

Introduction

AskTED is an online directory of Texas school information, including charter schools. The directory is primarily used by people seeking contact information for schools, districts, and education service centers. AskTED is a real-time database that is updated regularly by Texas School Systems.



To that end, Texas school districts and open-enrollment charter schools are required to have both homeless and foster care liaisons as individual designated roles for all school systems. The information must be maintained and stored in AskTED. It is important for school systems to keep this information regularly updated, so that McKinney-Vento and Foster Care liaison information is publicly available, and these points of contacts are available to support students and remove barriers related to school transitions and mobility.

Submitting or Updating Liaison Information

Each school system needs to ensure the contact information for their designated liaison is current and up to date throughout the school year. When information needs to be updated (e.g., change of designated staff, phone number, or email address), these changes need to be submitted to the AskTED database.

- For school districts, changes and/or submissions will be completed to TEA through each school district's AskTED administrator.
- For charter schools, please complete the [All-In-One Charter Update Form](#) for any AskTED updates. More information can be found here for [Charter Schools](#).

Steps to Search for Liaison Information

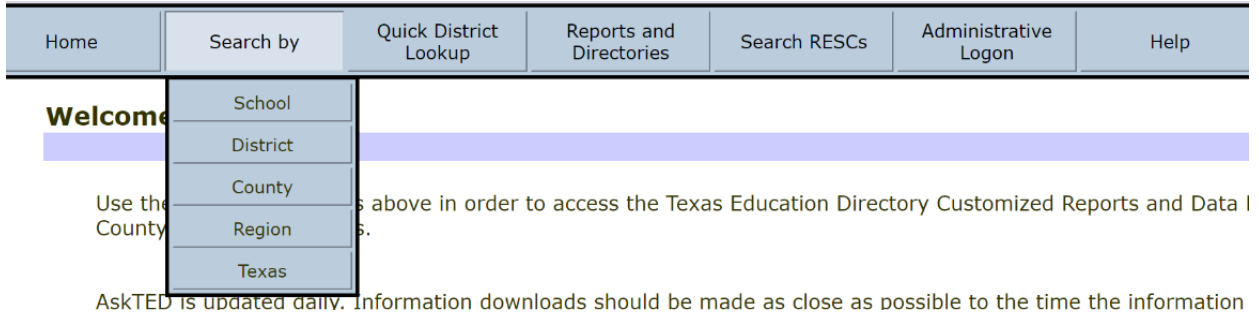
There are two (2) ways to access AskTED.

1. Go to [TEA Webpage](#) → Select AskTED from Popular Applications in the dark blue menu at the top.



2. Navigate directly to [AskTED Webpage](#).

When on AskTED homepage, users can use the drop-down menus at the top of the page 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.

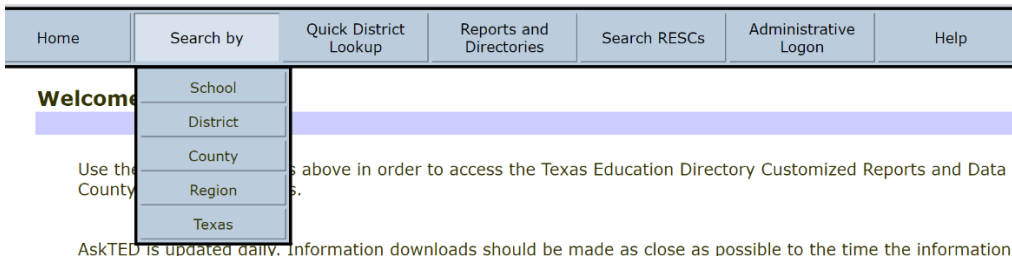


For further assistance, users may find the resource useful: [AskTED Quick Reference Guide](#).

Searching Directory for Liaisons

Below are instructions with pictures to view and download liaison contact information from TEA's AskTED database.

1. Go to [AskTED Webpage](#).
2. Select **“Search by”** and choose how you would like to sort the list:
 - A. School → Enter School name or School number
 - B. District → Enter District name or District number
 - C. County → Enter County name or County number
 - D. Region → Select Region from drawdown list
 - E. Texas



3. For each of the above guidance from Step 2 (i.e., A-E), you will then need to select:
 - a. Information Type: Select **“Personnel”**
 - b. Check boxes: Select **“Include Other District Roles”**
 - c. Then select the role you are searching for: **“Homeless Liaison”** or **“Foster Care Liaison”** from the drawdown menu.

Information Type: Organization Personnel

Include School Principal(s):

Include District Superintendent(s):

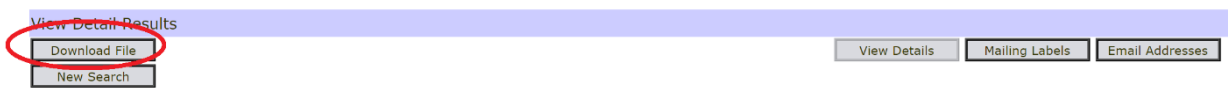
Include Other District Roles: **Select Roles:**

CYBERSECURITY COORDINATOR
 DYSLEXIA DESIGNEE
 ESSA/FEDERAL PROGRAMS
FOSTER CARE LIAISON
 HOMELESS LIAISON
 HUMAN RESOURCES
 PEIMS COORDINATOR
 POLICE CHIEF/HEAD OF SECURITY
 SAFE & SUPPORTIVE SCHOOLS PROG

4. Select “Search” at the bottom of the page.
5. To download the list (or desired information), click on the “Select All” purple button (or portion of information that you would like), then select “View Details”.



6. Choose “Download File” to export the information into Excel (.csv file)



School Systems are required to keep Homeless and Foster Care liaisons’ information regularly updated in AskTED. Please **review** and **update** this information **regularly**.