Verify campus information/exclude non-instructional campuses from reporting

Table of Contents

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

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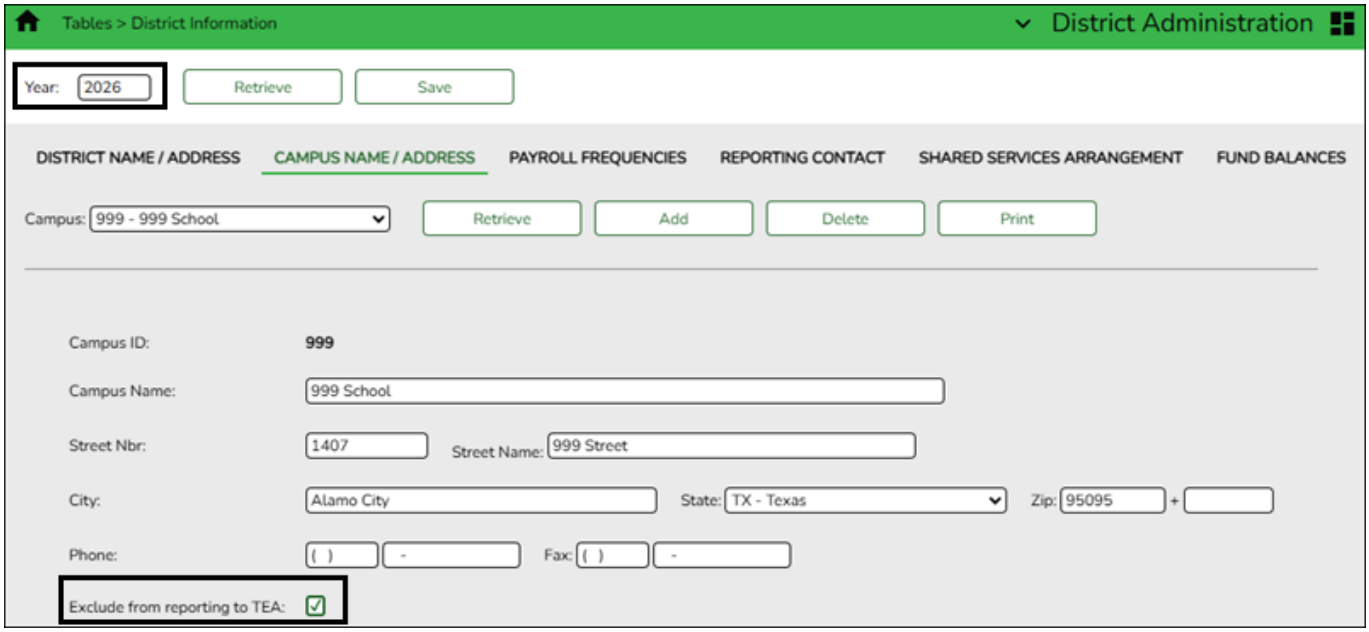
District Administration > Tables > District Information > Campus Name/Address



❑ 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** checkbox selected.
- Non-instructional campuses (701, 750, 999, other campuses or departments needed for purchasing) should have the **Exclude from reporting to TEA** checkbox 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.