

Campus Name/Address - DA1200

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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:

Field	Description
Year	Verify that the correct school year is displayed. If not, type the four-digit school year for which you want to add or retrieve data and click **Retrieve**.

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

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. For example, you would select this option to prevent non-instructional campus records from being extracted and sent to TEA. • If selected, the Campus Name / Address report displays *1* in the **Exclude Dist** column. • 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. Click **Yes** to delete the campus. 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: **Print Current Campus Name/Address Record** - If selected, only the campus information displayed on the tab is printed. **Print All Saved Campus Name/Address Records** - If selected, campus information for all saved campuses is printed. Select the report(s) to be printed. Click **Yes** to continue to the selected report(s). Click **No** to return to the Campus Name/Address tab. Review the report.