

AskTED Contacts

It is urgent that Charter schools have the current contacts in AskTED. Failure to do so can result in missed communications from the Agency, adverse risk assessment ratings, and incorrect data in grant applications. Use the **All-in-one Charter Schools Update Form** available at this link to change contact information:

https://tea.co1.qualtrics.com/jfe/form/SV_9sixldSvUSRpm9E

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

***These personnel fields are required by law or have implications for risk assessment.*

District-level Organization Information

Personnel	Data Needed	Documentation Required for Processing
Superintendent**	Title, First Name, Middle Name, Last Name, Generation, Phone Number, Fax Number, Email Address, Mailing Address	Board Resolution
Interim Superintendent**		
Acting Superintendent**		
Board President**	Title, First Name, Middle Name, Last Name, Generation, Phone Number, Fax Number, Email Address, Mailing Address	Governance Report
Board Vice-President		
Board Secretary		

Personnel	Data Needed	Documentation Required for Processing
Board Treasurer		
Board Member		
Administrator	Title, First Name, Middle Name, Last Name, Generation, Phone Number, Fax Number, Email Address, Mailing Address	None
Director		None
Executive Director		None
Area Superintendent		None
Deputy Superintendent		None
Associate Superintendent		None
Assistant Superintendent		None
Accountability		None
At-Risk/Dropout Prevention		None
Athletic Director		None

Personnel	Data Needed	Documentation Required for Processing
Bilingual/ESL		None
CFO/Business Manager**		None
Child Find Contact		None
Curriculum		None
Cybersecurity Coordinator**		None
ESSA/Federal Programs*		None
Foster Care Liaison**		None
Homeless Liaison**		None
Human Resources		None
PEIMS Coordinator*		None
Police Chief/Head of Security/SSSP contact*		None

Personnel	Data Needed	Documentation Required for Processing
School Improvement		None
School Social Worker		None
Secretary to the Superintendent		None
Special Education Director		None
Technology Coordinator		None
TED Administrator		None
Test Coordinator*		None
Transition & Employment SPED**		None
Transportation		None
TREN Coordinator		None
Web ER Contact		None

School-level Organization Information

Information	Fields	Requirements
Phone and Internet	Phone Number, Fax Number, Web Page, Public Email Address	None
Mailing Address	Street or P. O. Box, City, State, Zip	Amendment
Physical Address	Street or P. O. Box, City, State, Zip	Amendment
Shipping Address	ATTN/Comment, Street or P. O. Box, City, State, Zip	None

School Personnel

Personnel	Fields	Requirements
Principal*	Title, First Name, Last Name, Generation, Phone Number, Fax Number, Email Address, Mailing Address	None

You may also contact the Charter School Division for assistance:

AskTED Assistance

CharterAskTED@tea.texas.gov

Phone (512) 463-9575

See Also: <https://tea.texas.gov/texas-schools/texas-schools-charter-schools/charter-schools-askted-updates>