	Technology Services Information Services and Applications	SOP #	TS-ISA-002
		Revision #	
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SOP Owner	John Crumbley	Approval	
SOP Name	Texas Record Exchange (TRex) Sending Process		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to exchange students' transcript data with all Texas educational institutions.

2. Scope

This procedure is for any district or campus personnel needing to request or send a student transcript to another Texas educational institution.

3. Prerequisites


The District staff must serve in a capacity that would require sending or requesting student transcripts on behalf of CFISD, i.e.: campus registrar or district PEIMS staff.

Employee must have completed the TEAL account request process and have access to the Texas Education Agency's (TEA) Texas Education Agency Login (TEAL) system. (See document TS-ISA-001)

4. Responsibilities

The District staff is responsible for responding to TRex requests to send the student transcript to the requesting institution.

The District staff will create the digital transcript and transmit it to the requestor via the TEAL system.

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5. Procedure

#	Step	Responsibility
1	The District staff receives a request for a student transcript from a Texas educational institution.	Customer
2	The District staff logs in to eSchoolPLUS, the district's Student Information System (SIS), creates the TRex export, and saves on the G drive.	Customer
3	The District staff logs in to their TEAL account and uploads the file, selects which institution to send the file to, and selects the send file option.	Customer
4	TEA's TEAL system will alert the requesting institution that their transcript is ready to download.	TEA
5	The requesting institution can now log in to their TEAL account and access the requested transcript.	Requesting Institution