



Verify campus information/exclude non-instructional campuses from reporting

Table of Contents

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

Verify campus information/exclude non-instructional campuses from reporting

[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.

The screenshot shows the 'Campus Name/Address' form in the District Administration system. The form is titled 'Tables > District Information' and 'District Administration'. It has a 'Year' field set to '2026' and buttons for 'Retrieve' and 'Save'. Below the title bar, there are tabs for 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS' (selected), 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', and 'FUND BALANCES'. The 'Campus' dropdown is set to '999 - 999 School', with buttons for 'Retrieve', 'Add', 'Delete', and 'Print'. The form fields include: Campus ID: 999; Campus Name: 999 School; Street Nbr: 1407; Street Name: 999 Street; City: Alamo City; State: TX - Texas; Zip: 95095; Phone: () - ; Fax: () - . The 'Exclude from reporting to TEA' checkbox is checked.

☐ 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.