



# **Verify campus information/exclude non-instructional campuses from reporting**



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# 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**. The **Year** is automatically updated when the Fiscal Year Close process is completed in Finance.

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.