


# Campus Name/Address - DA1200

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# Campus Name/Address - DA1200

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

This tab is used to record the campus demographic information such as campus number, name, address, phone number, and fax number. The table is shared between the ASCENDER Business and Student systems.

**Note**: If this tab is not selected or is set to read- on the user's profile in Security Administration, the fields are disabled.

## Manage campus information:

❑ Click ⌄ to select a campus and click **Retrieve**. The campus demographic fields are displayed.

| Field | Description |
|---|---|
| **Campus ID** | Type the campus ID. If an existing campus was retrieved, the campus ID is displayed. |
| **Campus Name** | Type the campus name. |
| **Street Nbr** | Type the campus street number. |
| **Street Name** | Type the campus street name. |
| **City** | Type the name of the city where the campus is located. |
| **State** | Click ⌄ to select the two-character state code. |
| **Zip** | Type the five-digit zip code and suffix. |
| **Phone** | Type the campus phone number in the ###-###-#### format. |
| **Fax** | Type the campus fax number in the ###-###-#### format. |
| **Exclude from reporting to TEA** | Select to exclude this campus record from TEA reporting.<br><br>• If selected, the Campus Name / Address report displays *1* in the **Exclude Dist** column.<br><br>• If unselected, the Campus Name / Address report displays *0* in the **Exclude Dist** column. |

❑ Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost. |
| **Add** | Click to add a campus. The fields are cleared allowing you to enter the campus information. |

| | |
|---|---|
| **Delete** | Click to delete the selected campus. A message is displayed prompting you to confirm that you want to delete the campus.<br><br>Click **Yes** to delete the campus.<br><br>Click **No** to not delete the campus and return to the Campus/Name Address tab. |
| **Print** | Click to print the Campus Name/Address report. A window is displayed with the following options:<br><br>**Print Current Campus Name/Address Record** - If selected, only the campus information displayed on the tab is printed.<br>**Print All Saved Campus Name/Address Records** - If selected, campus information for all saved campuses is printed.<br><br>Select the report(s) to be printed.<br><br>Click **Yes** to continue to the selected report(s).<br>Click **No** to return to the Campus Name/Address tab.<br>Review the report. |