TREx Import (Texas)

Last Modified on 10/22/2022 10:38 am CDT
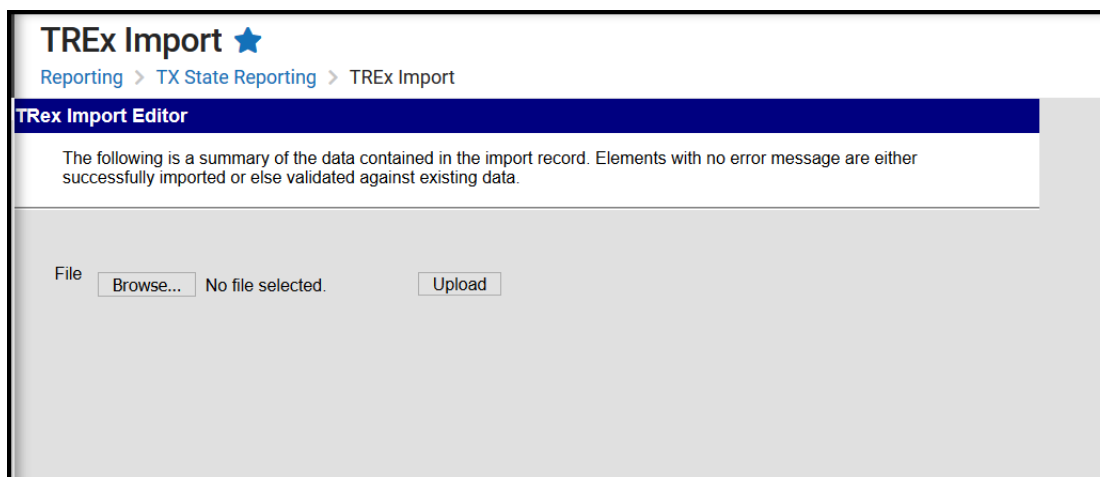
Tool Rights | Import a TREx File | Viewing a Student's TREx Import History | Understanding the Import File Format

Classic View: *TX State Reporting > TREx Import*

Search Terms: *TREx Import*

The TREx Import tool allows districts to import TREx-specific data for a student. Imported data is saved within Campus for each student along with an import history report accessible on a student's TREx Extract tab.

- All transcript records, from any year, are reported.
- Transcript records report from transcripts regardless of any course link.
- Transcript records report from transcripts regardless of an enrollment existing in that same calendar year.
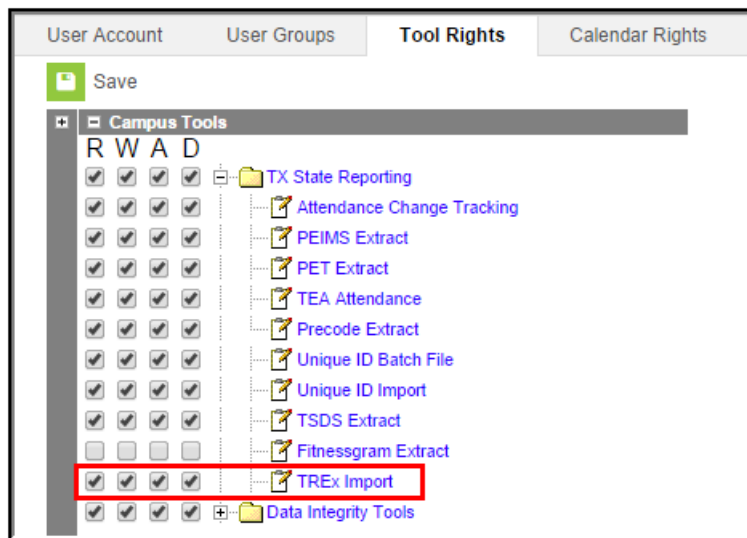

TREx Import Tool

Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights*

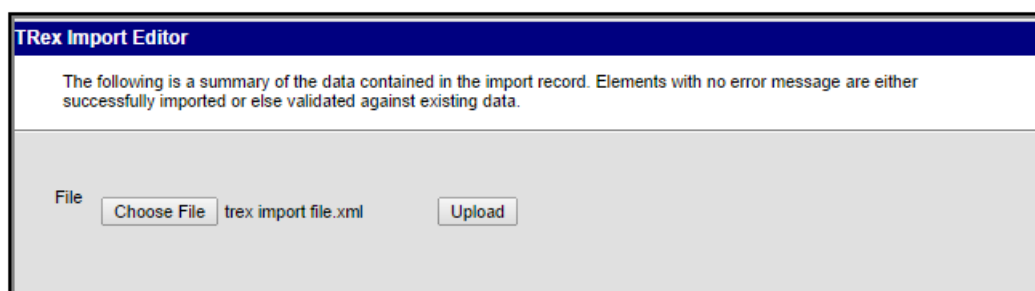In order to properly use this tool, users must have full tool rights.

TREx Import Tool Rights

Import a TREx File

Importing TREx data is as simple as locating the XML file on a local hard drive or network and selecting the **Upload** button.

1. Ensure TREx data has been saved in a file following the appropriate file format described in the Understanding the File Format section.
2. Click the **Choose File** button. You will be directed to locate the file on your local hard drive, network or storage device.
3. Once you have located the file, select the file and click **OK**. The file name will appear to the right of the Choose File button on the editor.

4. Select the **Upload** button. A summary of data contained within the import file appears in a separate window.

The following is a summary of the data contained in the import record. Elements with no error message are either successfully imported or else validated against existing data.

StudentIdentification

StudentUniqueID: 123456789
FirstName: Nate
MiddleName: Fakeperson
LastName: Tester
StudentID: 111111111
LocalID: 121212
Address: 123 Fake Rd
City: Blaine
StateProvince: MN
PostalCode: 55112

Parent

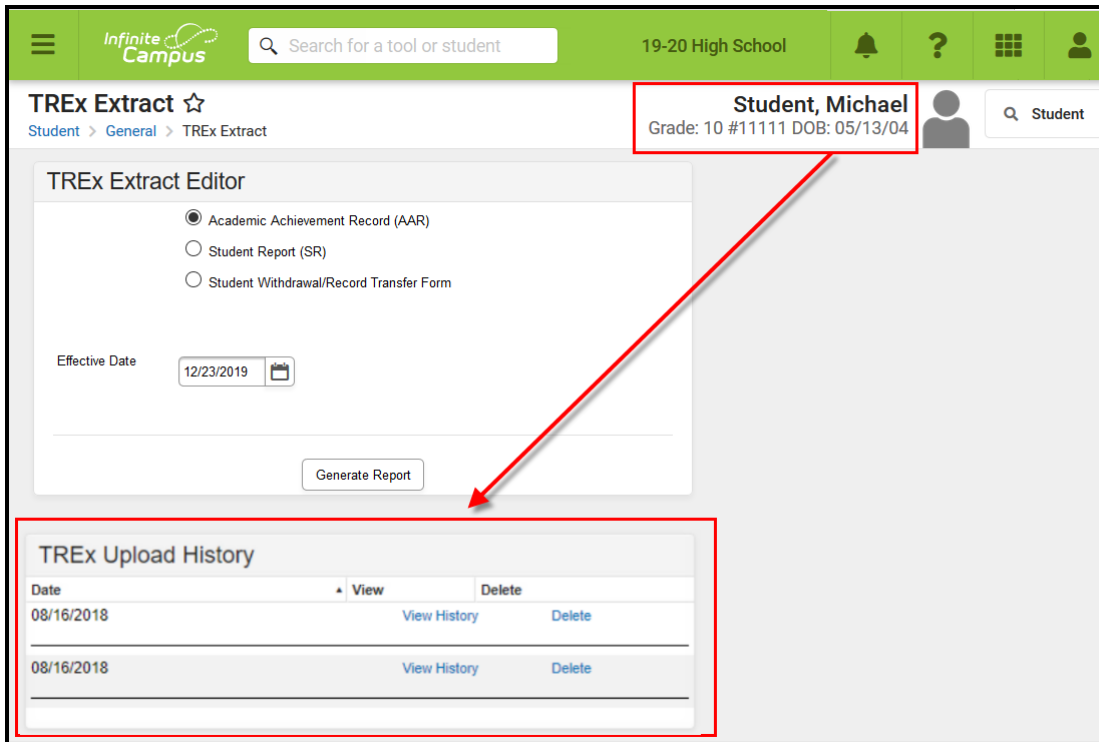FirstName: Daniel
LastName: Tester

Parent

FirstName: Vriginia
LastName: Tester

StudentDemographic

Gender: F
Race: 4
AmericanIndianAlaskaNativeCode: 1
AsianCode: 1
BlackAfricanAmericanCode: 1
HispanicLatinoCode: 1

Viewing a Student's TREx Import History

You can view a student's TREx import history via the TREx Upload History section of the TREx Extract tab.

Viewing a Student's TREx Import History

Understanding the Import File Format

Imported files must follow a specific file format. All files downloaded from the TREx system will automatically be in the correct file format.

The following tables describe what data is imported from the file and where within Campus this information is stored.

Parent | Student Demographic | School | Enrollment | Special Programs | Assessment | Attendance | Immunization | Discipline Action | Academic Status | Current Coursework | Academic Session

Data Element	Logic	Location
StudentUniqueID	**Import Validation Logic:** Importing value must exactly match existing database value. **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Person Identifiers > Student Unique State ID
Name		

Data Element	Logic	Location
Name/FirstName	**Import Validation Logic:** Importing value must exactly match existing database value. **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Person Information > First Name
Name/MiddleName	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported and will overwrite existing database value.	Census > People > Demographics > Person Information > Middle Name
Name/LastName	**Import Validation Logic:** Importing value must exactly match existing database value. **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Person Information > Last Name
Name/Suffix	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported and will overwrite existing database value (as long as importing value exists in the local element dictionary).	Census > People > Demographics > Person Information > Suffix
LocalID	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Person Identifiers > Local Student Number
StudentID	**Import Validation Logic:** Importing value must exactly match existing database value. **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Person Identifiers > Student Unique State ID
Address		

Data Element	Logic	Location
Address/Address	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Address
Address/City	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Address > City
Address/ StateProvince	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Address > State
Address/PostalCode	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Person Information > Zip

Parent

Data Element	Logic	Location
Name		
Name/FirstName	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > Households > Parent/Guardian > First Name
Name/MiddleName	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > Households > Parent/Guardian > Middle Name

Data Element	Logic	Location
Name/LastName	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > Households > Parent/Guardian > Last Name
Name/Suffix	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > Households > Parent/Guardian > Suffix

Student Demographic

Data Element	Logic	Description
Gender	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Person Information > Gender
Race	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Person Information > State Race Ethnicity
Ethnicity	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Race/Ethnicity
BirthDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Person Information > Birth Date

Data Element	Logic	Description
Language	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Census > People > Demographics > Home Primary Language
Migrant	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is overwritten if Migrant is unmarked and import file indicates it is marked. Data is not overwritten if Migrant is marked.	Student Information > General > Enrollments > State Reporting Fields > Migrant
Homeless	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Enrollments > State Reporting Fields > Homeless Nighttime Residence
AsyleeRefugeeCode	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Census > People > Demographics > Person Information > Asylee Refugee
Foster Care	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Enrollments > State Reporting Fields > Foster Care Indicator Code
Military Connected	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Enrollments > State Reporting Fields > Military Connected Student Code

Data Element	Logic	Description
Homeless	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Enrollments > State Reporting Fields > Homeless Nighttime Residence
Dyslexia	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is overwritten if Dyslexia is unmarked and import file indicates it is marked. Data is not overwritten if Dyslexia is marked.	Student Information > General > Enrollments > State Reporting Fields > Dyslexia Indicator Code
DyslexiaRiskCode	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Program Participation > State Programs > Dyslexia

School

Data Element	Logic	Location
SchoolID	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > School > School Detail > State School Number System Administration > Resources > District Information > State District Number
DistrictID	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > Disctric Information > State District Number

Data Element	Logic	Location
DistrictName	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > District Information > Name
SchoolName	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > School > School Detail > Name
Address		
Address/Address	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > School > School Detail > Address
Address/City	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > School > School Detail > City
Address/StateProvince	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > School > School Detail > State
Address/Country	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > School > School Detail > Country

Data Element	Logic	Location
Address/PostalCode	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > School > School Detail > Zip
PhoneNumber	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten	System Administration > Resources > School > School Detail > Phone Number
Fax	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > School > School Detail > Fax

Enrollment

Logic looks at the student's enrollment history to see if Entry Date, Exit Date and Grade Level match an enrollment or enrollment history record within the database.

- If all three match, the matching record will be updated with any missing data. Existing values are not overwritten.
  - If there are both enrollment records and enrollment history records matching all three elements, data is imported into the enrollment record.
  - If there are multiple enrollment records where all three elements match, logic will update enrollment records based on Service Type primacy (Primary, secondary, etc).
- If no enrollment record matches all three elements, a new enrollment history record is created.
  - Service Type is defaulted to Primary.
  - Calendar Name is populated with the TREx School Name

Data Element	Logic	Location
GradeLevel	**Import Validation Logic:** None **Import/Overwrite Logic:** Existing Record: No data is imported. New Record: Grade value is imported.	Student Information > General > Enrollments Tab > General Enrollment Information > Grade

Data Element	Logic	Location
EntryDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Existing Record: No data is imported. New Record: Entry Date is imported into the Start Date field.	Student Information > General > Enrollments Tab > General Enrollment Information > Start Date
ExitDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Existing Record: No data is imported. New Record: Exit Date is imported into the End Date field.	Student Information > General > Enrollments Tab > General Enrollment Information > End Date
Withdraw Date	**Import Validation Logic:** None **Import/Overwrite Logic:** Existing Record: "Withdraw Date YYYY-MM-DD" is entered in the End Comments field. New Record: "Withdraw Date YYYY-MM-DD" is entered in the End Comments field.	Student Information > General > Enrollments Tab > General Enrollment Information > Withdrawal Date
Withdraw Reason	**Import Validation Logic:** None **Import/Overwrite Logic:** Existing Record: "Withdraw Reason XX" is entered in the End Status field. New Record: "Withdraw Reason XX" is entered in the End Status field.	Student Information > General > Enrollments Tab > General Enrollment Information > End Status

Special Programs

Data Element	Logic	Location
LEP	**Import Validation Logic:** SR Only **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Program Participation > English Learners (EL) > EL

Data Element	Logic	Location
Alternative Language	**Import Validation Logic:** SR Only **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Program Participation > English Learners (EL) > EL > AND EL Services
Dual Language Immersion		
Immersion Year	**Import Validation Logic:** SR Only **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Program Participation > State Programs > Dual Language Immersion > Immersion Year
Immersion Language	**Import Validation Logic:** SR Only **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Program Participation > State Programs > Dual Language Immersion > Immersion Language
Assessment Met Date	**Import Validation Logic:** SR Only **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Program Participation > State Programs > Dual Language Immersion > Assessment Met Date
Completion School Year	**Import Validation Logic:** SR Only **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Program Participation > State Programs > Dual Language Immersion > Date Completed
Economic Disadvantaged	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Enrollments > State Reporting > Code 99 FRAM > Eligibility

Data Element	Logic	Location
AtRisk	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Enrollment > State Reporting Fields > At Risk
Title1	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Resources > School > School History > Title 1
SpecialEd	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Special Ed > Documents > Plan Outline TXIEP / Education Plan
IEP	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Special Ed > Documents > Plan Outline TXIEP / Education Plan
Bilingual	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type
ESL	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type
GiftedTalented	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Flags > Student Flag Editor > Flag

Data Element	Logic	Location
CTE	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Career Tech > Career Tech Program Course > Grading Task > Pass/Fail Credit Indicator

Assessment

In order for an assessment to be imported, the following values must exist in the Assessment Type record:

- TestName or AdditionalTestName
- TestDate
- TestScore or TestCode

Also, the TestName or SubTestName must already exist within the Campus database as a Test Name.

The following logic is used to determine if the assessment record is a parent or child test:

- If TestName or AdditionalTestName and TestCode match an existing parent test, then a record is added as a child record to the parent test.
  - If TestDate and TestScore match the existing parent test record, data is not imported (as it would be duplicate information).
- If TestDate and TestScore do not match an existing parent test, a new parent test is created.

Data Element	Logic	Location
TestName	**Import Validation Logic:** The value must match a State Code within Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Assessment/Assessment Subtest > Test Detail > State Code (tied to the test)
AdditionalTestName	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Assessment/Assessment Subtest > Test Detail > Test Name

Data Element	Logic	Location
TestLevel	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Assessment > Test Setup > assessment > Test Detail > Test Grade Level Student Information > General > Enrollment > Grade Level
TestDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Assessment > Test Score Detail > Date
ExitRequirement MetDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Assessment > TAKS Exam > Test Score Detail > Result
TestScore	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Assessment > Test Score Detail > Scale Score
TestCode	**Import Validation Logic:** The value must match a Score Code within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Assessment > Test Score Detail > Score Code
PerformanceLevel	**Import Validation Logic:** N/A **Import/Overwrite Logic:** **N/A**	N/A
AssessmentSubTest		

Data Element	Logic	Location
AssessmentSubTest/ SubTestName	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Assessment > Test Score Detail > Subtest Name
AssessmentSubTest/ SubTestScore	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Assessment > Test Score Detail > Subtest > Scale Score

Attendance

Data Element	Logic	Location
DaysAttended	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Calculated
DaysAbsent	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Calculated

Immunization

In order for data to import, all three data elements must contain data. If all three elements have data and the ImmuizationDate is unique for a Vaccine type, data is imported.

Data Element	Logic	Location
ImmunizationCode	**Import Validation Logic:** Value is used to validate a unique immunization record. **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Health > Vaccines > Vaccine Detail > Code Student Information > Health > Immunizations

Data Element	Logic	Location
ImmunizationDate	**Import Validation Logic:** If all three elements have data and the ImmuizationDate is unique for a Vaccine type, data is imported. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Health > Immunizations
ImmunizationDose	**Import Validation Logic:** Value is used to validate a unique immunization record. **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Health > Immunizations

Discipline Action

Data Element	Logic	Location
DisciplineActionDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Behavior > Resolution Details > Resolution End Date
DisciplineActionNum	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Calculated
DisciplineActionCode	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Behavior > Behavior Management/Referral > Add a Resolution > Resolution Details > Resolution Type

Data Element	Logic	Location
DisciplineActionReason	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Behavior > Behavior Management/Referral > Add Event/Participant > Event Details > Event Type

Academic Status

Data Element	Logic	Location
PublicServicesEndorsementCode	**Import Validation Logic:** The value must match a Graduation Endorsement within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Graduation Tab > State Reporting Graduation Fields > Graduation Endorsements > Public Services
FHSPDistingIndicatorCode	**Import Validation Logic:** The value must match a Graduation Endorsement within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Graduation tab > State Reporting Graduation Fields > Graduation Endorsements > FHSP Distinguished
BusinessEndorsementCode	**Import Validation Logic:** The value must match a Graduation Endorsement within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Graduation Tab > State Reporting Graduation Fields > Graduation Endorsements > Business & Industry
STEMEndorsementCode	**Import Validation Logic:** The value must match a Graduation Endorsement within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Graduation Tab > State Reporting Graduation Fields > Graduation Endorsements > STEM

Data Element	Logic	Location
Multi-StudiesEndorsementCode	**Import Validation Logic:** The value must match a Graduation Endorsement within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Graduation Tab > State Reporting Graduation Fields > Graduation Endorsements > Multi Disciplinary
ArtsEndorsementCode	**Import Validation Logic:** The value must match a Graduation Endorsement within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Graduation Tab > State Reporting Graduation Fields > Graduation Endorsements > Arts & Humanities
FHSPCollegeCareerInstructionIndicator	**Import Validation Logic:** The value must match a Graduation Endorsement within the Campus database. **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Graduation Tab > State Reporting Graduation Fields > Graduation Endorsements > FHSP College Career
FHSPParticipationCode	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Graduation tab > Graduation Type
Performance Acknowledgment Certification Licensures	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures
Performance Acknowledgment Bilingualism Biliteracy	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures

Data Element	Logic	Location
Performance Acknowledgment College Readiness Assessments	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures
Performance Acknowledgment Dual Credit	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures
Performance Acknowledgment AP IB Exams	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures
Distinguished Achievements (Advanced Measure)	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > Academic Planning > Advance Measures > DAP Advanced Measures
Associate Degree	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Graduation > Associate Degree Earned
CertificateDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Graduation > State Reporting Graduation Fields > Coursework Completion Date

Data Element	Logic	Location
GraduationDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Graduation > General Graduation Information > Graduation Date OR Student Information > General > Graduation > State Reporting Graduation Fields > Projected Graduation Date
IGCGradReview	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Graduation > State Reporting Graduation Fields > Ind Grad Committee
OnRamps	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Course/Section > Course > Onramps Dual Credit
ApIbType MetDate	**Import Validation Logic:** If data is imported and the Academic Planning record is created, the date imports from the MetDate. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures > Performance Acknowledgement AP IB Exams

Data Element	Logic	Location
BilingBilitType MetDate	**Import Validation Logic:** If data is imported and the Academic Planning record is created, the date imports from the MetDate. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures > Performance Acknowledgement Bilingualism Biliteracy
CertLicType MetDate	**Import Validation Logic:** If data is imported and the Academic Planning record is created, the date imports from the MetDate. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures > Performance Acknowledgement Certification Licensures
CollegeAssessType MetDate	**Import Validation Logic:** If data is imported and the Academic Planning record is created, the date imports from the MetDate. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures > Performance Acknowledgment College Readiness Assessments
DualCreditType MetDate	**Import Validation Logic:** If data is imported and the Academic Planning record is created, the date imports from the MetDate. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures > Performance Acknowledgment
SpeechMetDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measures

Data Element	Logic	Location
TexasGrant	**Import Validation Logic:** AAR Only **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Graduation > State Reporting Graduation Fields > Texas Grant
CPRMetDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measure
POIIMetDate	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Academic Planning > Advanced Measure
Section504	**Import Validation Logic:** SR Only Uses the date of the import for the record's start date. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > Program Participation > Section 504
StarofTexas	**Import Validation Logic:** SR Only If the Star of Texas checkbox on enrollment is not checked, does overwrite. If the Star of Texas checkbox on enrollment is checked, does NOT overwrite. **Import/Overwrite Logic:** Data is imported. Existing data may be overwritten.	Student Information > General > Enrollment > State Reporting Fields

Data Element	Logic	Location
FinancialAidApplication	**Import Validation Logic:** N/A **Import/Overwrite Logic:** Data is not imported. Existing data may be overwritten.	N/A
FinancialAidApplicationMetDate	**Import Validation Logic:** N/A **Import/Overwrite Logic:** Data is not imported. Existing data may be overwritten.	N/A

Current Coursework

Courses report using the following criteria:

- The most recent six/nine weeks grade reports OR
- If the student has a CG (CourseGrade) or F (FinalGradeAverage) grading task that occurs after any six/nine weeks grades, that grade reports.

If a transcript record exists for the current school year, a record does NOT report for that course under the Current Coursework Type.

For each unique section that is reporting (regardless of the number of periods that the section covers), one record reports for each applicable grading task.

If data exists for any of the following fields, and all imported values match an existing record, the record will not be imported (as it is duplicate data):

- CourseID
- SubjectArea
- SchoolYear
- CourseCredit
- GradeLevel

If data in any of the elements above do not match an existing record, the record and data is imported.

Data Element	Logic	Location
Course		

Data Element	Logic	Location
Course/CourseTitle	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Name
Course/CourseID	**Import Validation Logic:** Imported State Code must match an existing State Code within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > State Code
Course/Abbreviation	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Abbreviated Course Name
Course/Semester	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Transcript > Course Record > Course Sequence
Course/ClassPeriod	**Import Validation Logic:** Reports the sequence value for the course. If the section is scheduled into more than one period, the latest period sequence reports. **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Calendar > Calendar > Period > Sequence

Data Element	Logic	Location
Course/SubjectArea	**Import Validation Logic:** Imported Credit Name must match an existing Credit Name within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Course Record > Transcript Credit > Credit Name
Course/CourseGrade	**Import Validation Logic:** The actual or raw grade earned by the student for an academic reporting period; e.g., six-week or nine-week grading period. This grade does not reflect any type of weighting for course type. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Grading and Standards > Grading Tasks > Grading Task Detail > 'Code' and 'State Reported' OR Student Information > General > Transcript > Transcript Course Editor > Current Score OR Course/Section > Course Information > Grading Task with a value of CG or F
Course/WithdrawGrade	N/A	N/A
Course/GradeAverage	**Import Validation Logic:** Identifies the final course grade that the student received for a multi-part course; e.g., a year long course with credit and grades awarded for each of the two semesters. This field reports blank if the student has not completed the course or all terms of the course. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Transcript Course Editor > Percent OR Course/Section > Grading Task > Percent

Data Element	Logic	Location
Course/CourseCredit	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported in both locations. Existing data is not overwritten.	Student Information > General > Transcript > Transcript Record > Transcript Credit > Earned AND Attempted
Course/PassFailCredit	**Import Validation Logic:** Indicates the outcome for a course taken by a particular student. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > transcript record > Transcript Credit > TX Pass/Fail Credit OR Course/Section > Course Information > TX Pass/Fail Credit on grading task with a code of CG or F AND the Pass/Fail box is checked
Course/Explanation	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Special Explanation
Course/CourseTeacher	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Course > Section > Staff History > Primary Teacher > Last Name
Course/CreditCampus	**Import Validation Logic:** N/A **Import/Overwrite Logic:** N/A	N/A
Course/SemesterSeq	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Course Record > Course Sequence

Data Element	Logic	Location
Course/ FinalGradeAverage	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Course Record > Course Sequence, Current Score
SchoolYear	**Import Validation Logic:** When an enrollment exists, Campus uses the school year tied to the enrollment calendar for reporting. For records where an enrollment does not exist for that calendar, report the Start Year and End Year from transcript as entered. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	System Administration > Calendar > Academic Year
GradeLevel	**Import Validation Logic:** For records where an enrollment does not exist for that calendar year, the Grade field from the transcript reports. For records where an enrollment does exist, the report references the mapped state grade levels. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Enrollments Tab > General Enrollment Information > Grade System Administration > Resources > Grade Level Definitions > Code
SessionType	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Transcript > Course Record > Course Sequence

Academic Session

If a transcript record exists for the current school year, that record reports under the Academic

Session Type.

If the Academic Session Course record has either a FinalGradeAverage or CourseGrade value, then the record is imported into the student's transcript record, using the following logic:

- If both FinalGradeAverage and CourseGrade are populated, data is imported as follows:
  - If SemesterSeq = 0 or A, FinalGradeAverage is imported and CourseGrade is ignored.
  - If SemesterSeq does not equal 0 or A, CourseGrade is imported and FinalGradeAverage is ignored.
- If neither FinalGradeAverage or CourseGrade exist in the import file, data is not imported.

If data exists for any of the following fields, and all imported values match an existing record, the record will not be imported (as it is duplicate data):

- CourseID
- SubjectArea
- SchoolYear
- CourseCredit
- GradeLevel

Data Element	Logic	Location
SchoolYear	**Import Validation Logic:** For records where an enrollment does exist, the school year tied to the enrollment calendar reports. For records where an enrollment does not exist for that calendar, the Start Year and End Year from the transcript report. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	System Administration > Calendar > Academic Year Student Information > General > Transcript > Start Year AND End Year
GradeLevel	**Import Validation Logic:** For records where an enrollment does not exist for that calendar year, the Grade field from the transcript reports. For records where an enrollment does exist, the report references the mapped state grade levels. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Enrollments Tab > General Enrollment Information > Grade / System Administration > Resources > Grade Level Definitions > Code OR Student Information > General > Transcript > Transcript Detail > Grade

Data Element	Logic	Location
Course		
Course/CourseTitle	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Name
Course/CourseID	**Import Validation Logic:** Imported State Code must match an existing State Code within the Campus database. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > State Code
Course/Abbreviation	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Abbreviated Course Name
Course/Semester	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Student Information > General > Transcript > Course Record > Course Sequence
Course/ClassPeriod	**Import Validation Logic:** Reports the sequence value for the course. If the section is scheduled into more than one period, the latest period sequence reports. **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	System Administration > Calendar > Calendar > Period > Sequence

Data Element	Logic	Location
Course/SubjectArea	**Import Validation Logic:** Imported Credit Name must match an existing Credit Name within the Campus database. If multiple codes match the import value, the code from the parent group that contains AAR is imported. If no parent group contains AAR, the top record is imported. **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Course Record > Transcript Credit > Credit Name
Course/CourseGrade	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Grading and Standards > Grading Tasks > Grading Task Detail > 'Code' and 'State Reported' Student Information > General > Transcript > Transcript Course Editor > Current Score
Course/WithdrawGrade	**Import Validation Logic:** N/A **Import/Overwrite Logic:** N/A	N/A
Course/GradeAverage	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Transcript Course Editor > Percent

Data Element	Logic	Location
Course/CourseCredit	**Import Validation Logic:** If PassFailCredit does not equal 01 or 08, then a value of 0.0 is imported, regardless of the value in the import file. **Import/Overwrite Logic:** Data is imported in both locations. Existing data is not overwritten.	Student Information > General > Transcript > Transcript Record > Transcript Credit > Earned AND Attempted
Course/PassFailCredit	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > transcript record > Transcript Credit > TX Pass/Fail Credit
Course/Explanation	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Special Explanation
Course/CourseTeacher	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is not imported. Existing data is not overwritten.	Course > Section > Staff History > Primary Teacher > Last Name
Course/CreditCampus	**Import Validation Logic:** N/A **Import/Overwrite Logic:** **N/A**	N/A
Course/SemesterSeq	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Course Record > Course Sequence

Data Element	Logic	Location
Course/ FinalGradeAverage	**Import Validation Logic:** None **Import/Overwrite Logic:** Data is imported. Existing data is not overwritten.	Student Information > General > Transcript > Course Record > Course Sequence, Current Score