Texas Education Agency
Texas Records Exchange Education Service Center Hands-On Computer Training

Scenario 2: **Student moves from one campus (referred to as Exiting School) and relocates to a new campus/district (referred to as Requesting School). The primary objective of this scenario is to demonstrate the steps for** *rejecting* **a request using TREx.**

1	Campus Name: *(insert the school that you have been assigned)* _____ (Requesting School)	Campus Name: *(insert the school that you have been assigned)* _____ (Exiting School)
2	Receiving registrar logs into TEA SE to authenticate.	
3	Receiving registrar selects the TREx application and on the home page of TREx in the Request area select the request a student record/transcript link.	
4	Receiving registrar has the option to enter identifying information and search for the student's last school of enrollment using PID.	
5a	Once the last school of enrollment is determined the Receiving registrar initiates a request for student record/transcript through TREx.	
5b	Also on the home page, in the Requests area, select the Pending outbound requests link. This will display the outbound pending request along with the status.	
6		Exiting registrar logs into TREx to check for requests by selecting the Inbound request link (listed as the first link in the top left corner on the TREx home page).
7a		The student's name is listed in the lower portion of the next screen. Select the radio button for the student that needs to be acted on. Chose either the Fulfill, Hold for grades, or Reject button. In this case, select the Reject button.
7b		A text box will appear and the Exiting registrar enters the reason for reject. *Note all comments added become a permanent record.*
9		Exiting registrar selects the student's record from TREx and chooses the send button, so the Requesting campus can see the updated status.
10	Receiving registrar logs into TREx and at the home page selects the inbound requests to see their recent student's record/transcript request.	