



# AskTED Best Practices

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Presenter:

Ashlie McKenzie

AskTED Administrator, Research and Analysis

Agenda:

- What are TED and AskTED?
- AskTED Demonstration
- Best Practices
- Answers to Frequently Asked Questions
- Audience Q&A



# What are TED and AskTED?

# What is the Texas Education Directory?

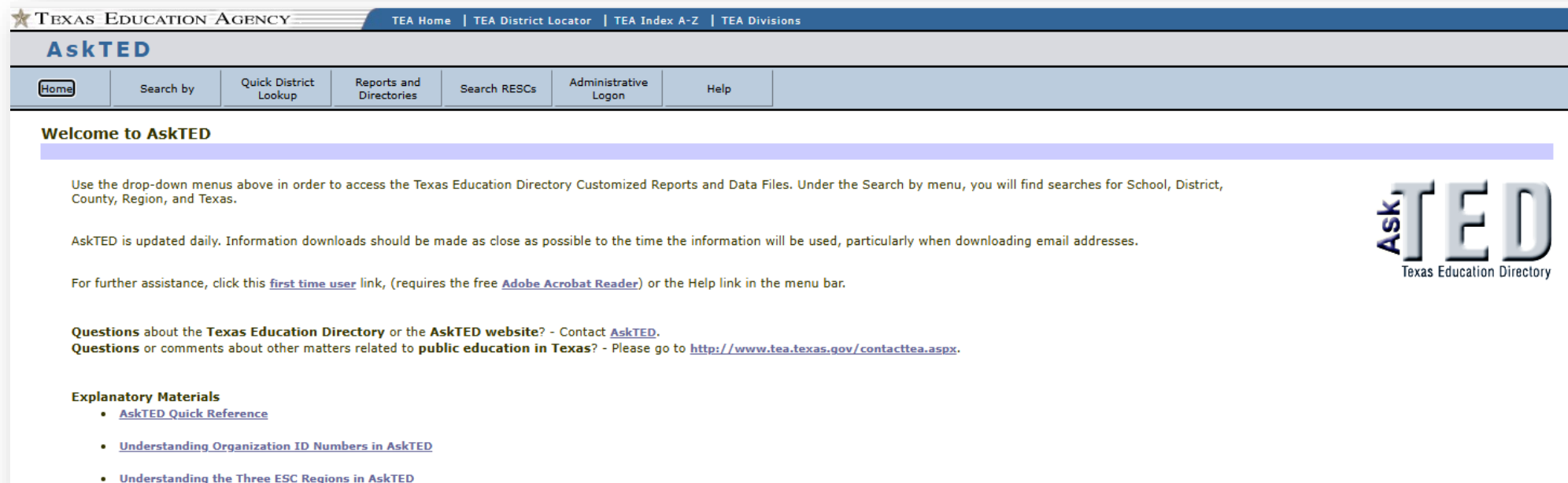
Texas Education Directory (TED) is like the “phone book” of public education in Texas.

TED is:

- The official source for information submitted to the U.S. Department of Education on Texas schools as displayed in their online school search ([Search for Public Schools](#))
- The single source of education directory data for TEA
- The source for contact information for superintendents used by the agency to send important communications
- Organized around numbers called county-district numbers (CDN) or county-district-campus numbers (CDCN)
- A resource for the agency and the public

# What is AskTED?

- AskTED is the online public portal to the TED database.
- TEA employees, school districts, and the public use AskTED to find contact information for Texas public schools, districts and education service centers.



The screenshot shows the AskTED website interface. At the top, there is a navigation bar with the Texas Education Agency logo and links for TEA Home, TEA District Locator, TEA Index A-Z, and TEA Divisions. Below this is the AskTED header with a menu bar containing Home, Search by, Quick District Lookup, Reports and Directories, Search RESCs, Administrative Logon, and Help. The main content area features a "Welcome to AskTED" section with instructions on how to use the site, including a note that information is updated daily and a link for first-time users. There is also a section for questions and contact information, and a list of explanatory materials.

**TEXAS EDUCATION AGENCY** | TEA Home | TEA District Locator | TEA Index A-Z | TEA Divisions

## AskTED

Home | Search by | Quick District Lookup | Reports and Directories | Search RESCs | Administrative Logon | Help

### Welcome to AskTED

Use the drop-down menus above in order to access the Texas Education Directory Customized Reports and Data Files. Under the Search by menu, you will find searches for School, District, County, Region, and Texas.


AskTED is updated daily. Information downloads should be made as close as possible to the time the information will be used, particularly when downloading email addresses.

For further assistance, click this [first time user](#) link, (requires the free [Adobe Acrobat Reader](#)) or the Help link in the menu bar.

**Questions** about the **Texas Education Directory** or the **AskTED website**? - Contact [AskTED](#).  
**Questions** or comments about other matters related to **public education in Texas**? - Please go to <http://www.tea.texas.gov/contacttea.aspx>.

**Explanatory Materials**

- [AskTED Quick Reference](#)
- [Understanding Organization ID Numbers in AskTED](#)
- [Understanding the Three ESC Regions in AskTED](#)





# Best Practices

## **Keep AskTED updated.**

The data in AskTED are used by many people and systems both internal and external.

**Incorrect or out-of-date data can have consequences beyond AskTED related to the following:**

- Accurate location information is critical for emergency operations and determinations of eligibility for federal funding
- Accurate school type information is critical for accountability processing
- Accurate contact information is critical for agency communication to district leadership

## Respect deadlines and take early action.

The deadline to request campus status changes for the 2026-27 school year is **September 1**.

- This includes the following types of requests:
  - Requests for a new, active CDCN for 2026-27
  - Requests to make an under construction CDCN active for 2026-27
  - Requests to make an active CDCN obsolete for 2026-27

All updates to directory data for the new school year must be made by the PEIMS fall snapshot.

## **Two TED Administrators are better than one.**

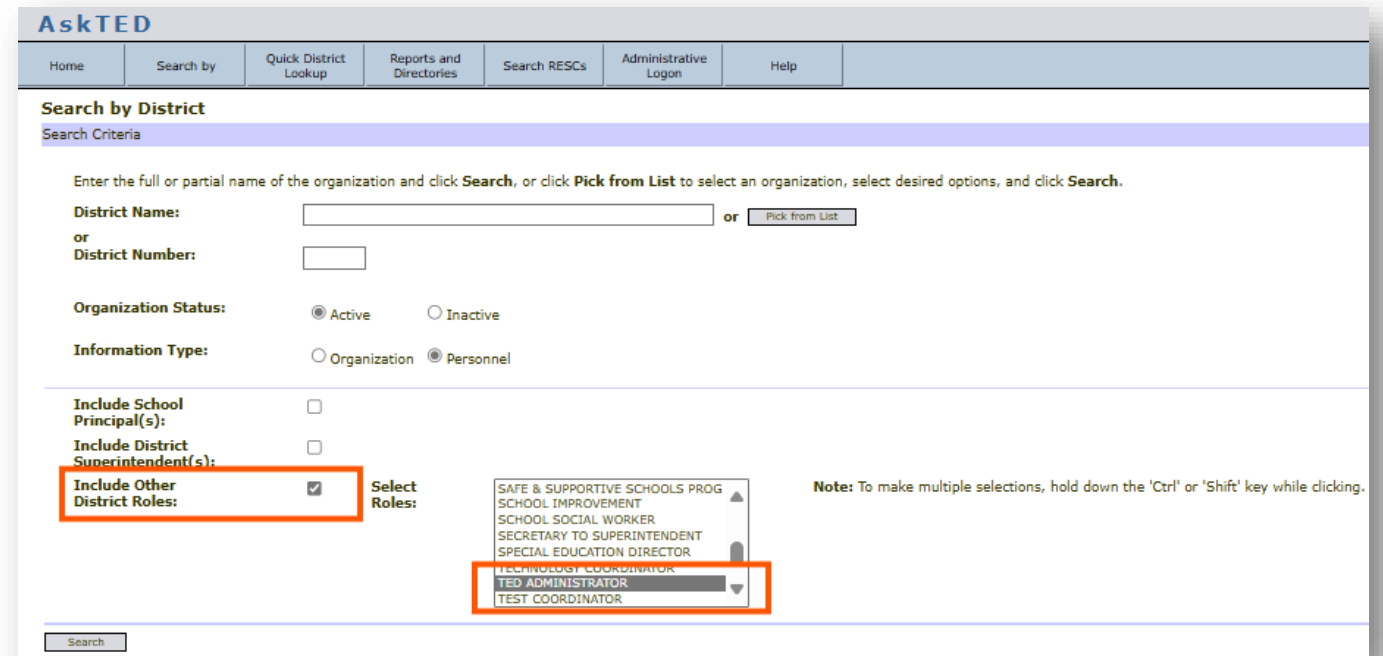
A second TED administrator ensures updates can still be made in the event of personnel changes or extended out-of-office schedules.

NOTE: Charter organizations do not have TED administrators. All charter organization TED update requests should be directed to the [All-In-One Charter School Update Form](#).

## Publicize your TED Administrators with your district leadership.

The most efficient way to keep TED accurate and updated is through the district TED Administrator.

The District TED Administrator can be located by searching AskTED.



**AskTED**

Home Search by Quick District Lookup Reports and Directories Search RESCs Administrative Logon Help

**Search by District**

Search Criteria

Enter the full or partial name of the organization and click **Search**, or click **Pick from List** to select an organization, select desired options, and click **Search**.

**District Name:**  or

or

**District Number:**

**Organization Status:**  Active  Inactive

**Information Type:**  Organization  Personnel

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**Include School Principal(s):**

**Include District Superintendent(s):**

**Include Other District Roles:**  **Select Roles:**

- SAFE & SUPPORTIVE SCHOOLS PROG
- SCHOOL IMPROVEMENT
- SCHOOL SOCIAL WORKER
- SECRETARY TO SUPERINTENDENT
- SPECIAL EDUCATION DIRECTOR
- RESOURCES COORDINATOR
- TED ADMINISTRATOR**
- TEST COORDINATOR

**Note:** To make multiple selections, hold down the 'Ctrl' or 'Shift' key while clicking.

## Identify personnel in all required roles.

Some TEAL applications require that a person be listed in a specific personnel role in TED before that person can be granted access to use the application.

- Example: A new superintendent must be listed in that personnel role in TED before they may apply for the Primary Approver application in TEAL.
- Personnel that need to be listed in a specific TED role should contact their district TED Administrator to make the update and *not* request district TED administrator access for the purpose of updating the listing on their own.

*\*Note: More information about required roles is covered in FAQs.*



# Adding, Changing, or Closing County-District-Campus Numbers (CDCNs)

# Requesting Additions, Changes, and Obsoletions to CDCNs

- District TED administrators and superintendents are the only roles authorized to submit the following requests:
  - New campus numbers as under construction or active
  - Change in campus status from under construction to active or from active to obsolete
- TED Administrators have TEAL access to the TED Application and should be listed in AskTED with the TED Administrator personnel role.

## ■ **When do I need a new campus ID?**

- Campus IDs are assigned to instructional organizations (i.e., the organization of students, teachers, and administrators), not physical facilities.
  - If an existing school (organization) is moving from one facility into another, the district should keep the campus ID and simply change the school's address in AskTED.
  - If a physical structure is repurposed as a different organization, it should get a new ID.

## ■ **How is the new campus ID selected?**

- Because the original range of organization codes is now too limited to keep up with the growth of districts, this range should only be used as a guide. There is no penalty for using a campus ID outside of the original range:
  - 001-040 for high school campuses
  - 041-100 for junior high and middle school campuses
  - 101-698 for elementary school campuses

# How to Request a New CDCN

- To request a new CDCN, submit the [New Campus ID Request Form to AskTED@tea.texas.gov](mailto:AskTED@tea.texas.gov).
  - Answer all questions on the form and save it as a Word Doc or PDF.
- Under Construction CDCNs can be requested at any time during the year.
- The deadline to request a new, active CDCN that applies to the 2026-27 school year is **September 1**.
  - This deadline does not apply to CDCNs requested for new Discipline Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP) campuses.

# How to Request a CDCN Status Change

- Status change requests to move a campus from Under Construction to Active should be emailed to [AskTED@tea.texas.gov](mailto:AskTED@tea.texas.gov).
- The deadline to submit a request that applies to the 2026-27 school year is **September 1**.
- Each request should include:
  - A brief explanation of the request
  - The full campus name(s) as listed in AskTED
  - The campus CDCN(s)
  - Effective date or first day of school

# How to Submit a Campus Obsolescence Request

- Obsolescence requests should be emailed to [AskTED@tea.texas.gov](mailto:AskTED@tea.texas.gov).
- Each request should include:
  - A brief explanation of the request
  - The full campus name(s) as listed in AskTED
  - The campus CDCN(s)

# Additional Requirements for Campus Charters

- Requests to close a campus operating under a **campus charter** will also be asked to submit documentation of school board approval and completion of any required grant disposition forms.
  - Acceptable forms of documentation include items such as:
    - Board minutes
    - Official letters to the charter holder from the superintendent or vice versa
  - Districts that received Charter School Program (CSP) Grant funds must complete the equipment disposition process via EDGAR Work Apps System located on the [Forms for Prior Approval, Discloser, and Justification page](#).
    - This process must be completed before AskTED may make a campus charter obsolete, so it is recommended that districts start this process as soon as a request is submitted.

# Obsolescence Request Deadlines

## 2026-27 Obsolescence Request Deadline

- As stated in the 2026 Accountability Manual, the deadline to request to close a campus for the 2026-27 school year is **September 1, 2026**.
- Campus status change requests received before the release of 2026 accountability ratings may not be processed until after the public release of this information.

## 2027-28 Obsolescence Request Deadline

- Based on the 2027 Accountability Manual and proposed rule changes, the deadline to request to close a campus for the 2027-28 school year will be **May 31, 2027**.
- Requests submitted between September 2, 2026, and May 31, 2027, will be reviewed by TEA and, if approved, will be effective for the 2027–28 school year.

# Next steps after obsolescence request submission

- Campus deletion requests are reviewed by a TEA committee and may take extra time.
- Obsolete campus requests are shared with the district PEIMS Coordinator and usually processed in about 5 business days in August; other times, they are processed starting in July with an August 1 effective date.
- Marking a campus obsolete is irreversible; the campus ID cannot be reused or reactivated.
- After obsolescence, reporting is limited to leaver, graduate, and financial data; enrollment tracking and other PEIMS data cannot be submitted.
- Changes to campus IDs may lead to loss of certain grant funding; districts should contact the School Improvement Division at [sidivision@tea.texas.gov](mailto:sidivision@tea.texas.gov) for guidance.



# Answers to Frequently Asked Questions

**Q: How do I log in to AskTED as an ESC or District TED Administrator?**

**A:** Log in to TEAL. Under the Texas Education Directory heading, click on your TEDS application link to open it.

**Q: Can I make updates in AskTED for more than one school year?**

**A:** Yes. During a specified period of time each year, TED Administrators can choose one of two school years to which changes will apply: the current school year or the coming school year. Please refer to the online [“Important AskTED User Considerations,”](#) available to district TED administrators in AskTED Administration.

**Q: What is a campus?**

**A:** Campus IDs are assigned to instructional campuses that meet following criteria:

- Has an assigned administrator
- Has enrolled students who are counted for average daily attendance
- Receives public funds as its primary support
- Has assigned instructional staff
- Provides instructional services to students
- Has one or more grades in the range from early childhood education through grade 12 or is ungraded
- Is not a program for students enrolled in another public school
- May provide a particular academic focus (e.g., magnet or special education campuses)
- Complies with Texas laws

**Q: Who can request a new campus ID?**

**A:** TED Administrators and Superintendents are the only roles recognized by TEA to request new campus IDs. If other district personnel contact TEA asking for a new campus ID, we route the request back to the district TED administrator for authorization.

**Q: When do I need a new campus ID?**

**A:** Campus IDs are assigned to instructional organizations, not physical facilities. If an existing school (organization) is moving from one facility into another, keep the campus ID and change the school's address in AskTED. If a physical structure is repurposed as a different organization, it should get a new ID.

**Q: Can I get a new campus ID if the campus has an overall rating of D or F or is identified for comprehensive support and improvement?**

**A:** For any campus number request involving a campus with an overall *D* or *F* rating or identified for comprehensive support and improvement under the Every Student Succeeds Act (ESSA), districts and charter schools must first consult with the TEA Office of Governance.

Each request is reviewed by an agency campus number committee. Ratings history may be linked across campus IDs to determine consecutive years of overall *D* or *F* ratings.

# Answer to Frequently Asked Questions

**Q:** How do I request a new campus ID?

**A:** Complete the [New Campus ID Request form](#).

**Q:** What personnel roles must be filled in AskTED?

**A:** Cybersecurity Coordinator ([Texas Education Code §11.175](#))  
Foster Care Liaison ([Texas Education Code §33.904](#))  
Homeless Liaison ([42 United States Code §11432\(g\)\(1\)\(J\)\(ii\)](#))  
Transition & Employment Designee ([Texas Education Code §29.011\(b\)](#))



# Audience Q&A



Questions?  
Email [AskTED@tea.Texas.gov](mailto:AskTED@tea.Texas.gov)