

How to Request a New Campus ID

Instructions:

1. Read *FAQ on Requesting Campus Numbers* (found in the online help file).
2. Complete the form and email to askted@tea.state.tx.us by clicking on the **Submit by Email** button above.

Please answer all questions unless labeled "optional".

1. District Number:

2. Preferred Campus ID:

(This field is optional. See online help topic *How to Request a New Campus - How is the new campus ID selected ?* section for details.)

3. School Name (if unnamed, use "New EL", "New M S", etc.):

4. Instructional Type (select one):

- | | |
|--|--|
| <input type="checkbox"/> Regular Instructional | <input type="checkbox"/> DAEP Instructional |
| <input type="checkbox"/> Alternative Instructional | <input type="checkbox"/> JJAEP Instructional |

5. Special Feature (check all that apply):

- ☐ Magnet School or School with a Magnet Program
- ☐ Residential Facility
- ☐ Campus Charter (designated a charter by the district)

6. Grades Taught:

7. 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.)

8. Mailing Address: (if a campus is under construction, use the central office mailing address.)

Address

City State Zip Code

9. Physical Address:

Address

City State Zip Code

10. Public email address (the district's email address can be used until one is set up for the school):

11. Rating Information (select all that apply):

- ☐ The new campus ID does not involve a campus rated *Improvement Required* (IR).
- ☐ The new campus ID *will* affect a campus that is rated *Improvement Required*. List campus IDs of the *Improvement Required* campuses:

12. Type of request (select one):

- ☐ Request new number for new campus ☐ Request to merge campuses ☐ Request to split or separate campuses