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Update data:

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The Campus Profile > Demographic Info tab allows you to maintain campus demographic data, such as the campus name, address, and phone number.



Update data:

Campus ID	The campus to which you are logged in is displayed. To view another campus or add a new campus, type the three-digit campus ID and click **Retrieve**. To enter a new campus, type an unused three-digit campus ID for the new campus and click **Retrieve**. The fields are cleared allowing you to enter and save data for the new campus. According to TEA guidelines: 001-040 are used for high school campuses. 041-100 are used for junior high and middle school campuses. 101-698 are used for elementary school campuses.

Existing demographic information for the campus is displayed.

Campus Name	Type the name of the campus, up to 34 characters.
Street Nbr **Street Name** **City** **State** **Zip Code +4**	Enter the address for the campus, up to 60 characters.
Phone **Fax**	Type the area code and phone numbers for the campus.

The following fields only display if the **District Type** field is set to *Charter* on the Registration > Maintenance > District Profile > District Information > Demographic Info tab.

Participating Charter Admission Waitlist	For each charter school campus, select to indicate whether or not the campus will have a waitlist for admission.
Charter Enrollment Capacity	Type the maximum approved student enrollment number (up to four digits) for which the campus is able to provide instruction without exceeding staffing and facility limitations.

❑ Click **Save**.


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