

A background image showing a close-up of several hands of different skin tones stacked on top of each other, symbolizing unity and teamwork. The hands are positioned in the center of the frame, with fingers pointing towards the center. The background is slightly blurred, showing more hands and arms reaching in from the sides.

TEXAS RECORDS EXCHANGE (TREx) SUMMER 2025

SESSION AGENDA

TREx WITHDRAWAL DATE

TREx PAUSE AND RESTORAL

TREx CAMPUS CLOSURE



- The following rules will be relaxed effective **August 4, 2025**:
 - **T015 WithdrawDate**
 - WithdrawDate must not be greater than the current date.
 - **T016 WithdrawDate**
 - WithdrawDate must be greater than ExitDate by at least one day.

This will allow student XML files with future withdrawal dates to be uploaded when fulfilling requests.

TREx PAUSE AND RESTORAL POLICY

Pause:

- TREx Support pauses the purging of records and requests, as well as email notifications, to allow TREx users time to respond to requests during annual school breaks.

Restoral:

- TREx Support restores normal functions, including regular email notifications (*typically every 3 working days*), alerting TREx users of Inbound Records and Requests.
- For both the Pause and Restoral periods, requests for records and attachments should be fulfilled within the **14 calendar-day window**.
- Before every Pause and Restoral, TREx users are notified via an email from TEA.

TREx PAUSE AND RESTORAL FOR 2025-2026



Summer 2025

 Restoral to Normal: September 12, 2025

Winter Break

 Pause Begins: November 21, 2025

 Restoral to Normal: January 9, 2026

Spring Break

 Pause Begins: March 6, 2026

 Restoral to Normal: April 3, 2026

Summer 2026

 Pause Begins: May 29, 2026

 Restoral to Normal: September 11, 2026

TREx CAMPUS CLOSURE

Question:

Campus A is closing; how will LEAs know from which campus to request records?

Answer:

Campus A will remain visible in TREx to all users as long as at least one user is assigned the **TEAL Campus Registrar role** for that campus—even if the campus has been deactivated in AskTED. This ensures that the campus continues to be available for selection within the TREx system for both sending and requesting student records.

A Campus Registrar may be responsible for more than one campus in their TEAL user account. If one campus is closing, and the registrar is assigned to multiple campuses, they should use the “**Modify**” option in TEAL to adjust their access so that it applies only to the closed campus.

This step is only necessary for Campus Registrars who manage multiple campuses and does not apply to District Registrars.

TREx CAMPUS CLOSURE EXAMPLE

Scenario 1: Single TEAL Campus Registrar role (Closed Campus Only)

- If a Campus Registrar has only one TEAL role, and it is for a closed campus, do not remove their TEAL access until one or more of the following conditions are met:
 -  All pending requests have been completed,
 -  All necessary records have been downloaded, or
 -  A designated window of time (set by the LEA) at the start of the school year has passed.

Scenario 2: Multiple TEAL Campus Registrar Roles (Including a Closed Campus)

- If a Campus Registrar has TEAL roles for **multiple** campuses, including a **closed** campus, and **no other staff** currently hold a single-campus registrar TEAL role for the closed campus,
- Recommended Action:
 -  The Campus Registrar should remove all other active campus registrar TEAL roles, leaving only the TEAL role for the closed campus.



QUESTIONS?