

TREx – Texas Records Exchange

(Reminders)

1. Required by Law

Each Texas public school and open-enrollment charter school is required by law to request and transmit records through the TREx system.

2. Reminders

- ✓ Records requests should be fulfilled within the 10 business day window – you may not hold records due to financial obligations the student owes your district.
- ✓ Records requests not fulfilled within 14 calendar days expire and must be resubmitted.
- ✓ Records received and not retrieved (saved or printed) within 14 calendar days expire and must be requested again.
- ✓ Enrollment by a student in another school district constitutes authority for your district to release the education records of that student, regardless of whether parental authority has been received. ***The parent does not have to come withdraw the student before enrolling in another district.***

3. Rejecting student records requests

When rejecting student records requests, please put comments in to explain when the request is being rejected. Please do not reject records requests simply because the student's records are no longer at your campus (e.g. student moved to MS or HS campus). Please use the Forward feature to forward the request to the next campus so that the request may be fulfilled.

4. New data elements added

- IBC Reimbursement Indicator
- Post-Secondary Certification Licensure Earned
- SAT – ACT Reimbursement Indicator
- Crisis Code
- RS Total Days Present
- RA Total Days Present

5. New code tables/codes added

- Industry Certification Licensure Code (TC44)
- Crisis Code (TC45) – 7A – 7I
- Language Code (TC14) – 6B American Sign Language (ASL)

Resources

Student Attendance Accounting Handbook (SAAH)

3.4.4 Information and Record Transfer

TREx Data Standards

<https://tea.texas.gov/reports-and-data/data-submission/texas-records-exchange-trex/ds49/2020-2021-trex-data-standards-version-49>