



Verify campus information/exclude non-instructional campuses from reporting

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Verify campus information/exclude non-instructional campuses

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

Tables > District Information District Administration

Year: 2026 Retrieve Save

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

Campus: 999 - 999 School Retrieve Add Delete Print

Campus ID: 999

Campus Name: 999 School

Street Nbr: 1407 Street Name: 999 Street

City: Alamo City State: TX - Texas Zip: 95095 +

Phone: () - Fax: () -

Exclude from reporting to TEA: ☒

☐ 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.