



# **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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The screenshot shows a web interface for managing campus information. At the top, there's a navigation bar with 'Tables > District Information' and 'District Administration'. Below that, a 'Year' dropdown is set to '2026', with 'Retrieve' and 'Save' buttons. A menu bar includes 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS' (which is selected), 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', and 'FUND BALANCES'. The 'Campus' dropdown is set to '999 - 999 School', with 'Retrieve', 'Add', 'Delete', and 'Print' buttons. The form fields are: Campus ID: 999; Campus Name: 999 School; Street Nbr: 1407; Street Name: 999 Street; City: Alamo City; State: TX - Texas; Zip: 95095; Phone and Fax fields are empty. 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**.

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.