

What is the new transcript request feature within ApplyTexas?

The new transcript request feature within ApplyTexas allows students attending a Texas public high school to opt in for ApplyTexas to send a request to the [Texas Records Exchange](#) (TREx) for their high school transcript to be sent to a Texas public college or university.

Why was this feature introduced?

During the design of the new ApplyTexas, students identified sending their transcript to colleges and universities as a barrier in the application process. In addition, institutions identified receiving transcripts from third party software as a challenge to application processing time.

What are the benefits of using the transcript request feature in TREx?

TREx sends student transcripts in a way that institutions can electronically read and process the academic record. This reduces the amount of manual data entry by the institution. In addition, a TREx transcript includes all the information institutions need to process an academic record. This reduces the number of academic records or attachments that are sent to institutions. Overall, a TREx transcript allows institutions to process applications faster!

Can we still use third-party software to send transcripts?

Yes, campuses can continue to use third-party software to send transcripts. However, your campus will also need to regularly monitor TREx for requests that come through ApplyTexas.

How will registrars and counselors receive these requests?

You will receive ApplyTexas transcript requests in the same way that you currently receive transcript requests within TREx. Please review the [TREx Training Materials](#) for detailed information on how to process transcript requests within TREx.

What does my campus need to do differently?

With the introduction of this feature, your campus will need to regularly monitor TREx for transcript requests that will come through ApplyTexas.

ApplyTexas Applicant View of Transcript Request

1. Within the application review page, the applicant is asked to opt-in to having ApplyTexas send their official transcript.

Transcript information

You can request your official transcripts at no cost through ApplyTexas if you attended high school in Texas. You cannot request college transcripts or transcripts from high schools outside of Texas through ApplyTexas.

[Learn more about submitting transcripts](#) ⓘ

Select the schools you would like to request official transcripts from for this application. You will be able to track the status of these transcripts on your dashboard.

Crocket High School
attended Sep 5, 2022 to present

Regents School of Austin
attended May 5, 2021 to Jul 11, 2022

You cannot request these transcripts through ApplyTexas. You will need to contact these schools to send transcripts.

University of Alabama
attended May 5, 2022 to Jul 18, 2023

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- After submission, the applicant can track the status of their transcript request on their ApplyTexas dashboard.

Status in ApplyTexas	Description of Status
Requested	Transcript is in campus registrar’s queue in TReX.
Sent	Campus registrar processed transcript request in TReX.
Received	TReX transcript was received by the institution.
Undelivered	Transcript request expired or was cancelled in campus registrar’s queue; or transcript was undeliverable or rejected by the institution.

NOTE:

- Transcript requests expire after 10 days within TReX. Transcripts not process in TReX within 10 days will show as “Undelivered”.
- If the transcript was successfully processed by the campus registrar in TReX, but is shown as “Undelivered”, the student should be referred to the institution with the TReX confirmation number for assistance.

