



Verify campus information/exclude non-instructional campuses from reporting

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Verify/complete campus information and exclude non-instructional campuses from TEA reporting

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Year:

DISTRICT NAME / ADDRESS **CAMPUS NAME / ADDRESS** **PAYROLL FREQUENCIES** **REPORTING CONTACT** **SHARED SERVICES ARRANGEMENT** **FUND BALANCES**

District Name:

District County Name: District Type:

District Website:

District E-mail:

ESC Region Number: ESC County District Number:

Street Nbr: Street Name:

City: State: Zip: +

Phone: Fax:

☐ In the **Year** field, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

☐ Retrieve each campus record and confirm that the address and phone numbers are accurate.

☐ Review the following guidelines as consideration for 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** selected.
- Non-instructional campuses (701, 750, 999, other campuses or departments needed for purchasing) should have **Exclude from reporting to TEA** selected.
- ESCs will exclude all campuses from TEA reporting.

☐ Click **Save** for each campus; each campus is a separate record.