Facilities Data Collection Quick Reference Guide 2026-2027

District administrator reference for completing the Facilities Data sheet in the 2026-2027 Facility Usage Data workbook

Purpose. Use this guide to understand what to enter in each column and the format accepted by the district Excel file. When a field uses a drop-down list, select the applicable value exactly as displayed in the workbook.

Before You Begin

- Use the district-provided workbook. Do not rename, add, delete, move, or hide tabs.
- Do not add, delete, or move columns. The header row is locked; enter data only in rows below the header.
- Sorting and filtering are available.
- Type entries or select them from a drop-down list whenever possible. Excel applies entry rules to typed or selected values, but pasted values may bypass those rules.
- Keep leading zeros in the County District Number, TSDS/PEIMS Organization Code, and other identifier fields.
- Review all entries before submission, especially values pasted into the workbook.

Important Conditional Fields

If this applies this applies	Then complete
Portable Buildings are present.	Select YES in column O and enter the total number of portable buildings in column P.
The property has shared usage.	Select YES in column T and identify each additional building type separately in columns U-X.
The facility is instructional.	Complete grade levels in column Z and instructional capacity fields in columns AA-AB, as applicable.
A facility is not listed in AskTED but is used for instruction	Enter the average number of students using the facility on a typical day in column AC.
The facility houses more than one campus.	Enter each three-digit TSDS/PEIMS organization code in column J, separated by commas.

Column-by-Column Entry Guide

Use the “What to enter” column for content guidance and the “Workbook rule and example” column for required format.

Column	Field	What to enter	Workbook rules and example
A	Name of District	Enter the district name as it appears in AskTED.	Text; no workbook rule. Example: SAMPLE ISD
B	County District Number	Enter the district's six-digit county district number (CDN). Retain the leading zero.	Must equal the district's own six-digit CDN. Text field. Example: 009999
C	Contact Email Address	Enter an official district email address for the collection contact.	Must contain “@” followed by a period. Example: info@example.net
D	Type of Submission	Select the applicable submission method.	Drop-down: FILE UPLOAD FOR BULK SUBMISSIONS; FORM SUBMISSION FOR INDIVIDUAL PROPERTY. Example: FORM SUBMISSION FOR INDIVIDUAL PROPERTY
E	Active Used Facility	Select YES if the property is actively used by students and/or staff; otherwise, select NO.	Drop-down: YES, NO. Example: YES
F	Property ID	This column is prefilled based on information on last year’s submission. Leave blank if not submitted last year.	Text field; no workbook rule. Example: 009999000000001
G	Street Address	Enter the property or campus physical street address. Do not enter a P.O. Box.	Text; no workbook rule. Example: 100 School Rd
H	City, State	Enter the city and state where the property or campus is physically located.	Text; no workbook rule. Example: Sample, TX
I	ZIP Code	Enter the ZIP Code for the property or campus location.	Five digits or ZIP+4. Text field. Example: 78701
J	TSDS/PEIMS Org Code	Enter the facility's assigned three-digit campus organization code. If the facility houses more than one campus, separate the codes with commas.	Three digits with leading zeros; no workbook rule. Examples: 001; 001, 041; 001, 041, 101
K	Type of Building (Recoded)	Select the building type that best describes the property's primary function. Use OTHER when no listed type applies.	Drop-down list from the Validation sheet. Example: INSTRUCTIONAL FACILITY
L	Number of Classrooms	Enter the total number of general classrooms, specialized classrooms, and laboratories, including those in portable buildings.	Whole number, zero or more; no decimals. Example: 1,024

Column	Field	What to enter	Workbook rules and example
M	Original Year Completed	Enter the original year the building was completed for occupancy.	Whole number from 1800 through 2030. Example: 1965
N	Year of Most Recent Renovation Completed	If a renovation changed instructional capacity, enter the most recent year the renovation was completed.	Whole number from 1800 through 2030. Example: 2018
O	Does the Facility House Portables	Select YES if portable buildings are located on the property, regardless of ownership. If NO, leave column P blank or enter the applicable workbook value.	Drop-down: YES, NO. Example: YES
P	How Many Portables	If column O is YES, enter the total number of portable buildings on the property.	Whole number, zero or more; no decimals. Example: 12
Q	Square Footage	Enter the building's total gross square footage.	Number, zero or more; decimals are accepted by the workbook. Examples: 65,000 or 65,000.5
R	Acreage	Enter the total acreage associated with the property. Decimals are permitted.	Number, zero or more; decimals are accepted by the workbook. Examples: 125 or 125.5
S	Ownership Status	Select the status that applies to the property.	Drop-down: OWN, RENT, SHARED. Example: OWN
T	Shared Usage	Select YES if the building serves more than one building type or primary function at the same location. Do not count portables used solely for non-instructional purposes.	Drop-down: YES, NO. Example: YES
U-X	Shared Building Types 1-4 (Recoded)	If column T is YES, select each additional building type separately. Use one field per additional building type.	Drop-down list of building types. Example: ADMINISTRATIVE BUILDING
Y	Facility Usage	Select the classification that reflects the facility's primary use.	Drop-down: INSTRUCTIONAL FACILITY, NON-INSTRUCTIONAL FACILITY. Example: INSTRUCTIONAL FACILITY
Z	Grades for This Facility	List all grade levels served at the facility. Separate each grade level with a comma and use only the designated grade-level tokens.	Allowed tokens: EE, PK, KG, 1-12; no workbook rule. Example: PK, KG, 1, 2, 3, 4, 5
AA	Maximum Instructional Capacity	Enter the maximum number of students the instructional facility can serve at one time.	Number, zero or more; decimals are accepted by the workbook. Example: 1,200
AB	Adjusted Instructional Capacity	Enter the maximum number of students; the facility can serve at one time after accounting for innovative instructional or operational practices.	Number, zero or more; decimals are accepted. Example: Maximum capacity 800; adjusted capacity 700 after small-group instruction and STEM labs require more space.

Column	Field	What to enter	Workbook rules and example
AC	Total Current Enrollment	For campuses listed in AskTED, TEA populates this field using PEIMS Fall Snapshot data. For instructional facilities not listed in AskTED, enter the average number of students using the facility on a typical day.	Whole number, zero or more; no decimals. Example: 1,512
AD	Campus Name (Campus ID)	Do not complete this field. TEA fills it using AskTED information.	Filled in by TEA. Example: SAMPLE H S (009999001)

Final Review Checklist

- Confirm that the district name and six-digit CDN are correct.
- Confirm required identifiers to retain the leading zeros.
- Check that all drop-down entries match the available workbook values.
- Review pasted values because pasting may bypass Excel entry rules.
- Complete dependent fields for portables, shared usage, grades, capacity, and enrollment as applicable.
- Confirm that column AD was not manually completed or changed.
- Ensure that all Active campuses listed in AskTED or the Lookup tab on the downloaded Excel, are represented in the data.

Assistance: For help submitting or correcting district data, contact the Financial Compliance Division at fud@tea.texas.gov or (512) 463-9366.