Receiving District or Open Enrollment Charter School
2018-2019 Contact Update

This serves as a contact update document between the Texas Virtual School Network (TXVSN) and a Texas school district or open enrollment charter school that participated in the TXVSN in the 2018-2019 school year. If necessary, refer to the original agreement for all requirements.

	Currently Listed on Original Agreement	**Requested Edits or Changes (as needed)**
Superintendent or Designee		
District		
County-District Number (CDN)		
Phone		
Email		
Signature on File		
District TXVSN Administrator Name		
Email		
Phone		
Fax		
Invoice should be mailed to:		
Name		
Address		
City, State		
Zip Code		

Section III – Site Coordinator & Campus Activation

- **Campus Activation** – Confirm campus information is correct in the MyTXVSN system.
- **Site Coordinators** – If previous year's site coordinators have moved, retired, or changed campuses, please have the persons that will replace them to request a TXVSN site coordinators account ASAP. If a site coordinator has changed campuses, they can request to be transferred to the new campus.

Section II - Return Document

This 2018-2019 TXVSN Contact Update document was completed by:

Name _____

Signature _____

Date Completed _____

This form may be emailed to txvsncentral@tea.texas.gov.

If you have any questions, please contact the TXVSN Help Desk at 866-938-9876 or email txvsncentral@tea.texas.gov.

Thank you for your continued participation in the Texas Virtual School Network!