

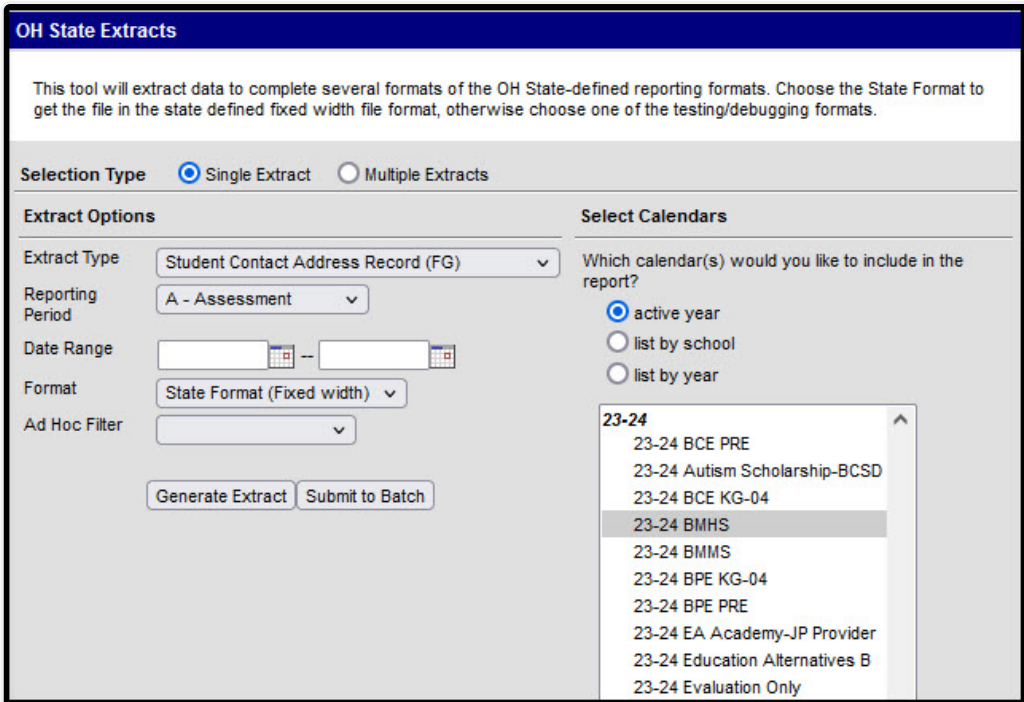
# Student Contact Address Record (FG) (Ohio Extracts)

Last Modified on 07/02/2024 8:13 am CDT

[Report Logic](#) | [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: [ ] ▼

Buttons: 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 Logic

- Reports data from the primary household of students enrolled in the selected calendar(s).
  - To be included in the extract, enrollments must have a Service Type of P or N.
  - A record reports for each unique combination of an enrollment record and a household address within the extract date range.
- Relationship contacts must be mapped to a State Definition and have an Emergency Priority entered to report. (System Administration > Data Defining Tools > [Code Defining](#))
- If more than one address displays, reports the address with the most recent Start Date.

## 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 *mmdyyy* 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

Element Name	Description & Format	Campus Location
<b>LEA IRN</b>	<p>The state-assigned information retrieval number (IRN) of the district.</p> <ol style="list-style-type: none"> <li>When (System Admin &gt; Resources &gt; School &gt; School Detail &gt; District IRN Override) NOT = null, reports the value entered into the District IRN Override field.</li> <li>When District IRN Override = null, reports entry in (System Admin &gt; Resources &gt; District Information &gt; District Info &gt; State District Number).</li> </ol> <p>Report district Number. Pad with left leading zero(s) if necessary.</p> <p><i>Numeric, 6 characters</i></p>	<p>System Administration &gt; Resources &gt; School &gt; School Detail &gt; District IRN Override</p> <p>System Administration &gt; Resources &gt; District Information &gt; District Info &gt; State District Number</p> <p>District.number</p>
<b>EMIS Student ID Number</b>	<p>The locally determined EMIS student ID, zero padded if necessary.</p> <p><i>Alphanumeric, 9 characters</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Local Student Number</p> <p>Person.studentNumber</p>
<b>Contact Sequence Order Number</b>	<p>The sequence number of this contact which determines the order in which this contact is contacted.</p> <p><i>Numeric, 2 digits</i></p>	<p>Census &gt; People &gt; Relationships &gt; Emergency Priority</p> <p>RelatedPair.seq</p>
<b>Address Type</b>	<p>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.</p> <p><i>Numeric, 4 digits</i></p>	<p>Census &gt; People &gt; Relationships &gt; Mailing; Census &gt; Households &gt; Addresses &gt; Mailing</p> <p>RelatedPair.mailing HouseholdLocation.mailing</p>
<b>Address Line 1</b>	<p>The first line of the contact's address.</p> <p><i>Alphanumeric, 60 characters</i></p>	<p>Census &gt; Addresses &gt; Address Info &gt; Number, Prefix, Street, Tag, Direction, Apt</p> <p>Address.prefix, .street, .tag, .dir, .apt</p>

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