but there is nothing in the application to prevent a school district from sending records for former students. If the records are archived in a PDF or as a scanned image, districts/campuses can send the data as an attachment.

17. Will users have to connect to TREx to know there is an inbound or fulfilled request or will there be an email alert?

Answer: TREx sends an email alert if the receiver shows no response to a request within 24 hours. TREx send the email alert to all users at the campus/district to facilitate processing of requests.

18. EE and PK students are not currently submitted in PET. Will districts/campuses be able to use TREx to transfer these student records to other districts and if so, should those grade levels be added to PET?

Answer: TREx supports the transfer of student records for students PK-12; TREx does not support the transfer of EE records. If a student record exists in your local student information system for a PK-level student, you can upload a student record extract in TREx for that student. If a student record does not exist in TREx for a PK student, you can manually enter the information in TREx and transmit it.