

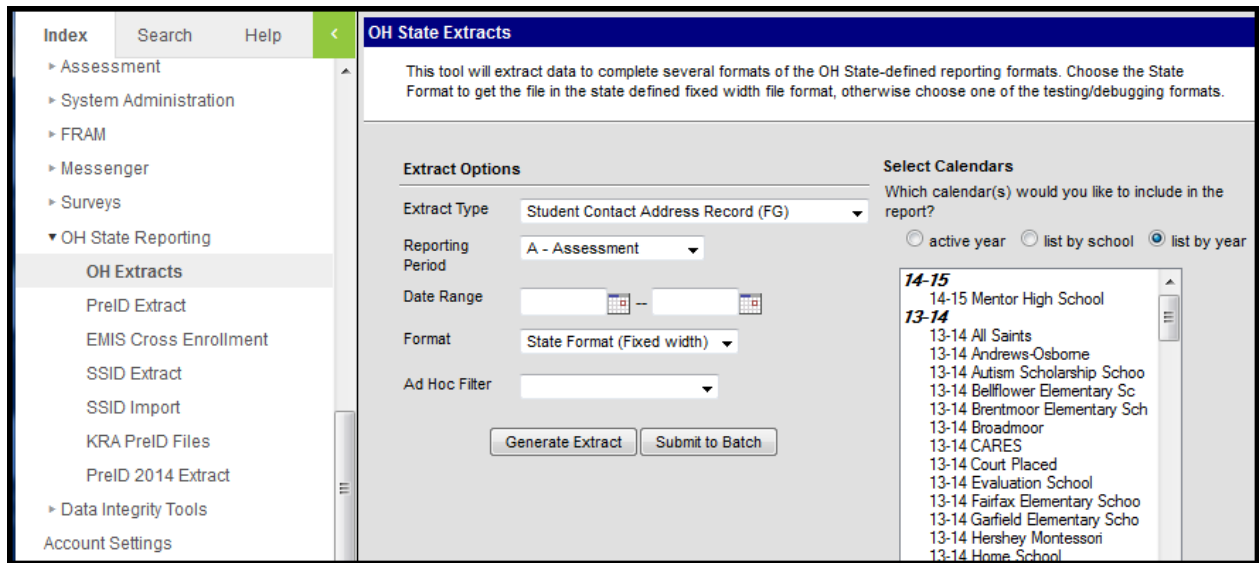
# Student Contact Address Record (FG) (Ohio Extracts)

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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.

**Extract Options**

Extract Type: Student Contact Address Record (FG)

Reporting Period: A - Assessment

Date Range: [Calendar Icon] -- [Calendar Icon]

Format: State Format (Fixed width)

Ad Hoc Filter: [Dropdown]

**Select Calendars**

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

☐ active year ☐ list by school ☒ list by year

**14-15**

14-15 Mentor High School

**13-14**

13-14 All Saints

13-14 Andrews-Osbome

13-14 Autism Scholarship Schoo

13-14 Bellflower Elementary Sc

13-14 Brentmoor Elementary Sch

13-14 Broadmoor

13-14 CARES

13-14 Court Placed

13-14 Evaluation School

13-14 Fairfax Elementary School

13-14 Garfield Elementary Scho

13-14 Hershey Montessori

13-14 Home School

[Generate Extract](#) [Submit to Batch](#)

Image 1: Ohio Student Contact Address Record (FG)

## 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 *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.  <i>Numeric, 6 characters</i>	System Administration > Resources > District Information > 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

Element Name	Description & Format	Campus Location
<b>Contact Sequence Order Number</b>	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
<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

Element Name	Description & Format	Campus Location
<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