



## 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>	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> . 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.  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.

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

Click **Save**.



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