



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) 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	<p>PEIMS Reporting Element</p> <p>Type the LEA name.</p>
District County Name	Type the county where the LEA is located. The field can be up to 20 characters.
District Type	<p>Type or select the applicable district type.</p> <ul style="list-style-type: none"> • If <i>P - Private</i> is selected, the District Type field defaults to <i>Private</i> on the Maintenance > Staff Demo > Service Record tab in Personnel. • If <i>I - Independent</i> or <i>C - Charter</i> are selected, the District Type field defaults to <i>Public</i> on the Maintenance > Staff Demo > Service Record tab in Personnel.
District Website	<p>Type the Internet address for the LEA's website. The field can be up to 255 characters.</p> <p>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.</p>
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.

ESC County District Number	PEIMS Reporting Element	
	Type the six-digit ESC county district number assigned by the Texas Education Agency (TEA). ESC County District Numbers	
	ESC Region Number	County District Number
	Region 1	108950
	Region 2	178950
	Region 3	235950
	Region 4	101950
	Region 5	181950
	Region 6	236950
	Region 7	092950
	Region 8	225950
	Region 9	243950
	Region 10	057950
	Region 11	220950
	Region 12	161950
	Region 13	227950
	Region 14	221950
	Region 15	226950
	Region 16	188950
	Region 17	152950
Region 18	165950	
Region 19	071950	
Region 20	015950	
Street Nbr	Type the street number of the LEA's location.	
Street Name	Type the street name of the LEA's location.	
City	Type the city name number of the LEA's location.	
State	Click  to select the two-character state code.	
Zip	Type the five-digit zip code and suffix.	
Phone	Type the LEA's phone number in the ###-###-#### format.	
Fax	Type the LEA's fax number in the ###-###-#### format.	
Superintendent	Title	Type the superintendent's title.
	First	Type the superintendent's first name.
	Middle	Type the superintendent's middle name.
	Last	Type the superintendent's last name.
	Generation	Select the superintendent's generation code.
Total Nbr School Board Requests	PEIMS Reporting Element 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.	
Total Cost School Board Requests	PEIMS Reporting Element 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.	

Under **Contracted Instructional Staff**:

Click **+Add** to add a row.

Campus	<p>PEIMS Reporting Element</p> <p>Type a three-digit campus ID. Or, click  to select a campus ID from the Campus lookup.</p>
Program Intent Code	<p>PEIMS Reporting Element</p> <p>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.</p>
Nbr FTE	<p>PEIMS Reporting Element</p> <p>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.</p> <p>When calculating contracted instructional staff FTEs, the following items must be considered:</p> <ul style="list-style-type: none"> • The percent of the day worked (the number of hours worked divided by the number of work hours in the standard day), • The percent of days per week worked (the number of days worked divided by 5), and • The percentage of weeks worked (the number of weeks worked divided by the number of weeks in the work year). <p>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.</p>

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. Review the report.



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