



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 to exclude them from being reported to TEA.

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' field is set to '2026', with 'Retrieve' and 'Save' buttons. A tabbed interface is visible with 'CAMPUS NAME / ADDRESS' selected. Under this tab, there's a 'Campus:' dropdown menu showing '999 - 999 School' and buttons for 'Retrieve', 'Add', 'Delete', and 'Print'. The main form area contains the following fields:

- 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.