Student Address Report (Illinois)

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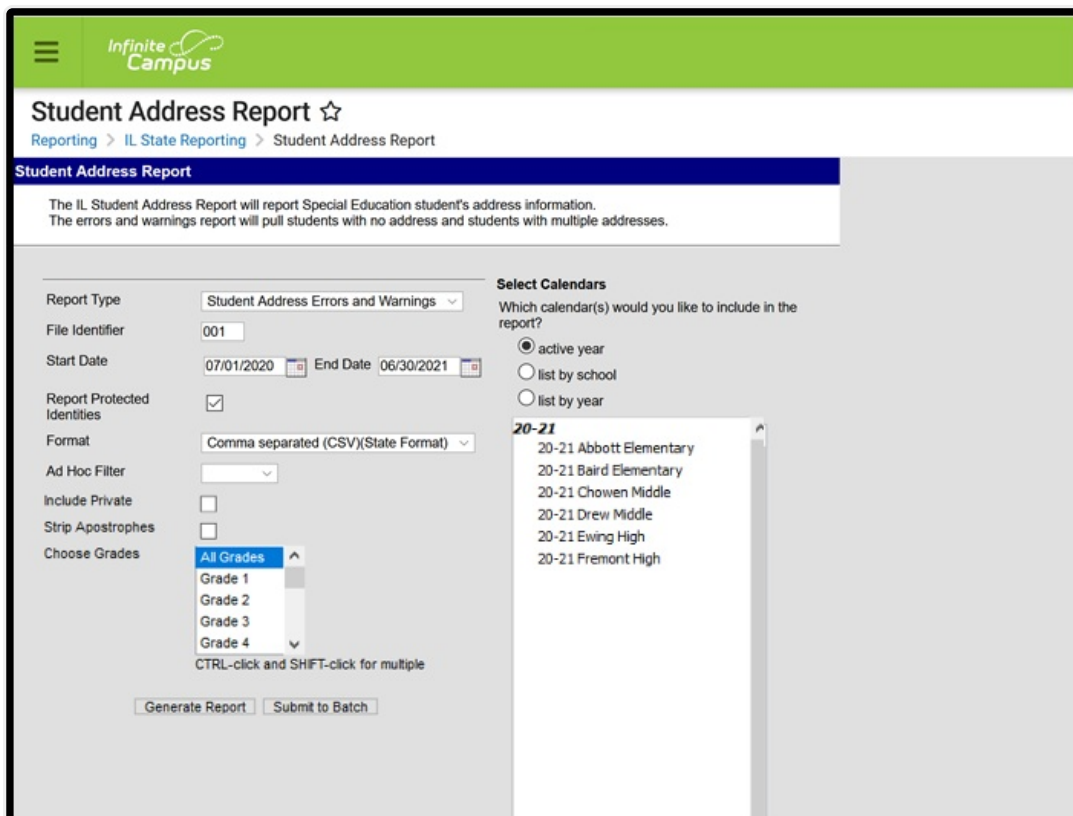
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Classic View: IL State Reporting > Student Address Report

Search Terms: Student Address Report

The Student Address Report provides address information for Special Education students. Two report types are available:

- **Student Address Errors and Warnings**, which reports students who have no address on record and students who have multiple addresses in file.
- **Student Address Report**, which lists the address information.

Student Address Editor

Report Logic

Special education students who have a primary enrollment within the entered start and end dates on the report editor are included. If there is not a primary enrollment, but there is a partial or a special education enrollment, those records are reported, as long as the student also meets other

reporting requirements.

The student must have a locked IEP within the start and end dates of the selected calendar. If there is no IEP for the student, then logic looks to enrollment records within the start and end date entered on the editor to find records that have the Special Education checkbox marked.

The student must be an active member in a household between the entered start and end dates. The household address must meet the following:

- The Private checkbox must not be marked.
- The Mailing checkbox is marked.
- The address is the active address on the household as of the report date.

If multiple calendars (from different schools) are selected, and the student is enrolled in both calendars, the student only reports once. If multiple addresses exists, the address with the most recent start date is reported; if the start date is not populated on the address (no start date), that is considered the most recent address.

Addresses marked as Private are taken into consideration when the Include Private Address checkbox is marked.

State Exclude Logic

Students are not included when:

- The Enrollment record is marked as No Show or as State Exclude.
- The Calendar of enrollment is marked as State Exclude.
- The Grade Level of enrollment is marked as State Exclude.

Report Editor

The following fields are available for selection.

Field	Description
Report Type	Selection determines which report generates. Options are the **Student Address Errors and Warnings Report** and the **Student Address Report**. It is recommended that the Errors and Warnings Report be generated first to review any missing address information.
File Identifier	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.

Field	Description
Start Date **End Date**	Entered dates are used to return current address information (see the Report Logic section for details).

The Start Date populates with the start date of the selected calendar. The End Date populates with the end date of the selected calendar. If multiple calendars are selected, the latest start and end dates are used. |
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Format	Determines how the report generates. Use the **Comma Separate (CSV) (State format)** when submitting the report to the state. Use the **HTML** or **Tab Delimited (TSV)** options when reviewing data prior to state submission.
Ad hoc	Select a saved ad hoc filter to use when generating this report. Only those students included in the filter are returned on the report if they meet the reporting requirements.
Include Private Addresses	When marked, any address marked as private are taken into consideration for report selection criteria.
Strip Apostrophes	When marked, the following marks are removed from student names and other reported data: • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) When not marked, these marks are not removed.
Choose Grades	Selected grade levels return only those students in those grade levels.
Calendar Selection	At least one calendar needs to be selected for the report to generate. Calendars can be chosen by **Active Year**, by **School** or by **Year**. If a calendar is selected in the Campus toolbar, that calendar is automatically selected.
Report Generation	The report can be generated immediately using the **Generate Extract** button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the **Submit to Batch** button, which allows the user to choose when the report is generated. See the Batch Queue article for more information.

Generate the Student Address Errors

and Warnings Report

1. Select **Student Address Errors and Warnings** as the **Report Type**.
2. Enter the **File Identifier** value.
3. Enter the **Start Date** and **End Date** required for the report.
4. If desired, mark the **Report Protected Identities** checkbox.
5. Select the desired **Format** for the report.
6. If desired, select an **Ad hoc Filter** from the dropdown list.
7. If desired, mark the **Include Private Address** checkbox.
8. If desired, mark the **Strip Apostrophes** checkbox.
9. Select the appropriate **Grade Levels**.
10. Select the desired **Calendar(s)**.
11. Click the **Generate Report** button to display the results of the report immediately; click the **Submit to Batch** button to determine when the report generates.

	A	B	C	D	E	F	G	H	I	J
1	Student Address	11	EW_AD_31019	12/30/2014	3.1E+14					
2	Error Records:6									
3	The following students do not have an active primary mailing address and will NOT appear on the Student Address Report									
4	Student_ID	SAPID	Student_Last	Student_First_Name						
5	121212121	317627	Student	Erick						
6	343434343	321020	Student	Abraham						
7	565656565	323182	Student	Brisia						
8	787878787	321477	Student	Anusha						
9	909090909	320428	Student	Adilene						
10	111111111	421840	Student	Jeremiah						
11	Warning Records:5									
12	The following students have more than one active primary mailing address and WILL appear on the Student Address Report									
13	Student_ID	SAPID	Student_Last	Student_First_Name						
14	222222222	421203	Student	Adam						
15	333333333	422406	Student	Jayden						
16	444444444	420017	Student	Nicholas						
17	555555555	421747	Student	Carter						
18	666666666	318200	Student	Vianey						

Student Address Errors and Warnings Report - State Format (CSV)

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EW_AD_31019300026_12302014_001 - Notepad
File  Edit  Format  View  Help
FileType        TotalRecords    FileName        SentDate        RCDTS
Student Address 11      EW_AD_31019300026_12302014_001.tsv      12/30/2014      310193000260000
Error Records:6
The following students do not have an active primary mailing address and will NOT appear on the Student Address Report
Student_ID      SAPID   Student_Last_Name       Student_First_Name
121212121       317627  Student Erick
343434343       321020  Student Abraham
565656565       323182  Student Ferreira        Brisia
787878787       321477  Student Anusha
909090909       320428  Student Adilene
111111111       421840  Student Jeremiah
Warning Records:5
The following students have more than one active primary mailing address and WILL appear on the Student Address Report
Student_ID      SAPID   Student_Last_Name       Student_First_Name
222222222       421203  Student Adam
333333333       422406  Student Jayden
444444444       420017  Student Nicholas
555555555       421747  Student Carter
666666666       318200  Student Vianey
```

Student Address Error and Warnings Report - Tab Delimited Format

Student Address Errors and Warnings Report - HTML Format

Errors and Warnings Report Layout

Report Header

Data Element	Description	Location
Report Name	Reports the name of the extract being generated. Always reports a value of **Student Address**.	N/A
Student Count	Reports the total number of records that appear on the report.	N/A
File Name	AS + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e., AS_310453000260_01302015_001.txt)	N/A
Sent Date	Indicates the date the report was generated.	N/A

Data Element	Description	Location
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > State District Number, Type, Region Number, County System Administration > Resources > School > State School Number District.districtID District.county District.region School.number

Report Layout

Data Element	Description	Location
Student ID	Reports the student's state ID. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID
SAPID	Reports the student's locally assigned ID. *Numeric, 6 digits*	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentID
Student Last Name	Reports the student's legal last name. When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated. *Alphanumeric, 20 characters*	Census > People > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName

Data Element	Description	Location
Student First Name	Reports the student's legal first name. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated. *Alphanumeric, 20 characters*	Census > People > Identity Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.LegalfirstName

Generate the Student Address Report

1. Select **Student Address Report** as the **Report Type**.
2. Enter the **File Identifier** value.
3. Enter the **Start Date** and **End Date** required for the report.
4. If desired, mark the **Report Protected Identities** checkbox.
5. Select the desired **Format** for the report.
6. If desired, select an **Ad hoc Filter** from the dropdown list.
7. If desired, mark the **Include Private Address** checkbox.
8. If desired, mark the **Strip Apostrophes** checkbox.
9. Select the appropriate **Grade Levels**.
10. Select the desired **Calendar(s)**.
11. Click the **Generate Report** button to display the results of the report immediately; click the **Submit to Batch** button to determine when the report generates.

Student Address Report - State Format (CSV)

Student Address Report - Tab Delimited Format

Student Address Report - HTML Format

Student Address Report Layout

Report Header

Data Element	Description	Location
File Type	Reports the name of the extract being generated. Always reports a value of **Student Address**.	N/A
Total Records	Reports the total number of records that appear on the report.	N/A
File Name	AS + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e.,**AS_310453000260_01302015_001.txt**)	N/A
Sent Date	Indicates the date the report was generated.	N/A

Data Element	Description	Location
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > State District Number, Type, Region Number, County System Administration > Resources > School > State School Number District.districtID District.county District.region School.number

Report Layout

Data Element	Description	Location
Address Status	Reports the status of the student's address. This field always reports a value of **A**.	N/A
Address Type	Reports the type of address. This field always reports a value of **01**.	N/A
Student ID	Reports the student's state-assigned identification number. *Numeric, 9 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID
SAP ID	Reports the student's locally assigned identification number. *Numeric, 6 digits*	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentID

Data Element	Description	Location
Student Last Name	Reports the student's legal last name. When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated. *Alphanumeric, 30 characters*	Census > People > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Student First Name	Reports the student's legal first name. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated. *Alphanumeric, 30 characters*	Census > People > Identity Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.LegalfirstName
Student Birth Date	Reports the student's date of birth. *Date field, 10 characters (MM-DD-YYYY)*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate
Home RCDTS	The Region-County-District-Type-School code that uniquely identifies the elementary, middle/junior, or high school the student attends or would attend if not placed/transferred to another school/program to receive needed services. *RRCCCDDDDDTTSSSS, 15 characters*	Student Information > General > Enrollments > State Reporting Fields > Home School District.districtID District.county District.region School.number Enrollment.resident School Enrollment.resident District

Data Element	Description	Location
Serving School	The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated. *RRCCCDDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > State District Number, Type, Region Number, County System Administration > Resources > School > State School Number Student Information > General > Enrollment > State Reporting Fields > Home School, Home District District.districtID District.county District.region School.number Enrollment.serving School
Student Address 1	Reports the student's address. If the address is a PO Box (PO Box checkbox is marked on the Address Information editor), the PO Box reports as the address. If more than one primary address exists, the most recent address reports. Addresses must be marked as mailing, be active, and not have the Secondary or Private checkbox marked. *Alphanumeric, 50 characters*	Census > People > Households > Address > Number, Prefix, Street, Tag, Direction Address.number Address.prefix Address.street Address.tag Address.dir Address.postOfficeBox
Student Address 2	Reports any additional address information if data in Student Address 1 is more than 50 characters. *Alphanumeric, 50 characters*	Census > People > Households > Address > Number, Prefix, Street, Tag, Direction Address.number Address.prefix Address.street Address.tag Address.dir

Data Element	Description	Location
Suite/Apt	Reports any apartment number, if it exists. *Alphanumeric, 50 characters*	Census > People > Households > Address > Apt Address.apt
City	Reports the city of the address. *Alphanumeric, 30 characters*	Census > People > Households > Address > City Address.city
State	Reports the state in which the address is located. *Alphanumeric, 2 characters*	Census > People > Households > Address > State Address.state
Zip	Reports the zip code assigned to the address. *Numeric, 9 digits (XXXXX or XXXXXXXXX)*	Census > People > Households > Address > Zip Code Address.zip