Facility Usage Data Collection 2026-2027

A. District Planning and Administration

What is TEC §7.0611, and why is this report required?

TEC §7.0611 requires each Texas school district to report facility information annually to the Texas Education Agency (TEA), including information about district facilities, land, instructional capacity, enrollment, and facility usage. The requirement applies to every district, regardless of size.

Can a District of Innovation exempt itself from the facility usage reporting requirements

No. Districts of Innovation must comply with the facility usage reporting requirements because TEC §7.0611 is not an allowable exemption.

What does TEA do with the submitted information?

TEA uses district-submitted facility data to produce an annual statewide public report on facility usage. TEA may combine the information with other facility reports to streamline reporting and reduce duplication.

What types of data must the district report?

Districts must report comprehensive facility information, including square footage, enrollment by campus, and grade, shared facility use, facility classification, ownership status, instructional capacity, and other required property information.

B. Workbook Setup and Structure

1. Can we change the tab names to better suit our district information?

No. Do not rename, add, delete, move, or hide any tabs in the Facility Usage Data (FUD) survey. The FUD survey structure must remain unchanged, including the tab names, column order, and header row.

2. If errors are identified in the 2025–2026 submission, should they be corrected in the 2026–2027 survey?

Yes. Only the 2026–2027 survey is required. Use the 2025–2026 information included in the downloaded FUD survey as a starting point. Review and update the information to accurately reflect the district's facilities for 2026–2027. Correct inaccurate information, delete information that no longer applies, and add any missing properties. Do not submit a separate corrected 2025–2026 survey.

3. What should we do if a property is missing from our Facilities Data sheet?

Add a new row for the missing property and complete the applicable fields in Columns A-AC. Maintain one row for each property and do not add, delete, or move columns or change the header row.

4. What should a district do if it did not submit Facility Usage Data for 2025–2026?

   If the district's SY 2025–2026 submission was incomplete or no data was submitted, some or all prior-year facility records may not be available to update. The district must enter complete and accurate facility information for SY 2026–2027.

5. Can we copy and paste information into the spreadsheet?

   You can enter information by typing, using the available drop-down lists, or pasting; however, pasted values may bypass Excel's data-entry rules. Carefully review any pasted information to ensure it meets the required formats and approved values before submitting the FUD survey.

6. Why are some identification fields stored as text?

   Identification fields must retain their exact values. County-District Numbers and TSDS/PEIMS Organization Codes may contain leading zeros, which must be preserved. Keep Property IDs formatted as text to ensure the complete number is preserved and is not rounded or displayed in scientific notation.

C. Property and Campus Reporting

1. What if we have one building that houses three different campuses listed in AskTED?

   Report the building as one property record. If the facility houses more than one campus, enter each applicable three-digit TSDS/PEIMS organization code in Column J, separated by commas. For example: 001, 041, 101. Maintain one row per property rather than creating a separate property row solely because multiple campuses operate in the same building.

2. Should we report ticket booths, concession stands, field houses, and portable restrooms?

   Not necessarily. These structures are not automatically considered reportable school facilities. Include them only when they are permanent, integrated into the property, and part of the district's educational or operational infrastructure. Temporary or event-related structures and amenities should not be reported as separate facilities.

3. What are organization codes? Should they match our PEIMS codes?

   Yes. Column J is the TSDS/PEIMS Organization Code. Enter the facility's assigned three-digit campus organization code, retaining any leading zeros. If more than one campus is housed in the facility, enter all applicable three-digit organization codes separated by commas. Examples: one campus, 001; two campuses, 001, 041; three campuses, 001, 041, 101. The Lookup tab can be used as a reference for the district's campus information.

4. If a facility or vacant land does not have a TSDS/PEIMS Organization Code, should Column J be left blank?

   No. If the facility or vacant land does not have an assigned TSDS/PEIMS Organization Code, enter 999 in Column J.

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5. What should we do with a facility that recently closed or is no longer actively used?

   Review the existing property record and update it to reflect its status for 2026-2027. Column E, Active Used Facility, should be YES if the property is actively used by students and/or staff and NO if it is not. Annual updates may include facility openings and closures.

6. How should we report portable buildings?

   In Column O, select YES if portable buildings are located on the property, regardless of ownership. Then enter the total number of portable buildings in Column P. If there are no portable buildings, select NO in Column O.

7. What does “Shared Usage” mean?

   “Shared Usage” indicates whether a facility regularly serves students or staff from more than one campus. A facility is considered to serve a campus when instruction is provided there, students regularly use the facility during the school day, or the facility supports a required academic program. For example, an elementary instructional building used only by students assigned to that campus is not considered shared. A CTE center, alternative education center, cafeteria, band hall, or similar facility is considered shared when it regularly serves students or staff from multiple campuses. A stand-alone administration building serves zero campuses for instructional purposes because it does not provide instruction or support an academic program.

8. What does “Type of Building” refer to in the survey?

   “Type of Building” refers to the single option that best describes the primary function of the property being reported. The listed types include instructional facility, career and technical education center, administrative building, food service facility, transportation facility, and vacant land.

9. What if the building serves more than one type or purpose?

   Report each facility based on its primary function. Select the building type that best represents its primary use, then identify any additional applicable building types in the shared-use fields. For example, if an instructional facility also contains district administrative offices, select Instructional Facility as the primary type and Administrative Building as an additional shared-building type. For a stand-alone, district-wide facility, such as a stadium or performing arts center, report it as a separate property if it has its own address or serves as a shared district facility. Enter only the grade levels that regularly use the facility; select PK–12 only if students in all grade levels regularly use the facility.

10. How should a facility be reported if it serves multiple purposes or students from multiple campuses?

    Report the facility based on its primary function and identify any additional uses in the shared-use fields. For a stand-alone, district-wide facility, such as a stadium or performing arts center, report it as a separate property if it has its own address or serves as a shared district facility. Enter only the grade levels that regularly use the facility; select PK–12 only if the facility regularly serves students in all grade levels.

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11. What should I do if none of the listed types fit the building?

    Select OTHER when none of the listed building types accurately describes the building's primary function. Examples may include a stand-alone fine arts facility, gymnasium, stadium, auditorium, parking lot, or parking garage.

12. What is a major facility or campus renovation?

    A major facility or campus renovation is a significant improvement or reconfiguration of an existing facility that enhances its ability to support instructional programs, technology, or student learning needs. Examples include modifying classrooms for STEM, CTE, or collaborative learning; adding or modernizing science labs or fine arts spaces; upgrading technology infrastructure; or making substantial improvements to lighting, acoustics, or other features that support instruction.

    Do not include routine maintenance, minor repairs, or cosmetic updates that do not significantly change or improve how the space supports instruction.

13. Should facilities used for college, career, and military readiness be reported if they are not owned or leased by the district?

    No. Report only facilities that the district owns or leases. Facilities owned or controlled by an external entity, such as a junior college used for dual-credit courses or a medical facility used for health science instruction, are excluded. Even if students receive instruction at these locations through a partnership or agreement, do not report them as district facilities or identify them as shared usage.

14. Will property IDs be collected for SY 2026-2027?

    Property IDs will not be collected for SY 2026–2027. If a Property ID is prefilled from the prior-year submission, no action is required. If the field is blank, leave it blank.

15. If the district administration building is located at a different address, must it be reported separately?

    Yes. Report the administration building as a separate property record because it is located at a different address.

16. How should we report campus buildings that are primarily used for instruction but also contain administrative offices, such as the principal's office? Should these buildings be reported as shared, with "Administrative" listed as a shared building type?

    No. A campus building should not be reported as shared simply because it contains administrative offices that support the campus. Offices for the principal and other campus administrative staff are part of the campus's normal operations.

17. If a campus includes a stadium, agricultural barn, athletic fields, or similar amenities without classrooms or administrative offices, must those amenities be reported separately?

    No. When the instructional facility and related amenities share the same address and the amenities do not contain separate instructional or administrative spaces, report them together as one property record.

18. Should district-wide facilities, such as football stadiums, be reported separately or included with a campus?

    Report on the facility based on its location and use. Include an athletic field or similar amenity in the campus property record when it shares the campus address and is used primarily by that campus. Report the facility as a separate property record when it has its own address or functions as a district-wide resource regularly used by multiple campuses or district offices.

19. Do school portable buildings meet the definition of an "instructional facility" under TEC §46.001?

    Yes, when the portable building is used to teach the curriculum required under TEC §28.002. TEC §46.001 defines an instructional facility as real property, an improvement to real property, or a necessary fixture used for teaching the required curriculum. A modular or portable building may therefore qualify as an instructional facility when its primary use is instructional. Enter portable buildings in Columns O and P as directed by the survey. TEC Chapter 46, §46.001; 19 TAC §61.1040; Texas Occupations Code Chapter 1202.

20. Does a district-owned teacherage used as housing for teachers need to be included in the facilities report, or should the district report only facilities used for instructional purposes?

    Yes. TEC §7.0611 requires districts to report information for each school district facility, not only facilities used for instructional purposes. Because a teacherage is a district-owned facility, it should be included in the district's facilities report even though it is used for employee housing rather than instruction. The district should report on the facility according to its actual use and indicate that it is district-owned.

D. Enrollment, Grades, and Capacity

1. Do we only include enrollment for campuses listed in AskTED?

    No. Enrollment is overseen differently depending on whether the instructional facility is listed in AskTED. For campuses listed in AskTED, TEA populates the Total Current Enrollment field using PEIMS Fall Snapshot data. For an instructional facility not listed in AskTED, enter the average number of students who use the facility on a typical day in Column AC.

2. How do we calculate enrollment for "Other" instructional buildings?

    For an instructional facility that is not listed as a campus in AskTED, report the average number of students who use the facility on a typical day in Column AC, Total Current Enrollment. Report the typical daily number of students using that facility rather than districtwide enrollment.

3. How should grade levels be entered?

    Enter all grade levels served at the facility in Column Z as a comma-separated list using only the approved grade-level tokens: EE, PK, KG, and 1-12. For example: PK, KG, 1, 2, 3, 4, 5.

4. What is the difference between Maximum Instructional Capacity and Adjusted Instructional Capacity?

    Maximum Instructional Capacity (Column AA) is the maximum number of students an instructional facility can serve at one time under standard use of its instructional spaces.

Adjusted Maximum Instructional Capacity (Column AB) reflects the number of students the facility can serve after accounting for innovative instructional or operational practices that affect how space is used, such as flexible scheduling, small-group instruction, or specialized learning spaces.

The adjusted capacity may be higher or lower than the maximum instructional capacity depending on how the facility's instructional spaces and programs are used.

E. Review and Submission

1. Can we just submit our 2026-2027 changes?

   No. Submit the complete updated 2026-2027 Facility Usage Data file, not only the records or cells that changed. Review all facility records, make necessary corrections, add missing properties, account for facility openings or closures, verify the completed data, save the complete Excel file, and submit the completed survey.

2. What should we review before submitting the completed survey?

   Before submission, verify that the FUD survey contains complete and accurate 2026-2027 information for all applicable properties. Confirm district identifiers, required formats, drop-down selections, organization codes, portables, shared usage, grades, capacity, and enrollment, as applicable. Also verify that Column AD has not been manually changed.

3. Will the district receive confirmation from TEA after the Facility Usage Data survey is successfully submitted?

   Yes. The district will receive confirmation that TEA has received the survey. This confirmation acknowledges receipt only and does not indicate that TEA has reviewed or verified the submitted data. The district remains responsible for ensuring that all information submitted is complete and accurate.

4. What does the electronic signature certify when submitting the Facility Usage Data survey?

   The electronic signature serves as the district's certification that all required Facility Usage Data has been submitted and that the information has been reviewed and verified for accuracy and authenticity to the best of the district's knowledge and ability.

   Before signing, the authorized individual should ensure the submission has been carefully reviewed and is complete. The electronic signature is not simply a formality; it represents the district's certification that the required information has been submitted and verified.

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