

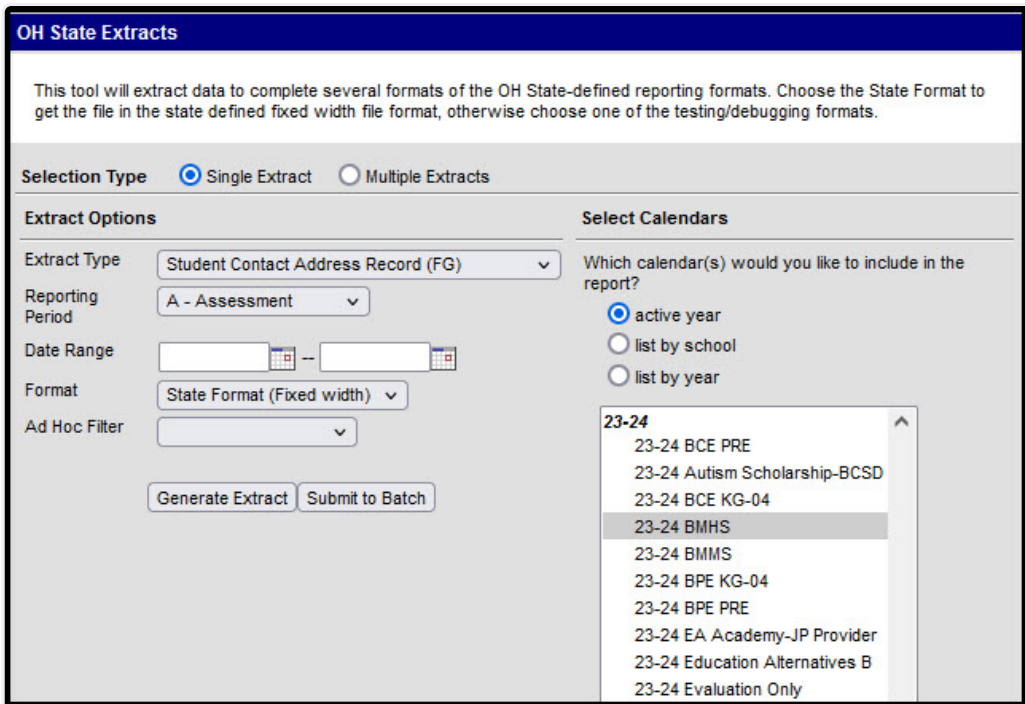
Student Contact Address Record (FG) (Ohio Extracts)

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Tool Search: OH Extracts

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



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
LEA IRN	<p>The state-assigned information retrieval number (IRN) of the district.</p> <ol style="list-style-type: none"> 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). <p>Report district Number. Pad with left leading zero(s) if necessary.</p> <p><i>Numeric, 6 characters</i></p>	<p>System Administration > Resources > School > School Detail > District IRN Override</p> <p>System Administration > Resources > District Information > District Info > State District Number</p> <p>District.number</p>
EMIS Student ID Number	<p>The locally determined EMIS student ID, zero padded if necessary.</p> <p><i>Alphanumeric, 9 characters</i></p>	<p>Census > People > Demographics > Person Identifiers > Local Student Number</p> <p>Person.studentNumber</p>
Contact Sequence Order Number	<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 > People > Relationships > Emergency Priority</p> <p>RelatedPair.seq</p>
Address Type	<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 > People > Relationships > Mailing; Census > Households > Addresses > Mailing</p> <p>RelatedPair.mailing HouseholdLocation.mailing</p>
Address Line 1	<p>The first line of the contact's address.</p> <p><i>Alphanumeric, 60 characters</i></p>	<p>Census > Addresses > Address Info > Number, Prefix, Street, Tag, Direction, Apt</p> <p>Address.prefix, .street, .tag, .dir, .apt</p>

Element Name	Description & Format	Campus Location
Address Line 2	The second line of the contact's address. Currently reports as blank. <i>Alphanumeric, 60 characters</i>	N/A
City	The city of the contact's address. <i>Alphanumeric, 30 characters</i>	Census > Addresses > Address Info > City Address.city
County Code	The code for the county of the contact's address. <i>Alphanumeric, 2 characters</i>	Census > Addresses > Address Info > County Address.county
State Province Code	The state of the contact's address. <i>Alphanumeric, 2 characters</i>	Census > Addresses > Address Info > State Address.state
Postal Code	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
Country Code	The country of the contact's address. <i>Alphanumeric, 2 characters</i>	Census > Addresses > Address Info > State Address.state
Effective Start Date	Reports the Start Date of the address. <i>Date field, 8 characters, YYYYMMDD</i>	Census > Households > Address > Start Date HosueholdLocation.startDate