



Verify campus information/exclude non-instructional campuses from reporting

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

The screenshot shows the 'District Administration' interface. At the top, there's a navigation bar with 'Tables > District Information' and 'District Administration'. Below that, there's a 'Year' field set to '2026' with 'Retrieve' and 'Save' buttons. The main content area has tabs for 'DISTRICT NAME / ADDRESS', 'CAMPUS NAME / ADDRESS' (selected), 'PAYROLL FREQUENCIES', 'REPORTING CONTACT', 'SHARED SERVICES ARRANGEMENT', and 'FUND BALANCES'. Under the 'CAMPUS NAME / ADDRESS' tab, there's a 'Campus:' dropdown set to '999 - 999 School' with 'Retrieve', 'Add', 'Delete', and 'Print' buttons. Below this, there are input fields for '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: () -'. At the bottom, 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 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.