TEA Secure Environment (TEASE)
Request for Access
TREx Request for Private Schools

General Information

This authorization form should be used to request, modify, or revoke access to TREx by Private Schools. Complete this form, obtain the required signatures, and follow the instructions in Section 7 for mailing or faxing this form to the TEA. Your TEASE username and password will be issued to you via email.

Section 1: Applicant's Information

Enter personal information for the individual for whom access is being requested. With the exception of Middle Initial, all fields are required.

TEPSAC County/District/Campus #

Organization Name

Region

Last Name

First Name

Middle Initial

Email Address

Job Title

Birthday (MM/DD)

Work Mailing Address

City

Zip Code

Applicant's Phone Number

Section 2: TREx Coordinator's Information

Enter personal information for the TREx coordinator for your school. With the exception of Middle Initial, all fields are required.

Last Name

First Name

Middle Initial

Email Address

Phone Number

Fax Number

Section 3: TEASE Access Request or Modification

○ **New** users/new accounts for access to TREx

Existing users with TEASE account   **Enter current TEASE username:** [_____]

○ **Add** Access to TREx   ○ **Revoke** Access to TREx   ○ **Delete Existing** TEASE Account

All Users: Select appropriate TREx role below for your work

TREx Role Name	Examples of Use	TREx Privileges
○ **Campus Registrar**	Counselors, Registrars, Admissions Office Staff	Send, receive, accept, download, view, track, and approve all information in student records or transcripts for a campus; generate and view TREx reports for a campus; manually enter student record/transcript data for a campus; attach TEA-approved graduation diploma seals and send official high school transcripts for graduates at a campus.
○ **Campus Viewer**	Principal, Vice Principal, Secretary	Track and view TREx transaction history logs for a campus; view TREx summary reports.
○ **District Registrar**	District-wide Admissions Staff or District Registrar	Send, receive, accept, download, view, track, and approve all information in student records or transcripts for all campuses within a district; generate and view TREx reports for all campuses within a district; manually enter student record/transcript data for all campuses within a district; attach TEA-approved graduation diploma seals and send official high school transcripts for graduates for any campus within a district.
○ **District Viewer**	District Staff, TREx Coordinator	Track and view transaction history logs district-wide (all campuses within a district); view TREx summary reports for all campuses in the district.

Section 4: Applicant's Certification and Responsibility

Please review, sign and date this "Applicant's Certification and Responsibility" statement. If required, also obtain your supervisor's approval of your access request as evidenced by their signature below.

TEASE

- ∉ I understand that my TEASE username and password are CONFIDENTIAL and may not be shared with another person or entity under any circumstances whatsoever.
- ∉ I will neither divulge my password nor use a username and password assigned to someone else.
- ∉ I understand that I am responsible for all transactions made with my username and password.
- ∉ If I suspect that my password has been compromised, or that someone else has used my account, I understand that it is my responsibility to change my password immediately.
- ∉ I agree to notify TEA Computer Access when my job responsibilities no longer require access to the requested information, or I terminate employment with my current organization.
- ∉ I understand that I must reset my password every 90 days.
- ∉ I understand that if I do not use my TEASE account and TREx application for 15 months, the account will be deactivated and I will need to reapply to activate the account.

TREx

∉ I will not knowingly or intentionally enter any unauthorized data or change any data without authorization.
∉ I understand that any reports or table downloads that I may generate using confidential data are to be protected.
∉ I will not distribute to any unauthorized person any reports or table downloads that I have access to or may generate using confidential data.
∉ I understand that procedures must be in place for monitoring and protecting confidential PEIMS information.

Applicant's Printed Name	**Principal's Printed Name**

_____   _____
Applicant's Signature   **Principal's Signature[1]**

_____   _____
Request Date   **Approval Date**

[1]Not required if applicant is a Principal.

Section 5: TEA TREx Program Approval

_____   _____
TEA TREx TEASE Submitter[2]   **Approval Date**
[2]Required if applicant is a Principal.

_____   _____
TEA TREx TEASE Approver   **Approval Date**

Section 6: TEA Computer Access

_____   _____
TEA Computer Access Administrator   **Completed Date**

_____
TEASE Username

Section 7: Submitting Your Request

To complete the request for access process:

1. Print, complete, and sign this request for access form.
   For best printing results, select the Internet Explorer Browser menu option 'File.Page Setup,' remove all variables from the Header and Footer, and set all margins to .25 inches.

2. Submit the completed and signed form to your principal for approval. This must match the Principal's name on record for your school at the Texas Private School Accreditation Commission (TEPSAC).

3. Mail a copy or fax all pages of this request for access form to:
   Texas Education Agency
   Attn: Enterprise Data Management - TREx Support
   1701 N. Congress Ave.
   Austin TX 78701-1494
   FAX: 512-463-9330

4. Please allow two weeks for processing. If you have not received access after two weeks, email TREx@tea.state.tx.us to check the status of your application.