How TReX Works
Exchanging Student Records Quickly, Easily, and Securely

1. Student transfers to new campus/district
   
2. Receiving registrar logs into TEA SE to authenticate.
   
3. Receiving registrar selects the TReX application to request a student record/transcript.
   
4. Receiving registrar has the option to enter identifying information and search for the student’s last school of enrollment.
   
5. Once the student’s last school of enrollment is determined, the receiving registrar initiates a request for student record/transcript through TReX.
   
6. Exiting registrar receives request for student record/transcript through TReX.
   
7. Exiting registrar confirms student was in membership at the school district or campus in the TReX request.
   
8. Exiting registrar makes a decision to fulfill, hold, or reject the request.

   - Fulfill
     - 8A. Exiting registrar designates the request as Accept in TReX.
     - 8A.1 Exiting registrar locates and extracts student record/transcript from the local SIS.
     - 8A.2 Exiting registrar uploads the local SIS extract into TReX.
     - 8A.1.2 Exiting registrar selects the student's record from TReX and sends to requesting institution.

   - OR
     - Hold for Grades
     - 8B. Exiting registrar designates the request as ON HOLD in TReX.
     - 8B.1 Manual Data Entry
     - 8B.2 Exiting registrar keys in all record/transcript data into TReX.

   - OR
     - Reject
     - 8C. Exiting registrar REJECTS the request from TReX.

   - COMPLETE

   - Local SIS Data Source
   - TREx Data Source

Note: below steps 6 thru 9 get completed by the Exiting registrar, all else steps get completed by Requesting registrar.

Disclaimer: TReX under development, minor modifications may occur pending final release.
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