

TRAX will open on **October 3, 2022**, for uploads via the [School Secure Web](#) (SSW) for the 2022/23 school year. The Ministry processes TRAX files between mid-October and mid-July each school year. Target submission dates are in the online [Assessment Calendar](#) and printable [Chart of Important Dates](#). Schools are also encouraged to submit data monthly to keep student transcripts up to date since most B.C. and Alberta post-secondary institutions and the Ontario Universities' Application Centre can receive transcript updates electronically throughout the year, where authorized by the student.

First Data Submission Overview

Schools should submit their First TRAX Data Submission of the school year between **October 3 and November 10, 2022**. This data submission serves to:

- Collect student registrations for the **October 31 – November 4** session of [Grade 10 and Grade 12 graduation assessments](#)
- Collect the initial Grades 10, 11 & 12 course registrations for the current school year and any course completions
- Initialize Transcript Verification Reports (TVRs) for students in their final year of school
- Support administration of the **January 2023** session of Grade 10 and Grade 12 graduation assessments by getting these students into the TRAX system
- Collect student transcript data for post-secondary institutions

Important: Schools must ensure that the Graduation Program code (Grad Reqt Year code) is set to “2018” for all current Grade 10, Grade 11 and Grade 12 students, or to “1950” for students on the Adult Graduation Program with Grade AD (Adult diploma) or AN (Adult non-graduating).

How to Submit Data and Confirm Receipt

- View TRAX data submission instructions on the [Electronic Transfer Procedures](#) webpage.
- Note that received files will usually be processed in 1 to 3 hours during regular business hours. Files submitted after hours may be delayed due to nightly website updates.
- Confirm your TRAX submission has been processed: log on to the [SSW](#), click on the "TRAX Data Error and Non-Grad Reports" link and check for a new TRAX Data ERROR Report and a TRAX Data Transfer NON-GRAD Report.
- View more information regarding TRAX Data Exchange in [Chapter 8 of the Handbook of Procedures](#).

Transcript Verification Reports (available on the [SSW](#))

A Transcript Verification Report (TVR) is produced for each active Grade 12 student and each Adult Graduation Program student with Grade AD, in each school. TVRs project graduation status and list all the Grade 10, 11 and 12 courses that a student has either completed or in which they are enrolled.

- Expect to see updated TVRs the day *after* the school's TRAX data upload (TVRs update overnight). **Note:** TVRs may not be updated for a few days during final processing of Provincial graduation assessment results.
- Review TVRs to check the school's information has been received and that students are on track to graduate.
- Continue to add data or make corrections to your school data and resubmit your TRAX files until you are satisfied with the resulting TRAX Data Error and Non-Grad Reports and TVRs.

Questions?

For questions regarding TRAX Data Submissions, contact trax.support@gov.bc.ca. For other questions, please contact student.certification@gov.bc.ca. Offshore schools with questions, please contact offshore.administrator@gov.bc.ca.