**A picture containing object

Description automatically generatedNew Campus ID Request Form**

**Instructions:** Read the FAQs on requesting new campus numbers available in the [AskTED online help](http://tea4avholly.tea.state.tx.us/TEA.AskTED.Web/help/How_to_Request_a_New_Campus_ID.htm). If the requirements for **What is a campus?** are met, request an additional campus ID by completing this form and sending it to [askted@tea.texas.gov](mailto:askted@tea.texas.gov). ***Please answer all questions unless labeled “optional”***.

1. District number: Click or tap here to enter text.
2. District name: Click or tap here to enter text.
3. Preferred campus ID (optional – see *How is the new campus ID selected?* in the online help): Click or tap here to enter text.
4. School name (if unnamed, use "New EL", "New M S", etc.): Click or tap here to enter text.
5. School type (select one):

Regular instructional  DAEP instructional

Alternative instructional  JJAEP instructional

1. Status (select one):

Active (ready to enroll students)

Under Construction (not open for instructional services—includes campuses that are in planning, budgeting, or construction stages)

1. First day of school (for Active new campus requests submitted after the first day of school): Click or tap here to enter text.
2. Special Feature (check all that apply):

Campus Charter (designated a charter by the district)

Magnet school or school having a magnet program

Residential Facility

1. Grades taught: Click or tap here to enter text.
2. Phone number (if not known, use district phone number): Click or tap here to enter text.
3. Public email address (the district's email address can be used until one is set up for the school): Click or tap here to enter text.
4. Mailing address (if a campus is Under Construction, the central office mailing address can be used): Click or tap here to enter text.
5. Physical address: Click or tap here to enter text.
6. Rating information (select all that apply):

The new campus ID does not involve a campus rated ***D*** or ***F***.

The new campus ID will affect a campus rated ***D*** or ***F***.

List campus ID(s) of the D or F rated campus(es): Click or tap here to enter text.

1. Type of request (select one):

Request new number for new campus

Request to merge campuses

List campus ID(s) of campuses being merged: Click or tap here to enter text.

Request to split or separate campuses

List campus ID of campus being split: Click or tap here to enter text.