



## Demographic Info (Campus)



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**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:

<b>Campus ID</b>	<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 <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.</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.

<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.

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.

<b>Participating Charter Admission Waitlist</b>	For each charter school campus, select to indicate whether or not the campus will have a waitlist for admission.
<b>Charter Enrollment Capacity</b>	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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