

# Student Contact Address Record (FG) (Ohio Extracts)

Last Modified on 06/26/2025 3:04 pm CDT

[Report Population and Business Rules](#) | [Generating the Extract](#) | [Extract Layout](#)

Tool Search: OH Extracts

The Student Contact Address Record (FG) reports the addresses of student's contacts from Census.

OH State Extracts

This tool will extract data to complete several formats of the OH State-defined reporting formats. Choose the State Format to get the file in the state defined fixed width file format, otherwise choose one of the testing/debugging formats.

Selection Type

☒ Single Extract
 ☐ Multiple Extracts

Extract Options

Extract Type

Student Contact Address Record (FG)

Reporting Period

A - Assessment

Date Range

Format

State Format (Fixed width)

Ad Hoc Filter

Generate Extract

Submit to Batch

Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year
 ☐ list by school
 ☐ list by year

23-24

23-24 BCE PRE  
 23-24 Autism Scholarship-BCSD  
 23-24 BCE KG-04  
 23-24 BMHS  
 23-24 BMMS  
 23-24 BPE KG-04  
 23-24 BPE PRE  
 23-24 EA Academy-JP Provider  
 23-24 Education Alternatives B  
 23-24 Evaluation Only

Ohio Student Contact Address Record (FG) Extract Editor

## Report Population and Business Rules

#	Requirement
R1	Reports based on a student's enrollment from the selected calendar(s).
R1.BR1	Enrollment must have a Service Type = P or N.
R1.BR2	Report one record for every unique combination of enrollment record and household address that occurs within the date range on the extract editor and within the selected calendar(s).
R2	Records should be reported for contacts from the primary household associated with the student.

Copyright © 2010-2025 Infinite Campus. All rights reserved.

Page 1

#	Requirement
R2.BR1	Relationship contacts must be associated with a code defining State Definition. If the relationship does not have a mapped state definition, do not report the contact.
R2.BR2	Relationship contact must have an Emergency Priority = NOT NULL.
R3	The primary address associated with the contact should be reported.
R3.BR1	If more than one address is found report based on the most recent Start Date.
R4	If the Start and End date on Household Membership did not occur within the date range on the Extract editor, then the record should not report in the Student Contact Address Record (FG)
R4.BR1	If the End date on Household Membership is between the Extract editor start date and end date (Dropped), then the record should report in the Student Contact Address Record (FG)
R4.BR2	If the End date on the household Membership is $\geq$ the End date on the extract editor, then the record should report
R4.BR3	If the End date on Household Membership $\leq$ the Extract editor start date, then the record should not report in the Student Contact Address Record (FG)
R5	The report will be generated in State Format(fixed width), HTML, and CSV formats.
R6	File Naming Convention: StudentContactAddressRecord.txt

## Generating the Extract

1. Select *Student Contact Address Record (FG)* as the **Extract Type**.
2. Select the **Reporting Period** to indicate when the report is being submitted.
3. Enter a **Date Range** in *mmddyyyy* format or by clicking the calendar icons and selecting dates.
4. Select the **Format** in which the report should generate. Options are *State Format (Fixed width)*, *HTML*, and *CSV*. Use HTML or CSV or XML formats for data review and verification and State Format for submission to the State.
5. Indicate which **Calendar(s)** should appear in the report. Student enrollments in the selected calendar(s) report.
6. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate. If generating multiple extracts at a time (after Campus.1921), requests can only be submitted to the Batch Queue.

Users have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process will allow larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

## Extract Layout

Element Name	Description & Format	Campus Location
Filler	N/A	N/A
Sort Type	Reports as FG for this extract.	N/A
Filler	N/A	N/A
Fiscal Year	The end year of the reporting school year.  <i>Date field, 4 digits, YYYY</i>	System Administration > Calendar > School Year > End Year  Calendar.endYear
Reporting Period	The Reporting Period selected in the extract editor.  <i>Alphanumeric, 1 character</i>	OH State Reporting > OH Extracts > Student Standing (FG) > Reporting Period  Not dynamically stored
LEA IRN	The state-assigned information retrieval number (IRN) of the district.  1. When (System Admin > Resources > School > School Detail > District IRN Override) NOT = null, reports the value entered into the District IRN Override field. 2. When District IRN Override = null, reports entry in (System Admin > Resources > District Information > District Info > State District Number).  Report district Number. Pad with left leading zero(s) if necessary.  <i>Numeric, 6 characters</i>	System Administration > Resources > School > School Detail > District IRN Override  System Administration > Resources > District Information > District Info > State District Number  District.number
EMIS Student ID Number	The locally determined EMIS student ID, zero padded if necessary.  <i>Alphanumeric, 9 characters</i>	Census > People > Demographics > Person Identifiers > Local Student Number  Person.studentNumber
Contact Sequence Order Number	The sequence number of this contact which determines the order in which this contact is contacted.  <i>Numeric, 2 digits</i>	Census > People > Relationships > Emergency Priority  RelatedPair.seq

Element Name	Description & Format	Campus Location
<b>Address Type</b>	The code representing the type of the address. If mailing is selected in the household relationship or on the primary address of the primary household, reports as 0123. Otherwise reports as 0765.  <i>Numeric, 4 digits</i>	Census > People > Relationships > Mailing; Census > Households > Addresses > Mailing  RelatedPair.mailing HouseholdLocation.mailing
<b>Address Line 1</b>	The first line of the contact's address.  <i>Alphanumeric, 60 characters</i>	Census > Addresses > Address Info > Number, Prefix, Street, Tag, Direction, Apt  Address.prefix, .street, .tag, .dir, .apt
<b>Address Line 2</b>	The second line of the contact's address. Currently reports as blank.  <i>Alphanumeric, 60 characters</i>	N/A
<b>City</b>	The city of the contact's address.  <i>Alphanumeric, 30 characters</i>	Census > Addresses > Address Info > City  Address.city
<b>County Code</b>	The code for the county of the contact's address.  <i>Alphanumeric, 2 characters</i>	Census > Addresses > Address Info > County  Address.county
<b>State Province Code</b>	The state of the contact's address.  <i>Alphanumeric, 2 characters</i>	Census > Addresses > Address Info > State  Address.state
<b>Postal Code</b>	The zip code of the contact's address. Reports the dash if the full  <i>Alphanumeric, 11 characters</i>	Census > Addresses > Address Info > Zip  Address.zip
<b>Country Code</b>	The country of the contact's address.  <i>Alphanumeric, 2 characters</i>	Census > Addresses > Address Info > State  Address.state

Element Name	Description & Format	Campus Location
<b>Effective Start Date</b>	<p>Reports the Start Date of the address.</p> <p><i>Date field, 8 characters, YYYYMMDD</i></p>	<p>Census &gt; Households &gt; Address &gt; Start Date</p> <p>HosueholdLocation.startDate</p>