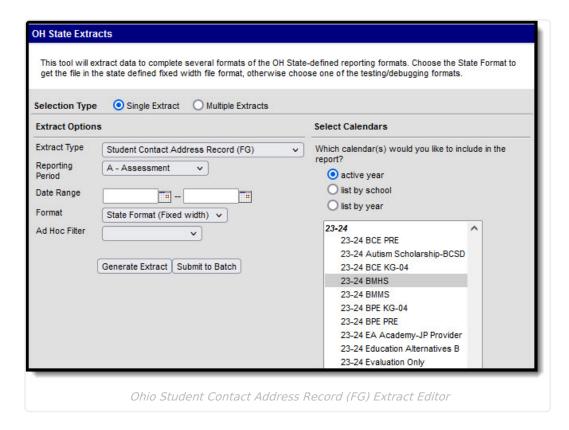# Student Contact Address Record (FG) (Ohio Extracts)

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: OH Extracts

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

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.
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.

#	Requirement
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 >= the End date on the extract editor, then the record should report
R4.BR3	If the End date on Household Membership <= 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

Emancipated Student Logic

Self-Contact Address record reports for students who are enrolled and emancipated youth:

- They must have a Non-Household Relationship as themselves.
- When the student is marked as a guardian (self) AND has additional household members marked as guardians, both report, enabling the district to confirm and correct the bad data entry.

Generate 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. *Date field, 4 digits, YYYY*	System Administration > Calendar > School Year > End Year Calendar.endYear
Reporting Period	The Reporting Period selected in the extract editor. *Alphanumeric, 1 character*	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. *Numeric, 6 characters*	System Administration > Resources > School > School Detail > District IRN Override System Administration > Resources > District Information > District Info > State District Number District.number

Element Name	Description & Format	Campus Location
EMIS Student ID Number	The locally determined EMIS student ID, zero padded if necessary. *Alphanumeric, 9 characters*	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. *Numeric, 2 digits*	Census > People > Relationships > Emergency Priority RelatedPair.seq
Address Type	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. *Numeric, 4 digits*	Census > People > Relationships > Mailing; Census > Households > Addresses > Mailing RelatedPair.mailing HouseholdLocation.mailing
Address Line 1	The first line of the contact's address. *Alphanumeric, 60 characters*	Census > Addresses > Address Info > Number, Prefix, Street, Tag, Direction, Apt Address.prefix, .street, .tag, .dir, .apt
Address Line 2	The second line of the contact's address. Currently reports as blank. *Alphanumeric, 60 characters*	N/A
City	The city of the contact's address. *Alphanumeric, 30 characters*	Census > Addresses > Address Info > City Address.city
County Code	The code for the county of the contact's address. *Alphanumeric, 2 characters*	Census > Addresses > Address Info > County Address.county
State Province Code	The state of the contact's address. *Alphanumeric, 2 characters*	Census > Addresses > Address Info > State Address.state

Element Name	Description & Format	Campus Location
Postal Code	The zip code of the contact's address. Reports the dash if the full *Alphanumeric, 11 characters*	Census > Addresses > Address Info > Zip Address.zip
Country Code	The country of the contact's address. *Alphanumeric, 2 characters*	Census > Addresses > Address Info > State Address.state
Effective Start Date	Reports the Start Date of the address. *Date field, 8 characters, YYYYMMDD*	Census > Households > Address > Start Date HosueholdLocation.startDate