



TEXAS EDUCATION AGENCY

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Robert Scott
Commissioner

ACTION REQUIRED

September 4, 2008

To the Administrator Addressed

Subject: Required Use of the Texas Records Exchange System (TReX)

This letter is a reminder of the statutory requirement to transmit student records and high school transcripts electronically through the Texas Records Exchange System (TReX). TEC 7.010 stipulates that all school districts, open enrollment charter schools, and institutions of higher education shall participate in an electronic student records system.

The Texas Records Exchange System (TReX) was implemented in September 2007 in response to this legislation. The system enables the transmission of student records and high school transcripts between school districts over a secure network, and the transmission of high school transcripts to any college or university using the UT SPEEDE server.

TReX is a statewide system that requires the collaboration of all school districts. The following functions are to be performed using the TReX system to coordinate the exchange of student records between school districts, and to deliver transcripts electronically to Texas colleges and universities.

Required Functions:

1. Requests for student records and high school transcripts from another Texas public school district or open enrollment charter school are to be sent through TReX. (*Note: Districts do not have to be able to send records electronically in order to request or receive records from another district.*)
2. Student records that are sent electronically from another Texas public school district or charter school are to be downloaded by the requesting registrar from TReX.
3. Schools must monitor the TReX system for requests and respond to requests for student records within 10 working days.
4. Student records and high school transcripts are to be sent through TReX upon request by another school district within ten working days.
5. High school transcripts are to be sent through TReX to Texas public colleges and universities upon request by a student or their parent, in keeping with local policy. (*Note: Districts must first partner with a Texas public college or university to test the content of their TReX transcripts. See letter to the Administrator Address dated July 9, 2008, at: <http://ritter.tea.state.tx.us/tao/is070908.html>.*)
6. If for any reason a school is unable to send records electronically, the registrar must reply to the requesting district through TReX and provide the following information.

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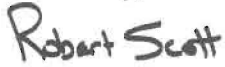
- The reason the records cannot be sent through TREx
- The date by which the school will be able to send records electronically.
- Confirmation that the records will be sent, including how and when they will be sent:

Example: Bethesda ISD is unable to send records due to problems with our ACME software extract. Expected date of compliance is 08/31/08. The records for John Smith will be mailed to your registrar on 08/25/08.

TREx is an important addition to our schools' ability to serve transfer students in a timely manner. It is crucial that all districts and charters make the effort to utilize this system as soon as possible. Your service centers are available to assist local registrars with training. Failure to adopt and use the TREx system to transmit student records may result in agency intervention or sanctions under Chapter 39 of the Education Code.

For questions regarding the TREx system, please contact: TEA Enterprise Data Management at 512-463-9795.

Sincerely,



Robert Scott
Commissioner of Education