



converted to a compatible file format and attached to the TREx record as an additional attachment.

BTA records are required to be retained until the student's 24<sup>th</sup> birthday, and all BTAs for the student are subject to the transfer requirement even if the BTA was conducted by a previous LEA. LEAs should develop a procedure to ensure the behavior threat assessment indicator is populated within their local source systems (e.g., student information systems) when a Safe and Supportive School Program (SSSP) team initiates a BTA for a student. If a student transfers before the assessment has been completed, the sending LEA must ensure all records associated with the assessment are transmitted so the assessment may be completed by the receiving LEA.

LEAs should develop a procedure to collect, review, and store BTA records that are received when a student transfers into the LEA. This procedure should include the population of the BTA indicator in their local source system, a review of records by the SSSP team that serves the campus, and the process for storing the transferred BTA records.

### **Resources**

TEA has developed a [guidance video](#) to assist