


# District Name/Address - DA1200

# Table of Contents

**District Name/Address - DA1200** ..... 1

# District Name/Address - DA1200

***District Administration > Tables > District Information > District Name/Address***

This tab is used to record demographic information for the local education agency (LEA) such as the LEA name, address, phone number, fax number, and superintendent name. The table is shared between the ASCENDER Business and Student systems.

## Set up district 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>Total Nbr School Board Requests</td><td>PEIMS Reporting Element<br><br>Type the total number of requests received from school board trustees (outside of a school board meeting) for information, documents, and records. This field is a maximum of three digits.</td></tr>
<tr><td>Total Cost School Board Requests</td><td>PEIMS Reporting Element<br><br>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 is a maximum of six digits.</td></tr>
</table>

Under **Contracted Instructional Staff**:

❑ Click **+Add** to add a row.

| | |
|---|---|
| **Campus** | PEIMS Reporting Element<br><br>Type a three-digit campus ID. Or, click ⋮ to select a campus ID from the Campus lookup. |
| **Program Intent Code** | PEIMS Reporting Element<br><br>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** | |

❑ 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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# Back Cover