

TREx Report Options

Question: Are there more reports available in TREx than just the Top 10 charts shown on the home page?

Answer: TREx provides a combination of standardized reports, PDFs, and screens that are both viewable and printable, such as the Validation Tool error messages and warnings, all of which serve as reports for the TREx application.

You have the option to generate a variety of Activity Summary reports based on criteria you enter or select. For example, the Activity Summary report has drop-list options for several standard time periods and you also can enter a custom date or date range.

You also have the options to create transaction lists by searching by student name, view and print a transaction history based on the TREx tracking ID, and sort and print lists generated within the TREx home page sections.

Examples of TREx reports include:

- Printable PDF of student record and transcript together for Grades 8-12
- Printable PDF of student record alone for Grades PK-7
- Printable PDF of high school transcript only (*Available in Phase 3*)
- Tracking Details by Transaction
- Activity Summary by Time Periods (day, week, month, quarter, year)
- Activity Summary by Specific Date
- Activity Summary by Destination
- Activity Summary by Status Type (*Available in Phase 3*)
- Transaction List by Student
- Top 10 Record/Transcript Sources
- Top 10 Record/Transcript Destinations
- Top 10 Request Sources
- Top 10 Request Destinations

Additional printable screens or views available in TREx include:

- Printable example of XML extract file.
- Printable screen listing error messages from Validation Tool for validation of XML schema.
- Printable screen listing validation warnings for minimum data for student record.
- Printable screen listing validation warnings for recommended data for student record.
- Printable screen listing validation warnings for minimum data for an interim high school transcript.
- Printable screen listing validation warnings for recommended data for an interim high school transcript.
- Printable screen listing validation warnings for minimum data for a final high school transcript.
- Printable screen listing validation warnings for recommended data for a final high school transcript.