Charter Schools
Campus Number Request Form

Timing of Campus Number Changes: School districts and charters must request campus number changes of existing campuses for the current school year by October 1 to ensure time for processing before the Public Education Information Management System (PEIMS) fall snapshot date in late October. Campus number changes for the current school year must be made by the PEIMS fall snapshot date. Changes for a subsequent school year will not be processed before November 1.

Instructions:

1. Each new campus needs to have a separate campus number request form.
2. All fields on the form must be filled in, with the exception of the principal's name, if that is not known.
3. The form needs to be completed carefully.

☐ Request new number for new campus (answer questions in Section 1)

☐ Active (open to enrollment of students) ☐ Under Construction (not open to students)

☐ Request to merge campuses (answer questions in Section 2)

☐ Request to split/separate campuses (answer questions in Section 3)

Provide the following information:

Charter Name: _____

County District Number (CDN): _____

Campus Name: _____

Campus ID: _____ Grade Levels: _____

Campus Email Address: _____

Campus Address (physical location) _____

City: _____ State: _____ Zip: _____ County: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Campus Phone #: _____ Campus Fax #: _____

CEO/Superintendent: _____

Principal: _____

Contact Email Address: _____

(This email will be used to notify school of new campus number)

Regular or Alternative Instructional Campus: _____

Reason for request: _____

_____

_____

Section 1 – New Campus

1a. Will the assignment of this new campus number apply to or affect a campus that is currently Academically Unacceptable (AU)?

Yes ☐ No ☐

If you answered `yes', provide the campus ID number of AU campus: _____

1b. Will the assignment of this new campus number apply to or affect a campus that is currently on the Technical Assistance Team (TAT) list?

Yes ☐ No ☐

If you answered `yes', provide the campus ID number of TAT campus: _____

1c. The assignment of this new campus number will not affect any campus that is Academically Unacceptable or on the Technical Assistance Team list: ☐

Section 2 – Merging Campuses

2a. Will the assignment of a campus number to the merging campuses involve a campus that is currently Academically Unacceptable (AU)?

Yes ☐ No ☐

If you answered `yes', provide the campus ID number of AU campus: _____

2b. Will the assignment of a campus number to the merging campuses involve a campus that is currently on the Technical Assistance Team (TAT) list?

Yes ☐ No ☐

If you answered `yes', provide the campus ID number of TAT campus: _____

2c. The assignment of a campus number to the merging campuses will not involve a campus that is Academically Unacceptable or on the Technical Assistance Team list: ☐

Section 3 - Splitting/Separating Campuses

3a. Will the assignment of a campus number to the separating campuses involve a campus that is currently Academically Unacceptable (AU)?

Yes ☐ No ☐

If you answered `yes', provide the campus ID number of AU campus: _____

3b. Will the assignment of a campus number to the separating campuses involve a campus that is currently on the Technical Assistance Team (TAT) list?

Yes ☐ No ☐

If you answered `yes', provide the campus ID number of TAT campus: _____

3c. The assignment of a campus number to the separating campuses will not involve any campus that is Academically Unacceptable or on the Technical Assistance Team list: ☐

For TEA use only

Approved (Division of Charter Schools): _____ Date: _____

Approved (AskTED Admin): _____ Date: _____

Approved (PMI Division): _____ Date: _____