Charter School Campus/Site Request and Information Form

New **Campus** Number Requests Only:

*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.*

Instructions:
1. Multiple Campus Number Requests must be on separate forms.
2. All fields on the form to be filled in completely.
3. Attach a Certificate of Occupancy if available at time of request.
4. Email the form to CharterAskTED@tea.texas.gov

Note: Campus Status is assigned as follows - <u>Under Construction</u> (not open to students) or <u>Active</u> (open to student enrollment) – certificate of occupancy required.

Date the campus will begin service:

Charter Name: County District Number (CDN):

New Campus Name:

Grades Served: EE (PreK 3)   PreK 4   K   1   2   3   4   5   6   7   8   9   10   11   12   GED

Campus Address (location)   City: Zip: County:

Campus/Principal Email Address: Campus Phone #:   Campus Fax #:

Campus Mailing Address: City: Zip:

Campus Principal: Campus/Principal Email:

Superintendent: Superintendent Email:

ISD Charter Campus is Located within:

Population Served: Regular   Residential Treatment   Adjudicated   Detained

New **Site** Requests Only:

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

Date the site will begin service:

Charter Name:

County District Number (CDN):

Campus Number Associated with Site:

New Site Name:

Grades Served: EE (PreK 3)   PreK 4   K   1   2   3   4   5   6   7   8   9   10   11   12   GED

Site Address (location)   City: Zip: County: Site Phone #:

Site Mailing Address: City: Zip: