



**Receiver District or Open-Enrollment Charter School
Contact Update**

Section I – 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 submitted an annual receiver district agreement. If necessary, refer to the original agreement for all requirements.

	Currently Listed on Original Agreement	Requested Edits or Changes (as needed)
Superintendent or Designee employed by district or open-enrollment charter school		
District		
County-District Number (CDN)		
Phone		
Email		
Signature of Superintendent or Designee		
District TXVSN Administrator		
District TXVSN Administrator Name		
Email		
Phone		
Business Office Contact		
Invoice should be emailed to district or open-enrollment charter school business office inbox (preferred) or two business office staff contacts		
Name		
Email		
Phone		
Name		
Email		
Phone		

Section II – Campus Activation & Site Coordinator

- **Campus Activation** – District admin confirms campus information is correct in the MyTXVSN system.
- **Site Coordinators** – If a previous site coordinator has moved, retired, or changed campuses, a new site coordinator must request a TXVSN site coordinator account and students must be transferred to the new site coordinator. If a site coordinator changes campuses, he or she can request to be transferred to the new campus.

Section III – Return Document

This TXVSN Contact Update document was completed by:

Name	Email
Signature	Date

This form may be emailed to txvsncentral@tea.texas.gov or be attached to a ticket in the [TXVSN Help Desk](#). If you have questions, please contact the help desk or email txvsncentral@tea.texas.gov. Thank you for your continued participation in the TXVSN!