**First TRAX Data Submission for the 2024/25 School Year**

TRAX data submissions are now available via the [School Secure Web](https://www.bced.gov.bc.ca/exams/tsw/principals/principals/) (SSW) for the 2024/25 school year. The [Online Assessment Register](https://events.gov.bc.ca/app/uploads/sites/201/2022/07/DM-Bulletin-Attachment-November-2023-Grad-Registrations.pdf) for the November 2024 assessment session is also now open through October 17.

Schools are also encouraged to submit TRAX data files monthlyto keep student transcripts up to date. Most B.C. post-secondary institutions, Alberta colleges and universities, and the Ontario Universities’ Application Centre receive transcript updates electronically throughout the year, where authorized by the student.

Target submission dates are in the online [Assessment Calendar](http://www.bced.gov.bc.ca/exams/calendar/) and printable [Chart of Important Dates](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/exams/chart-of-important-dates.pdf).

**The main purpose of the first TRAX data file submission is to:**

* submit initial grades 10 to 12 course registrations for the current school year as well as any previously completed courses
* submit [Provincial Graduation Assessment](https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation/trax-updates) registrations for the coming year, which is especially important for schools administering November Assessments
* create Transcript Verification Reports (TVRs) to confirm a student’s projected graduation status

**Important Reminder:** Not-yet graduated students must be reported on the [current graduation program](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/graduation) (code = 2023); unless they are on the [Evergreen Certificate program](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/school-completion-certificate-program) (code = SCCP) or an adult student pursuing the [Adult Dogwood](https://www2.gov.bc.ca/gov/content/education-training/adult-education/graduate-high-school/bc-adult-graduation-diploma-program) (code = 1950).

**Additional Resources are available on the** [**TRAX Information**](https://gov.bc.ca/trax) **webpage. Please also see:**

* TRAX data submission instructions are on the [Electronic Transfer Procedures](https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/graduation/trax-updates/electronic-transfer) webpage
* TRAX Data Exchange in [Chapter 8 of the B.C. Graduation Program Handbook of Procedures](https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/graduation/handbook_of_procedures.pdf) (Grades 10 to 12)

**Questions?**

If you have questions regarding data submissions, contact [TRAX.Support@gov.bc.ca](mailto:trax.support@gov.bc.ca)

For other questions, please contact [Student.Certification@gov.bc.ca](mailto:student.certification@gov.bc.ca)

Offshore schools with questions, please contact [Offshore.Administrator@gov.bc.ca](mailto:offshore.administrator@gov.bc.ca)