AskTED Quick Reference

AskTED is the online Texas Education Directory. Access AskTED by selecting **AskTED** from **Popular Applications** in the dark blue menu on the TEA web page. TEA employees, school districts, and the general public use AskTED to find contact information and create mailing labels for Texas public schools, districts and education service centers.

Overview

Most AskTED users need contact information for schools and districts. Use the **Districts and Schools > Reports** option to generate these reports. A report listing all schools and districts in Texas can be downloaded by choosing **Reports and Directories > Download School and District Data File** option.

For a customized report, use the selections shown below. Selections shown in gray are not required:

Search by School, District, County, Region or Entire State

Select a School or District

Select Information Type: Organization or Personnel

(If Level ≠ School) Include School information

(If Level ≠ District) Include District information

Make "Advanced Search Criteria" Selections

Select Schools or Districts for further customization

Select Output as Download File, Mailing Labels, View Details, and/or Email Addresses

Getting Started

The AskTED home page appears:

A	skTE	D						
н	ome	Search by	Quick District Lookup	Reports and Directories	Search RESCs	Administrative Logon	Help	
w	elcome	to AskTED						
	Use the di Under the AskTED is used, part	rop-down menus a Search by menu, updated daily. Int icularly when dow	bove in order to a you will find searc formation downloa nloading email add	ccess the Texas E hes for School, Di ds should be made fresses.	ducation Directory strict, County, Reg e as close as possi	Customized Repo ion, and Texas. ble to the time the	rts and Data Files. information will b	. Texas Education Directory
	For furthe	r assistance, click	this <u>first time user</u>	link, (requires the	e free <u>Adobe Acrol</u>	bat Reader) or the	Help link in the m	enu
	Question Question	s about the Texas s or comments ab	s Education Dire out other matters	ctory or the Aski related to public	FED website? - C education in Tex	ontact <u>AskTED</u> . (as ? - Please go to	http://www.tea.	state.tx.us/contacttea.aspx.
	Useful Li	nks						
	Apply	for Administrator I	ogin					
	Downle	ad School and Dis	trict File For down	nload file format d	hanges effective A	pril 1, 2008, click	here.	
	Downle	ad School and Dis	trict File with Site A	Address				

Summary of Menu Options

The top menu shows the following options:

Home Search by Quick Diatrict Reports and Directories Search RESCs Administrative Help

Home: Returns to the Home page for AskTED.

Search by: Allows users to search by School, District, County, and Region or for the entire State.

Quick District Lookup: Allows users to search for a district name or number.

Reports and Directories: Offers the following report options:

- **Reports** Options include generating reports based on schools (including charter schools), districts, RESC, and Special Education.
- **Download School and District Data** Generates a list of all schools and districts.
- **Download School, District and ESC Personnel Data File** – Options include listing principals, superintendents, district staff and ESC staff.
- **Texas School Directories** Annual report in PDF format with options for selecting the entire document or specific sections.

Search RESCs: Contact information for Regional Education Service Center staff.

Administrative Logon: This option is only for use by people who update information provided in AskTED.

Help: Opens the online help system in a new browser window.

Navigation and Option Selection

One way to select an option on a screen is to use the **Tab** key. Press **Tab** until a faint dotted line appears around the option, and then press **Enter**. The examples below show the difference in the appearance of each control in its selected and unselected state.

Unselected Hyperlink:	TEA Staff Directory	
Selected Hyperlink:	TEA Staff Directory	
Unselected Button:	Search	
Selected Button:	Search	
Unselected Option Button:	O Personnel	
Selected Option Button:	OPersonnel	
Unselected Checkbox:	Include School(s):	
Selected Checkbox:	Include School(s):	

You can also use the following other methods to make selections using the keyboard.

- To check or uncheck a box using the keyboard, tab to the label for the box and then press the spacebar.
- To select from a set of radio buttons, use the right and left arrow keys to move back and forth between the buttons and press the Tab key to select one.
- To select options in a single-select list, use the up and down arrow keys.
- To select options in a multiple-select list, use the up and down arrow keys to find an option and press the space bar to select it.

Option lists that do not drop down allow selection of multiple options using **Ctrl+Click** or **Shift+Click**.



clicking additional options



Advanced Search Options

School Types

For searches other than by School, the Advanced Search includes an option to restrict your search by School Type. You can select any combination of Public (Excluding Charters), Open Enrollment Charters and Campus Charters.

TEA does not maintain contact information for private schools. For private school information, see the <u>Texas Private School</u> <u>Accreditation Commission web site</u>.

Instruction Types

The Instruction Type option is available for every search type but the School search. Options include Regular, Alternative, JJAEP and DAEP.

Magnet Status

The Magnet Status option is a search for magnet schools or schools having a magnet program only.

Residential Facility Status

The Residential Facility Status option is a search for schools that are Residential Facilities only.

Registered for AEA

For searches by County, Region, and State you can restrict your search to campuses registered for Alternative Education Accountability (AEA).

District Types

For searches other than by School or District, you can restrict your search by any combination of District Type: Independent and Common, Open Enrollment Charter, Texas Youth Commission, and TSD / TSBVI.

Grades vs. Grade Levels

You can restrict your search by either grade or grade level, but not both.

Clearing Your Selections

Whenever you see a pair of buttons close to each other, such as Clear Types and Select All, the left button clears (unchecks) all the checkboxes in the group immediately below the button pair and the right button checks them all. A fast way to select all but a few buttons is to click Select All and then uncheck the few options that you do not want.

Sorting Search Results

Search results are usually sorted by the leftmost column. The current sort column is indicated by a small triangle (\blacktriangle) and a message above the headings. To sort the data differently or turn off sorting on a column, click a column heading.

Sorted by Ascending Number <u>Number</u>▲ Sorted by Descending Number <u>Number</u>▼ Not sorted by this column (no triangle) **Number**

Going "Back"

The AskTED screens require you to use menus and buttons for navigation. Clicking the **Back** button in your browser's toolbar will either not work, or will have unexpected effects.

Modifying/Revising a Search

To change search option

To return to the main screen:

15:	Revise Search
n:	Home

Choosing the Output Type

When the initial results of your search are displayed, three buttons appear above the column headings. Each button provides an onscreen preview of more detailed information and a file download option becomes available.

View Details	Provides a complete set of information on the selected
	organization.
Mailing Labels	Provides a preview of what mailing labels will look like if you download the data file and use it with the mail merge function of your word processor.
Email Addresses	Displays email addresses for the organization(s).
Download File	Opens a dialog box with the option of saving or opening the file.

Example Search 1

This example walks you through a search for Schools whose names contain the word "Austin." District information is excluded.

- 1. Select **Search by > School**.
- 2. In the School Name field, type austin.
- 3. Under Information Type, click Organization.
- 4. Click Search. A list of school names beginning with "Austin" appears.
- 5. For every desired school, click the checkbox to its left.
- 6. Click View Details. Contact information for the selected school appears.

Example Search 2

This example is a Search by School, for Organization information, with District information, by browsing School names starting with 'M', using Advanced Search. The goal is to view directory information for Memorial High School in Houston without knowing the School ID, and then download a file containing the information.

1. Select Search by > School.

2. Click **Pick from List**. The system displays a list of schools.

AskTED							
Home	Search by	Quick District Lookup	Reports and Directories	Search RESCs	Administrative Logon	Help	
V B C D E E C H I I I K H M O D O B S I I K X W X X X O O							
A & M CONS H S (021-001-001) COLLEGE STATION ISD A & M CONSOLIDATED MIDDLE (021-001-012) COLLEGE STATION ISD A & M CONSOLIDATED MIDDLE (021-012) COLLEGE STATION ISD A & M CONSO							



3. Click the **M** link at the top of the screen. Scroll down the list and find Memorial High School. The County-Distric number and the District name are provided to help you select the desired school.

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MEMORIAL ELEMENTARY (108-913-111) WESLACO ISD
MEMORIAL H S (101-920-001) SPRING BRANCH ISD
MEMORIAL HIGH SCHOOL (015-905-003) EDGEWOOD ISD
MEMORIAL HIGH SCHOOL (046-902-201) COMAL ISD
MEMORIAL HIGH SCHOOL (108-906-002) MCALLEN ISD
MEMORIAL HIGH SCHOOL (123-907-009) PORT ARTHUR ISD

Note that in this example, the desired school is actually in Spring Branch ISD, not Houston ISD. If you know that Spring Branch is in the Houston area, or that the identifying number for all Harris County schools and school districts start with '101', your search will be successful.

4. Select MEMORIAL H S (101-920-001) SPRING BRANCH ISD. The system returns to the first screen, with the School Name and School Number filled in:

Search by School		
Search Criteria		
School Name:	MEMORIAL H S	Browse All
School Number:	101920001	
Information Type:	Organization OPersonnel	

5. Click the Organization button and then check the box next to **Include Districts**:

Information Type:	• Organization O Personnel
Include Districts:	

6. Click Search . The selected school is displayed, along with basic identifying information:

Search by School - Organization

Revise Search			View Deta	ils Mailing L	abels	Email Addres	141
2 records found - 5	Select one or r	nore Organizations to D	Display				
Clear Selections	Select All	Clear Sort					
Sorted by Ascendir	ng Number						
Check to Include	NumberA	District Name	School Name	County Name	Region	Sity	Zip
District	101920	SPRING BRANCH ISD		HARRIS	04	HOUSTON	7702
School	101920109	SPRING BRANCH ISD	MEMORIAL DRIVE EL	HARRIS	04	HOUSTON	7702
School Revise Search	101920109	SPRING BRANCH ISD	MEMORIAL DRIVE EL	HARRIS	04 sbels	HOUSTON Email Addres	7

7. Click the checkboxes to the left of the desired organizations. In this case, you want the district as well as the school, so select both checkboxes, and then click View Details. All the contact information appears:

Search by School - Organization - View Details		
View Detail Results		
Download File New Search	ViverDetsila Mailing Labels Email Addresses	
District SPRING BRANCH ISD (101-920)		
District Type INDEPENDENT		County / Region HARRIS COUNTY (101) / 04
Mailing Address 955 CAMPBELL RD HOUSTON, TX 77024-2803	<u>SRe Address</u> 955 CAMPBELL RD HOUSTON, TX 77024-2803	Web Address www.springbranchisd.com
Phone (713) 464-1511 ext:2204	Eax (713) 251-2215	District Email cheryl.ieffers@springbranchisd.com
Superintendent DR DUNCAN KLUSSMANN		Enrollment as of Oct 2013 35312
NCES District ID 4841100		
School MEMORIAL H S (101-920-001)		
Instruction Type REGULAR INSTRUCTIONAL	District SPRING BRANCH ISD (101-920)	County/ Region HARRIS COUNTY (101) / 04
Mailing Address 935 ECHO LN NOUSTON, TX 77024-2799	Site Address 935 ECHO LN HOLESSON CK 22024-2799	Web Address mhs.springbranchisd.com

8. The View Details button is no longer active, since detail information is what you are currently viewing.

9. Click Download File to open the File Download dialog. Choose the folder location where you would like to save the file, and then follow the prompts as they appear. The prompts can vary slightly depending on your browser and operating system.

Accessing Help

To open the help system, click Help in the top menu. The help system opens in a new browser window, with a Contents/Index/Search pane on the left and the help content on the right:

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Getting Started	Overview
Navigation and Option Selection Advanced Search Options Sorting the Search Results Example Search 1 Deux Reference Hein	AskTED is the online Texas Education Directory. Reach AskTED through the School Directory link in the upper right corner of most TEA Web pages. TEA employees, school districts, and the general public use AskTED to to contact information and create emailing labels for Texa public schools, districts and education service centers The new AskTED provides all of the functions of the old one in a more user-finendly design.
	Most AskTED users are interested in contact information for schools and districts. Several commonly used, pri generated reports can be obtained with just a few clicks through the Districts and Schools > Predefined Reports option.
	For a customized report, you can make the selections below. Selections shown here in gray do not necessari have to be specified:
	Search by School, District, County, Region or Entire State?
	Select which Schools or Districts?
	Make "Advanced Search Criteria" Selections
	Select Information Type: Organization or Personnel
	(If Level # School) Include School information?
	(If Level ≠ District) Include District information?
	Select which Schools or Districts (for further customization)?
	Select Output as Download File, Molling Labels, Wiew Directory, and/or Ennal Addreses (Repost with diffuence scopus selections until finished)
	AskTED Help System Last updated December 7, 2006 For support, email AskTED date state to us

Finding Help Using the Table of Contents

Click the desired Contents entry to display it in the right pane.

Finding Help Using the Index or Search Feature

- 1. Click the Index or Search link at the top of the left pane.
- 2. Click the first letter of the desired term.
- 3. Scroll down to the desired term.
- 4. Click the term (in the Index) or a number next to it (in the Search pane). The numbers correspond to the ordinal position of the term in the help system.

Contact the TEA AskTED Administrator

You can send an email to the TEA AskTED administrator at:

askTED@tea.texas.gov

