

# **District Name/Address - DA1200**

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#### District Administration > Tables > District Information > District Name/Address

This tab is used to record demographic information for the local education agency (LEA) as well as data reporting elements used for State Reporting purposes.

The data on this tab is shared between the ASCENDER Business and Student systems.

### Set up LEA information:

Field	Description				
Year	Verify that the co	ify 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 <b>Retrieve</b> .				
District Name		PEIMS Reporting Element			
		Type the LEA name.			
Distr Name	ict County e	Type the county where the LEA is located. The field can be up to 20 characters.			
Distr	ict Type	<ul> <li>Type or select the applicable district type.</li> <li>If <i>P</i> - <i>Private</i> is selected, the <b>District Type</b> field defaults to <i>Private</i> on the Maintenance &gt; Staff Demo &gt; Service Record tab in Personnel.</li> <li>If <i>I</i> - <i>Independent</i> or <i>C</i> - <i>Charter</i> are selected, the <b>District Type</b> field defaults to <i>Public</i> on the Maintenance &gt; Staff Demo &gt; Service Record tab in Personnel.</li> </ul>			
Distr	ict Website	Type the Internet address for the LEA's website. The field can be up to 255 characters. Note: If your LEA's website is down when you save the record, an error			
		website to validate the entry. Try again when the website is properly functioning.			
Distr	ict Email	Type the LEA's email address. This field can be up to 255 characters.			
ESC I	Region Number	Type the region number of the Education Service Center that serves the LEA. The field must be two digits (e.g., Type 01 for Region 1.) and is required.			

ESC County District	PEIMS Repor	ting Element	t	
Number				and by the Taylor
	Type the six-digit ESC county district number assigned by the Texas			
	ESC County District Numbers			
	ESC Regior	Number Co	ounty District Number	
	Region 1	10	08950	
	Region 2	17	78950	
	Region 3	23	35950	
	Region 4	10	01950	
	Region 5	18	81950	
	Region 6	23	36950	
	Region 7	09	92950	
	Region 8	22	25950	
	Region 9	24	43950	
	Region 10	05	57950	
	Region 11	22	20950	
	Region 12	16	61950	
	Region 13	22	27950	
	Region 14	22	21950	
	Region 15	22	26950	
	Region 16	18	88950	
	Region 17	15	52950	
	Region 18	16	65950	
	Region 19	07	71950	
	Region 20	01	15950	
Street Nbr	Type the street number of the LEA's location.			
Street Name	Type the stre	eet name of t	the LEA's location.	
City	Type the city	<sup>,</sup> name numb	per of the LEA's location.	
State	Click 🛩 to se	lect the two-	-character state code.	
Zip	Type the five	e-digit zip coo	de and suffix.	
Phone	Type the LEA	's phone nur	mber in the ###-###-##	### format.
Fax	Type the LEA	's fax numbe	er in the ###-###-###	# format.
Superintendent	Title	Type the su	perintendent's title.	
	First	Type the su	perintendent's first name	
	Middle	Type the su	perintendent's middle nar	me.
	Last	Type the su	perintendent's last name.	
	Generation	Select the s	superintendent's generation	on code.
Total Nbr School	PEIMS Repor	ting Element	t	
Board Requests	T a the a tast.		· · · · · · · · · · · · · · · · · · ·	ale and the second terms are
	I ype the total number of requests received from school board trustees			
	This field car	i be a maxim	num of three digits.	i, documents, and records.
Total Cost School	PEIMS Repor	ting Element		
<b>Board Requests</b>		J.		
	Type the total cost that the district will incur fulfilling requests received from			
	SCNOOL DOARD	trustees (ou and records	Itside of a school board m This field can be a maxim	eeting) for information,
Street Nbr Street Name City State Zip Phone Fax Superintendent Total Nbr School Board Requests Total Cost School Board Requests	Region 15100950Region 20071950Region 20015950Type the street number of the LEA's location.Type the street name of the LEA's location.Type the city name number of the LEA's location.Click ~ to select the two-character state code.Type the five-digit zip code and suffix.Type the LEA's fax number in the ###-#### format.Type the LEA's fax number in the ###-#### format.TitleType the superintendent's title.FirstType the superintendent's first name.MiddleType the superintendent's last name.GenerationSelect the superintendent's generation code.PEIMS Reporting ElementType the total number of requests received from school board trustees (outside of a school board meeting) for information, documents, and records.Type the total cost that the district will incur fulfilling requests received from school board trustees (outside of a school board meeting) for information, documents, and records.			

#### Under Contracted Instructional Staff:

 $\Box$  Click **+Add** to add a row.

Campus	PEIMS Reporting Element
	Type a three-digit campus ID. Or, click <sup>‡</sup> to select a campus ID from the Campus lookup.
Program Intent Code	PEIMS Reporting Element
	Type a two-digit program intent code to indicate the particular set of students for whom the cost of instruction and other services are directed. Or, click to select a code from the Program Intent Code lookup.
Nbr FTE	PEIMS Reporting Element
	Type the measurement of the portion of professional contracted instructional staff, expressed as a multiple of the standard work day, such as 7.7 FTEs.
	When calculating contracted instructional staff FTEs, the following items must be considered:
	• The percent of the day worked (the number of hours worked divided by the number of work hours in the standard day),
	• The percent of days per week worked (the number of days worked divided by 5), and
	• The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).
	For example, Mrs. Jones is hired on a contracted instructional staff basis to teach the tuba to three tuba players. Her contract specifies that she will work two hours each Monday and each Friday for the entire school year. Her FTE is 0.25 (two hours worked divided by the eight-hour work day in the district) multiplied by 0.40 (two days divided by five days) multiplied by 1.0 (36 weeks worked divided by the 36-week instructional year), for a reported FTE of 0.10.

Click **Save**.

### Other functions and features:

Retrieve	Click to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes will be lost.
Print	Click to print the report. Review the report.