

## Facilities Usage Data Collection Quick Reference Guide

Please email [fud@tea.texas.gov](mailto:fud@tea.texas.gov) should you have questions or concerns regarding the survey.

- **"Name of District"**
  - Please provide the name of the district as it appears in ASKTed.
- **"County District Number"**
  - Please provide the district's 6-digit county district number.
- **"Please share your district email address for follow up communication if needed."**
  - Please provide the email address for the individual who will be able to answer follow-up questions from TEA. Only one email address should be provided.
- **Please select the type of submission you are providing.**
  - Choose which form of submission is most appropriate for your district.
    - If you have four or fewer properties to report, please select "Form Submission for Individual Property" and complete one survey for each property.
    - If you have five or more properties to report, please select "File Upload for Bulk Submissions" and download the Excel template from the link at the top of the survey: Facility Usage Data Collection"
- **"Active used facility"**
  - Please indicate with Yes or No if the property is actively being used by students and/or staff
- **"Property ID"**
  - Please provide the property identification number as it appears in your county's tax appraisal database
- **"Street Address"**
  - Please provide the physical address of the property
- **"City, State"**
  - Please provide the city and state the property is located within
- **"Zip Code"**
  - Please provide the postal zip code the property is located within
- **"Type of building"**
  - Please select the one best option that describes the type of building being reported. If the building serves more than one building type in a single location, there will be an opportunity to indicate this in an upcoming survey question. Please see the FAQ for information regarding the "Other" option.
- **"Number of Classrooms"**
  - Please provide the total number of general classrooms, specialized classrooms, and laboratories in the building and in portables.
- **"Year Completed"**
  - Please provide the year in which the building was completed for occupancy

- **“Does the facility house portables?”**
  - Please indicate with Yes or No if the property has portables regardless of the portable(s) being used as a general classroom and regardless of the lease holder of the portable(s).
- **“How many portable?”**
  - Please indicate with a number the total portable buildings on the property if Yes was indicated in the prior question.
- **“Square Footage”**
  - Please provide the total gross square footage of the building
- **“Acreage”**
  - Please provide the total acreage of the property
- **“Ownership Status”**
  - Please indicate with Own or Rent if the property is owned by the district or is being rented by the district.
- **“Shared Usage”**
  - Please indicate with Yes or No if the building is sharing more than one Type of Building at the location. For example, the building is instructional and houses food service facilities beyond the traditional cafeteria functions. Indicate Yes and provide the shared building type in the following survey options.
- **“Shared Building Types 1-4**
  - If yes was indicated in the prior option, please provide in separate cells the additional building types that are at this property location.
- **“Facility Usage”**
  - Please indicate whether the building is non-instructional or instructional
- **“Grades for this Facility”**
  - If instructional was indicated in the prior option, please list all grade levels being serviced in the building. If the bulk upload is being used to report data, please submit grade levels individually, for example, EE, PK, 1, 2, 3. Do not report grade levels by term, for example, “primary”, “intermediate”, or “secondary.”
- **“Maximum Instructional Capacity”**
  - Please indicate the maximum number of students who can be served by an instructional facility at any point in time.
- **“Adjusted Maximum Instructional Capacity”**
  - Please indicate the maximum number of students who can be served at an instructional facility at any point in time as adjusted from the maximum instructional capacity based on the implementation of innovative instructional or operational practices.
- **“Total Current Enrollment”**
  - Please indicate the total enrollment reported at Fall Snapshot.