Default Question Block

All-In-One Charter School Update Form

Please complete and submit this form for charter updates such as:

- AskTED Updates
- District and Campus Level Updates
- Campus Number Request for newly approved campuses
- Site Information Form for newly approved sites
- Campus Activation (includes submission of certificate of occupancy) to begin to serve students
- Campus/Site Information Verification for newly opening locations
- Property Purchase/Lease Notification

General inquiries regarding charter school AskTED may be sent to CharterAskTED@tea.texas.gov.

Questions regarding newly approved campuses or sites may be sent to CharterAmendments@tea.texas.gov.

To access your charter school's current AskTED information, navigate to AskTED, select "Search By," then "District," and enter the

search information. To view personnel roles, check the boxes for "Include School Principals," "Include District Superintendents," and "Include Other District Roles," then select "All District Roles."

Respondent Contact Information

First Name

Last Name

Email Address

Phone Number

Charter Information

Charter Name	
County-District Number	
Charter Holder Name	

Please select the type of request.

☐ Campus Number Request (County District Campus Number, CDCN for newly approved campuses)

☐ Campus-level Information or Personnel

☐ Site Information Form (for newly approved sites)

☐ Campus/Site Information Verification

☐ Activate a new campus (to begin serving students)

☐ Property Purchase/Lease Notification

☐ District-level Information or Personnel (board members or staff)

Campus Number Request

Campus Number Request (County District Campus Number, CDCN)

Charter schools must submit an amendment request to add a new campus, to merge campuses, or to separate campuses **<u>before</u>** requesting a campus number.

Charter schools must request a County District Campus Number (CDCN) for each new campus by October 1st of the school year in which the campus becomes operational to ensure time for processing before the Public Education Information Management System (PEIMS) fall snapshot date in late October.

The campus will be listed '**under construction**' until the agency receives a valid Certificate of Occupancy, rated Educational, and a request to activate the new campus to begin serving students.

Campus Number Request (County District Campus Number, CDCN)

New Campus Name:

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New Campus Start Date:

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New Campus Grade Levels Served:

EE (PK3)	PK4	K	1	2	3	4	5	6	7	8	9	10	11	12
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Population Served:

Regular

Residential

Adjudicated

Alternative Instructional

New Campus Physical Address (Street Address, City, Zip Code)

County in which New Campus is Located

ISD in which New Campus is Located

New Campus Mailing Address (Street Address, City, Zip Code)

Campus Email Address:

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Campus Phone Number:

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Campus Principal Name:

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Campus Principal Email Address:

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Upload the valid certificate of occupancy, if currently available.

Site Information Form

Site Information Form

Charter schools must submit the following information **prior to the opening of a site** under another campus. No campus number is required for a site but a valid certificate of occupancy is needed.

Site Information Form

Campus Number Associated with Site:

New Site Name:

Physical Address of New Site (Street Address, City, Zip):

County in which the New Site is Located:

Mailing Address of New Site (Street Address, City, Zip, County):

Phone Number of New Site:

Upload the valid certificate of occupancy, if currently available.

Activate a new campus

Activate a New Campus

- The charter school must have completed the under-construction campus process and received a CDCN prior to beginning the activate a new campus process.
- When a campus is ready to be operational and serve students for the upcoming school year, the charter school will need to submit a valid Certificate of Occupancy, rated Educational, prior to the campus being made public in AskTED.
- The deadline to activate a new campus in AskTED is September 1st annually.

Activate a New Campus

Campus Number to Activate

Please upload the campus's Certificate of Occupancy, rated
Educational (campus address and COO address must match).

District-level information or personnel

District-level Information or Personnel Update

Would you like to update or add district-level organization or personnel information?

District-level Organization Information (ex. address, website, phone)

District-level Personnel (ex. superintendent, test coordinator)

Off Cycle Board Member Updates

District-level Organization Information

Phone Number

Fax Number

Public Email Address

Web Address

Enrollment Tracking Email Address

Mailing Address (Street, City, State, Zip)

[   ]

Physical Address (Street, City, State, Zip)

[   ]

Shipping Address
(ATTN/Comment, Street or P.O. Box, City, State, Zip Code)

[   ]

District-level Personnel

Select the district-level personnel to add or update.

*These personnel fields are highly recommended for district functionality and communication

 **These personnel fields are required by law.

Please note: Positions other than those listed here are not available in AskTED and are local level titles only

☐ Remove personnel with no replacement

☐ Superintendent (including Acting, Area or Interim

☐ Human Resources Interim)

☐ Administrator

☐ Director

☐ Homeless Liaison**

☐ Assistant, Associate, Deputy Superintendent

☐ PEIMS Coordinator*

☐ Police Chief/Head of Security

☐ Safe & Supportive Schools Program

- ☐ Executive Director
- ☐ Accountability
- ☐ At-Risk/Dropout
- ☐ Athletic Director
- ☐ Bilingual/ESL
- ☐ CFO/Business Manager
- ☐ Child Find Contact
- ☐ Curriculum
- ☐ Cybersecurity Coordinator**
- ☐ Dyslexia Designee
- ☐ Enrollment Tracking Email
- ☐ ESSA/Federal Programs
- ☐ Foster Care Liaison**

- ☐ School Improvement
- ☐ School Social Worker
- ☐ Secretary to the Superintendent
- ☐ Special Education Director*
- ☐ Technology Coordinator*
- ☐ TED Administrator
- ☐ Test Coordinator
- ☐ Transition & Employment Designee
- ☐ Transportation
- ☐ TREx Coordinator
- ☐ Web ER Contact
- ☐ Click to write Choice 34

Off Cycle Board Member Updates

*Official updates will be made during the governance reporting window (October-December of each year)

New Board Member Name

New Board Member Email

Position Held

Date New Board Member Joined Board

Name of Board Member Leaving Board

Date Board Member Left Board

District-level personnel

Please provide the following information for the position of _____

Is the person currently in this role leaving the position? (Yes or No)

If Yes, name of person leaving this position

First Name of New Personnel

Last Name of New Personnel

Phone Number

Fax Number

Email Address

Mailing Address (if different than district)

Please upload the board minutes/resolution for superintendent updates.

The following position titles are all considered superintendent and each county district number (CDN) may only assign one person to one of these positions:

- Superintendent Acting
- Superintendent Area
- Superintendent Interim
- Superintendent
- Administrator Director
- Executive Director

Campus-level Information or Personnel

Would you like to update campus-level organization information or personnel (principal-only).

Campus-level Organization Information (ex. address, phone number, grade levels served)

Campus-level Personnel (ex. principal)

Multiple Campus Upload (spreadsheet upload for charters with multiple CDCNs to update)

Please provide the campus-level organization information updates.

Requires an approved amendment determination letter.

County District Campus Number

Phone Number

Fax Number

Public Email Address

Web Address

Mailing Address
(Street or P.O. Box, City, State, Zip)

Physical Address*
(Street, City, State, Zip)

Grade Levels Served at Campus (must be within grade levels approved to serve at charter
level)

Please upload the applicable approved amendment determination letter.

Please provide information for the position of campus-level principal.

County District Campus Number

First Name

Last Name

Phone Number

Fax Number

Email Address

Mailing Address (if different from campus)

Please upload your spreadsheet of campus changes below.

Campus/Site Information Verification

Campus/Site Information Verification

The information sent to me regarding my newly approved campus or site was correct.

Yes, I have no changes to report prior to opening.

No, I would like to submit changes prior to opening.

Campus/Site Information Verification

Please enter the changes you would like to make regarding your campus or site.

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Property Purchase/Lease

What is the date (or expected date) of the transaction?

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What is the address of the new property?

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What Independent School District(s) are within the zip code of this new property location?

In accordance with §100.1209(b)(1), please upload the document sent to the appropriate political subdivision that certifies no administrator, officer, employee, member of the governing body of the charter school, or charter holder received any personal financial benefits from a real estate transaction with the charter school.

Superintendent Signature

Superintendent Attestation - As the CEO/Superintendent of the charter school, I am aware and approve of all of the requested changes.

Superintendent Name

Superintendent Email

Superintendent Phone Number

Date

Superintendent Signature (or upload below)

×   **SIGN HERE**

clear

Upload Superintendent Signature.

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