La Joya I.S.D.
Texas Records Exchange System
(TREx) Guidelines

1. The TEA mandated Texas Records Exchange System (TREx) became effective in the 2008-2009 school year. TREx is a web based software application designed for the exchange of electronic student records. TEA now requires that student records be requested and sent electronically to Texas public school districts. All campuses must be using TREx in order to be in compliance with TEA.

2. The campus principal is the custodian of records for his/her campus. Any issues regarding negligence or failure to comply with student record requests on the TREx will be addressed with the campus principal by the District designees: Romel Castro, *Pupil Attendance & Records Retention Specialist* or Belinda Puente, *PEIMS Specialist.*

3. The individuals responsible for completing the TREx student records requests are as follows:

<u>**Elementary Schools**</u>
Primary user: **Supervisor/Counselor's Clerk**
Secondary user: LPAC Clerk

<u>**Middle Schools**</u>
Primary user: **Counselor/Asst. Prin. Clerk**
Secondary user: LPAC Clerk

<u>**High Schools**</u>
Primary user: **Registrar Clerk**
Secondary user: **Registrar Clerk**

<u>**HOPE Academy**</u>
Primary user: **Attendance Clerk**

<u>**Early College High Schools**</u>
Primary user: **Registrar Clerk**
Secondary user: Attendance Clerk

4. Users are to check the status of the student record requests from other districts within Texas on a <u>daily basis</u>. Users also need to check for any student records being sent to them from other districts within Texas on a <u>daily basis</u>. **Users are expected to respond to requests in a timely manner (within 3_days or <u>earlier</u>), not wait until the 10 day state limit to fulfill a request. Principals will now be able to view requests that are coming into their campus where there has been no activity after 3 days on a request that was sent to your primary and secondary user. Email addresses must be kept up to date. <u>If your campus does not respond to a request within 10 days, an email will automatically be sent by TEA to Dr. Saenz advising her of the non-compliance to the request.</u>**

5. The personnel from Pupil Attendance & Records Retention will give daily courtesy reminders to all primary users who have requests coming into their TREx accounts where more than 3 days have elapsed and there has been no response to the request(s). *However,* **the user is not to solely rely on this courtesy.**

6. When a primary or secondary position changes for whatever reason, it will be the principal's responsibility to immediately inform Romel Castro, Pupil Attendance & Records Retention Specialist. Keep in mind that if the primary user leaves for any reason, then it will be the secondary user's responsibility to ensure that all student record requests are fulfilled in a timely manner. **It is expected that <u>the secondary user also respond to requests at different times so that there is backup when the primary user is not available.</u>**

7. **Romel Castro** will go and register any new employee that **fills** a position of primary or secondary user. Mr. Castro will then notify Elena Ochoa, *Administrative Assistant,* at the Superintendent's Office to approve the TEAL account. Mr. Castro will also inform Mrs. Ochoa, **via** memo, of **any TEAL account revocations when an** employee **leaves** the primary or secondary user position.

8. Once the new user has obtained his/her username and password from TEA to use TREx, Romel Castro will travel to the campus to do a "hands-on" training with the employee. A procedures handout (TREx Guide) will be provided by Pupil Attendance & Records Retention Office and the Computer Services Department so that the new employee

can familiarize himself/herself with the TREx process.

9. Any user that is having difficulty in fulfilling a student records request from another Texas school district may contact Pupil Attendance & Records Retention Office at 323-2545 or the Computer Services Department at 323-2090 for assistance.

10. Trainings for all users of the Texas Records Exchange System (TREx) will be provided by the Computer Services Department and the Office of Pupil Attendance & Records Retention in the month of September of each new school year, if needed. Individual trainings are held at the campus when new employees assigned to TREx are hired throughout the year.