



## ASCENDER GUIDES



# Prior Year Campuses



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# Prior Year Campuses

## **State Reporting > Maintenance > Organization > Prior Year Campuses**

Update data for the *School* complex type as needed.

The *SchoolExtension* complex represents an educational organization that includes staff and students who participate in classes and educational activity groups.

Because the data submitted in the midyear collection is not necessarily the same data that is submitted for the fall collection, the Prior Year Campuses tab allows you to work on both submissions at the same time.

### **Modify a record:**

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

<b>Campus ID</b>	CAMPUS-ID-OF-ENROLLMENT (E0782)
Type or select the three-digit campus ID.	
<b>Campus Name</b>	Type the campus name registered with the TEA.

Click **Save**.

	<p><b>Delete a row.</b></p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>
<b>Retrieve</b>	<p><a href="#">Retrieve data from last save.</a></p> <p>Discard unsaved changes, and retrieve information since the last time data was saved.</p>



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