

Import Immunization From TREx

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This utility imports immunization records from a Texas Records Exchange (TREx) file for students who transfer from another Texas LEA or charter school. A student must be enrolled at the new district in the TxEIS Registration application prior to running the import.

- The TREx file lists immunization doses in numeric values, which are stored in TxEIS as the series number. Valid values for the series number are 1, 2, 3, and B (booster). When importing an immunization record, all doses greater than 3 are converted to B.
- You can view a list of valid TxEIS immunization types on Health > Maintenance > Tables > Immunization Type. Codes 01-30 are TxEIS-defined immunization types which can be imported. Codes 90-99 are district-defined immunization types and cannot be imported using this utility.
- The student's SSN, gender, and date of birth on the TREx file must match the student's data in TxEIS for the record to be imported successfully.
- The report displays immunization records that were successfully imported, duplicated, and those that could not be processed.

Import data:

Field	Description
File Name	

Import immunization records:

1. The import dialog box opens.

● Click Browse to select the drive and folder that contains the text file.

Select the text file, and click Open.

● Select the applicable text file, and click Open. Or, click Cancel to close the dialog box.

● Click Submit. The file name is displayed in the File Name field.

● Click Import to continue. When the process is complete, a message is displayed indicating that the process is completed.

● Click OK. The immunization record listing is displayed. Review, save, or print the report.


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