

## TRAX Data Submission Guide: Summer School Marks

### Which students are eligible for Summer School Marks reporting?

Summer School Marks are those earned at a Summer School Reporting in July and August. The Summer School Marks reporting process is applicable from the end of July through September for students who are not returning in the fall (e.g., graduating students).

If students are returning in the fall, summer school marks (along with any other marks) should be held by the school and sent through regular data submissions when TRAX opens for the new year in October.

### What are the options for Summer School Marks reporting?

There are three options for submitting summer school marks between July and September, depending on the quantity of marks and frequency of submission.

#### OPTION 1: TRAX Change Form (Small Numbers)

The option is for schools with a small number of eligible student (e.g., fewer than five students) course completions. These updates, as with any other corrections for a student who is not returning in the fall, can be submitted via the [TRAX Change Form](#).

#### OPTION 2: Secure File Transfer Service (SFTS) – File Request Method

This option is for schools that plan to compile data only once or twice for eligible students during the summer period.

When the school is ready to submit data, please contact [TRAX.Support@gov.bc.ca](mailto:TRAX.Support@gov.bc.ca) to ask for a Secure File Transfer **File Request**. This option doesn't require establishing an SFTS account, only a temporary login using your email address.

See the **Preparing data for submission to TRAX via SFTS** section further below for important instructions on how to submit data via SFTS.

#### OPTION THREE: Secure File Transfer Service (SFTS) – Folder Method

This option is for schools that submit data frequently for eligible students over the summer period. The school can have a **folder** created specifically for it; a Business BCeID (which can be obtained at: [https://www.bceid.ca/register/business/getting\\_started/getting\\_started.aspx](https://www.bceid.ca/register/business/getting_started/getting_started.aspx)) is required.

If your school has established SFTS users and their details have not changed, no further action is required. If you would like to request an SFTS folder or user details have changed, send an email to [TRAX.Support@gov.bc.ca](mailto:TRAX.Support@gov.bc.ca) that includes all the following information:

**School Name:**

**8-digit School Code:**

**Main Contact:**

Full Name:

Business BcEID:

E-Mail Address:

**Alternate:**

Full Name:

Business BcEID:

E-Mail Address:

You will be notified when the service, and your folder, is ready. See the **Preparing data for submission to TRAX via SFTS** section below for important instructions on how to submit data via SFTS.

## Preparing data for submission to TRAX via SFTS

Most schools reporting summer activity for eligible students should prepare and transfer files to TRAX via the SFTS using the link Excel Spreadsheet template in section 1 below.

Summer Schools (i.e., schools that operate *only* during the summer) may submit prepare and submit data using TRAX Data Files (DEM, XAM, CRS) as noted in section 2 below.

### 1) Excel Spreadsheet template

Please use the [Summer Reporting Excel Template](#) for these submissions. Do not change any formatting on the template. **Spreadsheets not using this format will not be accepted.** A sample image of the template is below:

School Code	PEN	Legal Surname	Legal Given First Name	DOB yyyymmdd	Course	Session Date	Final Sch %
02496099	123456789	Smith	Joe	20050516	ENST 12	202408	72

- **Report your School Code (even if you are not the student’s School of Record).**
- **Report the DOB as in the example with no punctuation.**
- **Report the TRAX Course Code (reference the [Course Registry](#) for confirmation), not the school system code (e.g., MyEd BC code).**
- **Report only one session date within a file.** If reporting July and August marks, please submit two spreadsheets – one for each month.
- **Report the Session Date, as in the example, with no punctuation.**
- **Report the percentage grade as an integer not a percentage:** When entering marks in the “Final Sch %” column, do **not** set the column to Excel “Percentage” format – leave the “Final Sch %” column as “General” format (Text or Number format is also ok).
- **Report only for students not returning in the fall.** The course marks file only needs to include records for students not returning in the fall (mainly graduating students). Marks for students returning in the fall will be picked up when TRAX opens for the new school year.
- **Name the Excel mark files incorporating the school code and date of submission.**  
Example: 02499099 Marks July 2024-08-11.XLS  
= School 02499099 with July marks submitted on August 11, 2024

### 2) TRAX Data Files (“Electronic”) Procedure

Summer Schools (i.e., schools that operate *only* during the summer) that use school admin software (e.g., MyEd BC) to record marks may create the standard **TRAX files** (DEM, XAM & CRS) for registrations and final marks and upload them to their folder on the Secure File Transfer Service.

Note: Some school systems may only be extracting records for students whose home school is the Summer School. Please review and confirm the extract contents before submission.

## Questions?

Please contact [Trax.Support@gov.bc.ca](mailto:Trax.Support@gov.bc.ca)