

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. Please see the FAQ for more guidance.
- **"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**
 - *Please provide your **TEA TSDS/PEIMS** three digit campus or administrative organization code (Ex. 001, 041, 101, 701-751 as described in FASRG Module 1 FAR Appendices). If the building does not have one, 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 that resulted in reconfiguring instructional capacity.
- **“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.
- **“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 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 **noninstructional** 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. The total number of students the building is intended to accommodate as it was built.
- **“Adjusted Instructional Capacity”**
 - Indicate, the total capacity as adjusted from the maximum instructional capacity based on the implementation of innovative instructional or operational practices.
- **“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.