School Secure Web: TRAX and GRAD Reports Archiving and Retention

Each year, several reports are published from TRAX and GRAD to the School Secure Web (SSW). Some reports are transitory, some are legacy reports, and some are continually updated as new activity occurs.

Reports published to the SSW are for operational purposes and intended to support schools in ensuring current year Grade 12 and AD students are on track to graduate.

The following includes a summary of reports currently available on the SSW with important information about their retention schedules.

Important: After August 30, 2024, most legacy and historical reports will no longer be available on the SSW. Schools wishing to retain these reports must download copies to their own secure files.

Graduation Assessment Registrations

- The **Online Graduation Assessment Register** is made available for editing and reviewing for a set period in advance of an upcoming Provincial Graduation Assessment session. Please consult the Chart of Important Dates for each session's dates (no change at this time).

Graduation Assessment Results and Reports

School Reports (Current)
Schools can use this section to access Provincial Graduation Assessment reports by session date (e.g., 2023/11). Current reports include:

- Assessment Results (CSV file format)
- Assessment Results by Subject (PDF file format)
- Assessment Results by Student Name (PDF file format)
- Graduation Assessment Distribution of Results (CSV file format)
- Marks Not Downloaded Electronically (PDF file format)

After August 30, 2024: reports will only be retrievable for the current school year and the two previous school years.

School Reports (Legacy)
Up until the 2021/2022 school year, the release of the June session Provincial Graduation Assessment results (or historical provincial examination results) included the following reports:

- Students Satisfying Graduation Requirements
- Grade 12 & Adult Students Not Satisfying Graduation Requirements

These reports have been replaced by the Graduation Summary reports, which are updated nightly.

After August 30, 2024: Historical, legacy reports will be deleted from the SSW. Schools wishing to retain these reports must download copies to their own secure files.

Graduation Assessment Results for Download
This section allows non-MyEducation BC schools to download a .XAM file of assessment results for

uploading into the school's information system. Only the most current assessment session is available (no change at this time).

Individual Graduation Assessment Results by PEN

This section allows the current or last known school of record to access a student-level Provincial Graduation Assessment report for a current or former student (no change at this time).

TRAX Data Transfers

TRAX Data Error Reports

TRAX Data Error Reports are usually posted within 3 hours after the school uploads TRAX data files.

TRAX Data Transfer NON-GRAD Reports are now legacy reports, having been replaced by the nightly reports generated under the Graduation Projections section.

After August 30, 2024: TRAX Data Error Reports will now be maintained for the current reporting cycle (October to September) only.

After August 30, 2024: Legacy **TRAX Data Transfer NON-GRAD Reports** will be removed from the SSW.

Graduation Projections

TVRs for Projected Non-Graduation and Graduation Students

These are not reports, but dynamic amalgamations of TVRs for all current, Grade 12 or AD students on a graduation program.

Individual TVRs available by PEN

TVRs are deleted at the end the reporting cycle (September). New TVRs are created for all current students reported by the school in the new cycle, starting in October. This process has not changed.

Graduation Projections Summary Reports

The **Projected Non-Graduates Summary Report** is a dynamic list of all current students reported on a graduation program, and in grade 12 or AD, who are not projected to graduate based on missing required course or assessment registrations.

At the end of the reporting cycle (September), the current year Projected Non-Graduates Summary reports rolls over into an **Archived Projected Non-Graduates – Summary Report,** which is no longer updated (e.g., data corrections made for students after the rollover will not be reflected in this report).

Important: Historical reports are archived for one year and then will be deleted. Schools wishing to retain these reports for any longer must download copies to their own secure files.

After August 30, 2024: The legacy **TVR Non-Graduate Reports** (which were replaced by the **Project Non-Graduates Summary Reports**) will be removed from the SSW.

Student Transcripts

Student Transcript Preview by Individual PEN

This section allows schools to preview a current or former student's transcript.

XML Preview by Individual PEN

This section provides a user-friendly preview of what is currently available to a Post-Secondary institution that has been authorized by a current or former student to receive a transcript via XML data transfer.

Graduation Reports

Graduation Summary Reports

The **Graduated Students** and **Not-Yet Graduated Students** *for Grade 12 and AD on a graduation program* reports are dynamic, cumulative lists of students in the current reporting cycle that have either graduated or not yet graduated, based on the latest information submitted by the school.

At the end of the reporting cycle (September), the current year reports roll over into static, archived versions of the reports. Any data corrections made for students after the rollover will not be reflected in these reports.

Important: Historical reports are archived for one year and then will be deleted. Schools wishing to retain these reports for any longer must download copies to their own secure files.

Other

Post Secondary Reports

A **PSI Selections – Student Summary Report** lists students in the current reporting cycle who have placed one of two order types in the StudentTranscripts Service (STS): a) authorization for a Post-Secondary Institution to request ongoing updates to their XML transcript data or b) request for the Ministry to mail a final, paper copy of their transcript to a Post-Secondary Institution at the end of July. Note: other ad hoc orders made by students in STS are not included in this report.

STS pre-orders are typically made available to current students starting mid-October until mid-July. Summary reports are available from mid-November until the end of July and are updated twice weekly.

After August 30, 2024: **PSI Summary Reports** will now be maintained for the current reporting cycle only. Schools wishing to retain these reports for any longer must download copies to their own secure files.

Questions or Feedback

Please contact Student.Certification@gov.bc.ca