

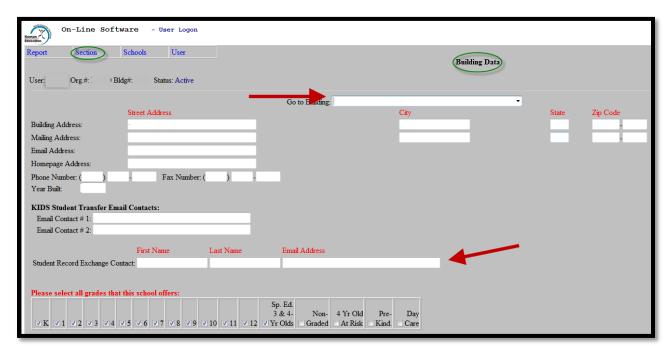
Student Record Exchange (SRE) Contact in Directory Updates



Directory Updates:

The Directory Updates system contains an SRE Contact for each building in each district. This information is displayed in SRE as a point of contact for a district requesting students' records. The email for the SRE Contact is where the alert is sent indicating that activity has occurred in SRE for that building.

The Student Record Exchange Contact is located on the Building Data screen. Unless these fields have been edited, the default data is the principal for the building. We recommend that the staff responsible for sending and/or receiving students' records for each building replace the building principal's contact information in the Student Record Exchange Contact in the Directory Updates system.



Note: Because there may be multiple people responsible for students' records, it is our best practice recommendation that a group email or distribution email be used rather than one individual email in the Email Address field.

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