



## 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Campus ID</b> | <p>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 <b>Retrieve</b>.<br/>To enter a new campus, type an unused three-digit campus ID for the new campus and click <b>Retrieve</b>. The fields are cleared allowing you to enter and save data for the new campus.</p> <p>According to TEA guidelines:</p> <p>001-040 are used for high school campuses.</p> <p>041-100 are used for junior high and middle school campuses.</p> <p>101-698 are used for elementary school campuses.</p> |

Existing demographic information for the campus is displayed.

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

Click **Save**.



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