



ASCENDER GUIDES



Demographic Info (Campus)

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Demographic Info (Campus)

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Demographic Info

This tab allows you to maintain campus demographic data, such as the campus name, address, and phone number.

Update data:

Field	Description
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 .

Existing demographic information for the campus is displayed.

Campus Name	Type the name of the campus, up to 34 characters. 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.
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.

Click **Save**.



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