


# 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.

**NOTE**: The **Family Engagement Plan Link** and the **Grievance Link** fields are available on this tab and on the Registration > Maintenance > District Profile > District Maintenance > TSDS tab. Users can maintain these fields in either application, based on their permissions. For TSDS reporting, the data is pulled from the same underlying table regardless of where it is updated.

## Set up LEA information:

| Field | Description |
|---|---|
| **Year** | Verify 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 **Retrieve**. |
| **District Name** | Type the LEA name. |
| **District County Name** | Type the county where the LEA is located. The field can be up to 20 characters. |
| **District Type** | Type or select the applicable district type.<br>• If *P - Private* is selected, the **District Type** field defaults to *Private* on the Maintenance > Staff Demo > Service Record tab in Personnel.<br><br>• If *I - Independent* or *C - Charter* are selected, the **District Type** field defaults to *Public* on the Maintenance > Staff Demo > Service Record tab in Personnel. |
| **District Website** | Type the Internet address for the LEA's website. The field can be up to 255 characters.<br><br>**NOTE**: If your LEA's website is down when you save the record, an error message is displayed as the program is trying to connect to the website to validate the entry. Try again when the website is properly functioning. |
| **District Email** | Type the LEA's email address. This field can be up to 255 characters. |
| **ESC 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. |

<table>
<tr><td>ESC County District Number</td><td>Type the six-digit ESC county district number assigned by the Texas Education Agency (TEA).<br>ESC County District Numbers
<table>
<tr><th>ESC Region Number</th><th>County District Number</th></tr>
<tr><td>Region 1</td><td>108950</td></tr>
<tr><td>Region 2</td><td>178950</td></tr>
<tr><td>Region 3</td><td>235950</td></tr>
<tr><td>Region 4</td><td>101950</td></tr>
<tr><td>Region 5</td><td>181950</td></tr>
<tr><td>Region 6</td><td>236950</td></tr>
<tr><td>Region 7</td><td>092950</td></tr>
<tr><td>Region 8</td><td>225950</td></tr>
<tr><td>Region 9</td><td>243950</td></tr>
<tr><td>Region 10</td><td>057950</td></tr>
<tr><td>Region 11</td><td>220950</td></tr>
<tr><td>Region 12</td><td>161950</td></tr>
<tr><td>Region 13</td><td>227950</td></tr>
<tr><td>Region 14</td><td>221950</td></tr>
<tr><td>Region 15</td><td>226950</td></tr>
<tr><td>Region 16</td><td>188950</td></tr>
<tr><td>Region 17</td><td>152950</td></tr>
<tr><td>Region 18</td><td>165950</td></tr>
<tr><td>Region 19</td><td>071950</td></tr>
<tr><td>Region 20</td><td>015950</td></tr>
</table></td></tr>
<tr><td>Street Nbr</td><td>Type the street number of the LEA's location.</td></tr>
<tr><td>Street Name</td><td>Type the street name of the LEA's location.</td></tr>
<tr><td>City</td><td>Type the city name number of the LEA's location.</td></tr>
<tr><td>State</td><td>Click ⌄ to select the two-character state code.</td></tr>
<tr><td>Zip</td><td>Type the five-digit zip code and suffix.</td></tr>
<tr><td>Phone</td><td>Type the LEA's phone number in the ###-###-#### format.</td></tr>
<tr><td>Fax</td><td>Type the LEA's fax number in the ###-###-#### format.</td></tr>
<tr><td>Superintendent</td><td>
<table>
<tr><td>Title</td><td>Type the superintendent's title.</td></tr>
<tr><td>First</td><td>Type the superintendent's first name.</td></tr>
<tr><td>Middle</td><td>Type the superintendent's middle name.</td></tr>
<tr><td>Last</td><td>Type the superintendent's last name.</td></tr>
<tr><td>Generation</td><td>Select the superintendent's generation code.</td></tr>
</table></td></tr>
<tr><td>Family Engagement Plan Link</td><td>Type the website address used by the LEA to provide its Family Engagement Plan.</td></tr>
<tr><td>Grievance Link</td><td>Type the website address that connects directly to the school district's grievance policy.<br><br>NOTE: The Grievance Link field only displays for the 2026 school year or later.</td></tr>
<tr><td>Total Nbr School Board Requests</td><td>Type the total number of requests received from school board trustees (outside of a school board meeting) for information, documents, and records. This field can be a maximum of three digits.</td></tr>
</table>

| | |
|---|---|
| **Total Cost School Board Requests** | 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. This field can be a maximum of six digits. |

Under **Contracted Instructional Staff**:

❑ Click **+Add** to add a row.

| | |
|---|---|
| **Campus** | Type a three-digit campus ID. Or, click ⋮ to select a campus ID from the Campus lookup. |
| **Program Intent Code** | 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** | 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.<br><br>When calculating contracted instructional staff FTEs, the following items must be considered:<br>• The percent of the day worked (the number of hours worked divided by the number of work hours in the standard day),<br><br>• The percent of days per week worked (the number of days worked divided by 5), and<br><br>• The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year).<br><br>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 **Retrieve**, any unsaved changes will be lost. |
| **Print** | Click to print the report.<br>Review the report. |


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