

## Verify campus information/exclude noninstructional campuses from reporting

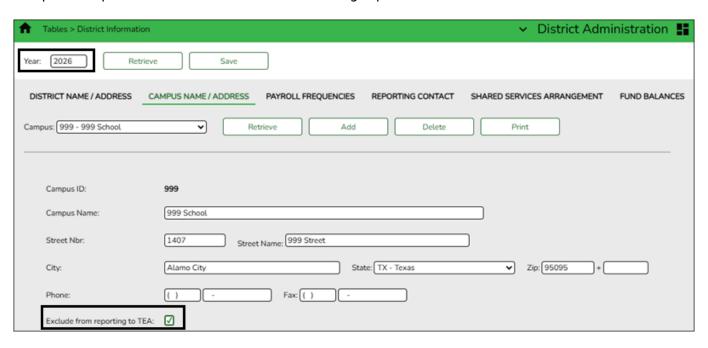
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Verify campus information/exclude non-instructional campuses from reporting ......i

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## District Administration > Tables > District Information > Campus Name/Address

Ensure the **Exclude from reporting to TEA** checkbox is selected for all non-instructional campuses/departments to exclude them from being reported to TEA.



- ☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**. The **Year** is automatically updated when the Fiscal Year Close process is completed in Finance.
- ☐ Retrieve each campus record and confirm that the address and phone numbers are accurate.
- ☐ Review the following guidelines as consideration for selecting the **Exclude from reporting to TEA** checkbox:
  - Instructional campuses listed in AskTed (001, 041, 101, etc.) should **not** have the **Exclude from reporting to TEA** checkbox selected.
  - Non-instructional campuses (701, 750, 999, and other campuses or departments needed for purchasing) should have Exclude from reporting to TEA selected.
  - Education Service Centers (ESCs): Exclude all campuses from TEA reporting.
  - Business-only LEAs: Exclude all campuses from TEA reporting.
- ☐ Click **Save** for each campus; each campus is a separate record.