



Update data:

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The Campus Profile > Demographic Info tab allows you to maintain campus demographic data, such as the campus name, address, and phone number.

Campus ID:

DEMOGRAPHIC INFO CONTROL INFO PRINCIPAL/COUNSELOR

Campus Name:

Street Nbr: Street Name:

City: State: Zip Code:

Phone: Fax:

Participating Charter Admission Waitlist:

Charter Enrollment Capacity:

Update data:

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| Campus ID | <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 Retrieve. To enter a new campus, type an unused three-digit campus ID for the new campus and click Retrieve. 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> |
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Existing demographic information for the campus is displayed.

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

The following fields only display if the **District Type** field is set to *Charter* on the Registration > Maintenance > District Profile > District Information > Demographic Info tab.

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| Participating Charter Admission Waitlist | For each charter school campus, select to indicate whether or not the campus will have a waitlist for admission. |
| Charter Enrollment Capacity | Type the maximum approved student enrollment number (up to four digits) for which the campus is able to provide instruction without exceeding staffing and facility limitations. |

Click **Save**.



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