

Facilities Data Collection Quick Reference Guide

- **"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 in which the property is located.
- **"Zip Code"**
 - Please provide the postal zip code, and the property is located within.
- **TSDS/PEIMS Org Code**
 - Districts should complete this column if they have been assigned a TSDS/PEIMS Org Code (Ex. 001, 041, 101).
 - If the district does not have a property identification for the facility, enter 999.
- **"Type of building"**
 - Please select the 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. 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."**

- Provide the original year in which the building was completed for occupancy.
- If the facility has been renovated since its original construction, enter the most recent date in the next column.
- **Year of most recent renovation completed**
 - Enter the year the facility was most recently renovated.
 - A major campus renovation is a comprehensive, capital-level project that substantially modernizes an existing school by upgrading or replacing major building systems, correcting safety and code deficiencies, and reconfiguring instructional spaces—extending the campus’s life, safety, and functionality for many years without fully demolishing and rebuilding it.
- **“Does the facility house portables?”**
 - Please indicate with **Yes** or **No** whether the property has portables, regardless of their use as general classrooms and regardless of who holds the lease for them.
 - Enter square footage only for the portables used for instruction.
- **“How many portables?”**
 - 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
 - Include the square footage of instructional-use portables in the total gross square footage.
- **“Acreage”**
 - Please provide the total acreage of the property
- **“Ownership Status”**
 - Please indicate the property’s status by selecting **“Own”** if the property is owned by the district, or **“Rent”** if the property is rented by the district.
- **“Shared Usage”**
 - 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.) If **“Yes”**, provide the shared building type in the following survey options.
 - Do not include portables strictly used for non-instructional purposes.
- **“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 identify whether each facility is classified as **instructional** or **non-instructional** based on its **primary use**.
- **“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”**
 - Indicate the maximum number of students who can be served by an instructional facility at any point in time.
 - **Total student capacity for each instructional facility –**
 - Note: Instructional Capacity: The **maximum** number of students a school or instructional space can effectively and safely accommodate based on program requirements, instructional delivery models, available staffing, room size and type, and compliance with safety and building codes. **It represents the *functional*, program-driven utilization of space, not solely the building’s physical limits.**
 - **The Result: Capacity Can Go Up or Down**
 - The number of students a campus can serve, its capacity, is directly influenced by the type of instructional spaces it uses.
 - Capacity may decrease if the program requires larger rooms, specialized labs, or more space per student.
(Example: A STEM lab that replaces two standard classrooms reduces total student seats.)
 - Capacity may increase if the instructional model allows more flexible grouping or uses space more efficiently.
(Example: Montessori multi-age rooms that accommodate larger groupings of students.)
- **“Adjusted Instructional Capacity”**
 - 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.
 - **Example:**
A facility’s standard instructional capacity is **240 students** based on classroom size. However, due to staggered schedules and blended learning, the facility can serve **300 students at one time**. The **Adjusted Maximum Instructional Capacity** reported would be **300**.
 - *Additional example for clarity:*
A Career and Technology Education lab is large enough to hold **25 students**, but only **15 specialized workstations** are available, and safety protocols require one student per station. Even though the room is large, the adjusted maximum number of students who can be served at one time is **15**, which should be reported.
- **“Total Current Enrollment”**
 - Please indicate the total enrollment reported at Fall Snapshot.

Please email fud@tea.texas.gov should you have questions or concerns regarding the survey.