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FIELD ADVISORY

TO: Superintendents of Public Schools, Directors of Charter Schools
Administrators, Coordinators of ELL programs

FROM: Angelica Infante-Green
Deputy Commissioner for the Office of P-12 Instructional Support

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SUBJECT: Access to academic records of Puerto Rican students displaced by
Hurricane Maria

In the aftermath of Hurricanes Irma and Maria, considerable number of students from the Puerto Rico Department of Education (PRDE) were displaced and temporarily relocated to the United States. As these students began to enroll in the New York State Public Schools, it was found that many lack the appropriate student records to complete a typical enrollment process. This situation placed an additional challenge on school district's admissions and student placement processes. A comparable situation was occurring in various states in the East coast of the United States.

As a result, the Puerto Rico Department of Education developed the Student Records Exchange System (SRX), a platform designed to facilitate the exchange of students' records to expedite their enrollment process at their schools. According to the PRDE, the information available through the new system allows school staff, such as guidance counselors and registrars, to make time-sensitive placement decisions more effectively. School staff can quickly access students' previous enrollment records such as transcript information and/or students' Individualized Educational Programs records to determine the appropriate placement within the new school. An additional benefit of this system is that if the students decide to return to Puerto Rico, the SRX will enable the exchange student records and documents from US schools back to the Puerto Rico Department of Education with updated academic information to continue their academic studies and eventually graduate.

On Monday, February 12, the PRDE offered a pilot webinar of the Student Records Exchange System for a selected number of New York State districts who are members of the two Leadership Council groups.

This system is now up and running and any school interested in requesting student transcripts or IEPs, will need to create an account using the following web address: <http://srx.dde.pr>.

Once on the website, the petitioner clicks on the login symbol on the upper right corner and click on the "Register" button. Once the requested information is submitted, the school petitioner will receive a notification confirming that the account has been validated. At that time, the school can submit their request, which need to include the following information:

- Full name
- Students ID (generated by the PRDE)
- Four last digits of the Social Security number and
- Birth date.

Once the information is submitted, a notification is sent to the petitioner and the document is shared with the receiving institution registered email address. PRDE recommends a sole key user per school.

The student ID number is widely known to the students and their parents, since it is used for many of the services the PRDE offers. In cases where this number could not be produced by the students or the parents, the remaining information could be submitted on the system and the PRDE would assist in securing this number.

In the near future, the PRDE may extend services to enable schools to request teacher certification, graduation certificates, diplomas and College Board scores. Displaced students from Puerto Rico who attended non-public schools are not included in the Student Records Exchange System (SRX).

For help and assistance or to report any issue, a [form](#) is available in their website. Although there is a telephone listed, the PRDE prefers the use of the form. For more information on the Student Records Exchange System (SRX), please call (787) 759-2000 or write to: Puerto Rico Department of Education (PRDE) P.O. Box 190759, San Juan, PR 00919-0759.

