

# Student Address Report (Illinois)

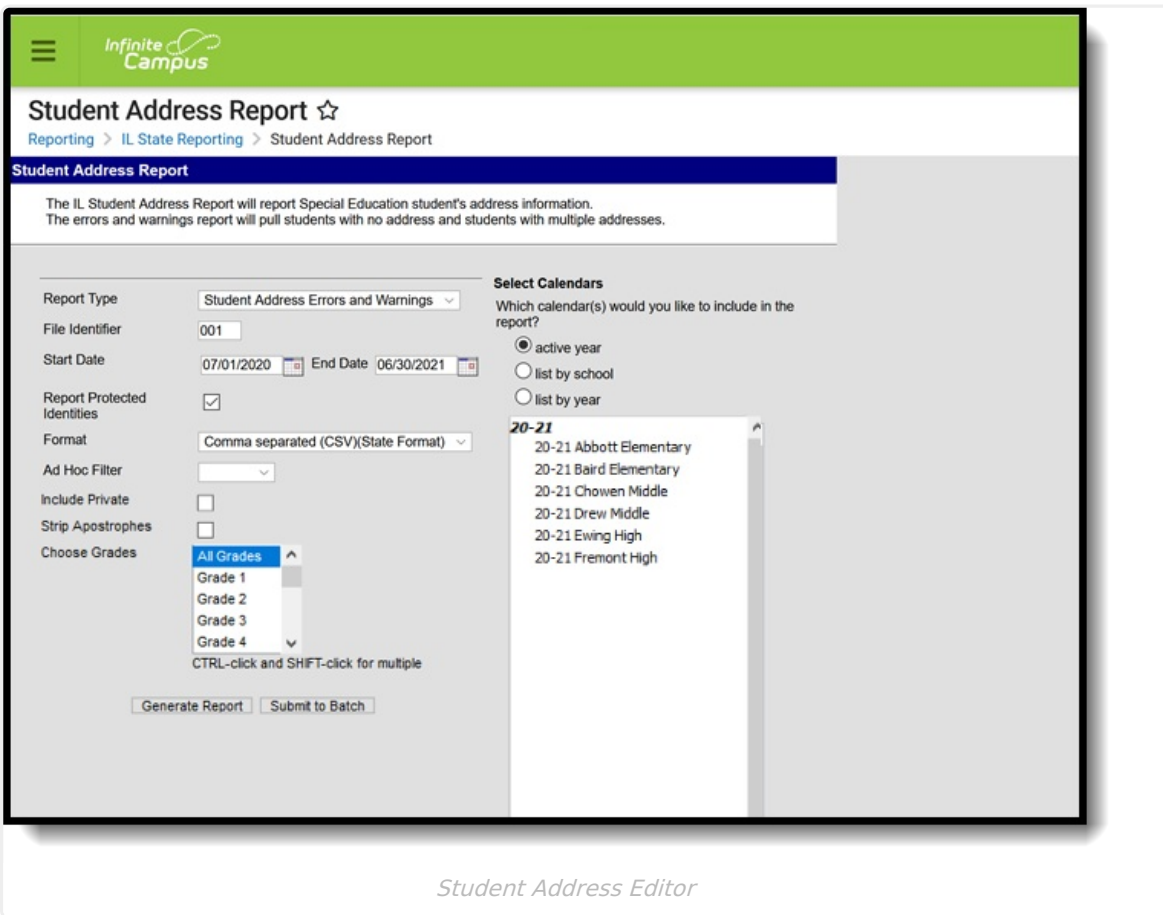
Last Modified on 10/21/2024 8:22 am CDT

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## Tool Search: Student Address Report

The Student Address Report provides address information for Special Education students. Two report types are available:

- **Student Address Errors and Warnings**, which reports students who have no address on record and students who have multiple addresses in file.
- **Student Address Report**, which lists the address information.



## Report Logic

Special education students who have a primary enrollment within the entered start and end dates on the report editor are included. If there is not a primary enrollment, but there is a partial or a special education enrollment, those records are reported, as long as the student also meets other reporting requirements.

The student must have a locked IEP within the start and end dates of the selected calendar. If there is no IEP for the student, then logic looks to enrollment records within the start and end date entered on the editor to find records that have the Special Education checkbox marked.

The student must be an active member in a household between the entered start and end dates. The household address must meet the following:

- The Private checkbox must not be marked.
- The Mailing checkbox is marked.
- The address is the active address on the household as of the report date.

If multiple calendars (from different schools) are selected, and the student is enrolled in both calendars, the student only reports once. If multiple addresses exists, the address with the most recent start date is reported; if the start date is not populated on the address (no start date), that is considered the most recent address.

Addresses marked as Private are taken into consideration when the Include Private Address checkbox is marked.

### State Exclude Logic

Students are not included when:

- The Enrollment record is marked as No Show or as State Exclude.
- The Calendar of enrollment is marked as State Exclude.
- The Grade Level of enrollment is marked as State Exclude.

# Report Editor

The following fields are available for selection.

Field	Description
<b>Report Type</b>	<p>Selection determines which report generates. Options are the <b>Student Address Errors and Warnings Report</b> and the <b>Student Address Report</b>.</p> <p>It is recommended that the Errors and Warnings Report be generated first to review any missing address information.</p>
<b>File Identifier</b>	<p>Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.</p>
<b>Start Date End Date</b>	<p>Entered dates are used to return current address information (see the <a href="#">Report Logic</a> section for details).</p> <p>The Start Date populates with the start date of the selected calendar. The End Date populates with the end date of the selected calendar. If multiple calendars are selected, the latest start and end dates are used.</p>

Field	Description
<b>Report Protected Identities</b>	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
<b>Format</b>	Determines how the report generates. Use the <b>Comma Separate (CSV) (State format)</b> when submitting the report to the state. Use the <b>HTML</b> or <b>Tab Delimited (TSV)</b> options when reviewing data prior to state submission.
<b>Ad hoc</b>	Select a saved ad hoc filter to use when generating this report. Only those students included in the filter are returned on the report if they meet the reporting requirements.
<b>Include Private Addresses</b>	When marked, any address marked as private are taken into consideration for report selection criteria.
<b>Strip Apostrophes</b>	When marked, the following marks are removed from student names and other reported data: <ul style="list-style-type: none"> <li>• Apostrophes ('), Commas (,), Periods (.)</li> <li>• Umlaut (Ö)</li> <li>• Tilde (Ñ)</li> <li>• Grave Accents (Ò), Acute Accents (Ó)</li> <li>• Circumflex (Ô)</li> </ul> <p>When not marked, these marks are not removed.</p>
<b>Choose Grades</b>	Selected grade levels return only those students in those grade levels.
<b>Calendar Selection</b>	At least one calendar needs to be selected for the report to generate. Calendars can be chosen by <b>Active Year</b> , by <b>School</b> or by <b>Year</b> . If a calendar is selected in the Campus toolbar, that calendar is automatically selected.
<b>Report Generation</b>	The report can be generated immediately using the <b>Generate Extract</b> button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the <b>Submit to Batch</b> button, which allows the user to choose when the report is generated. See the <a href="#">Batch Queue</a> article for more information.

## Generate the Student Address Errors and Warnings Report

1. Select **Student Address Errors and Warnings** as the **Report Type**.
2. Enter the **File Identifier** value.
3. Enter the **Start Date** and **End Date** required for the report.
4. If desired, mark the **Report Protected Identities** checkbox.
5. Select the desired **Format** for the report.
6. If desired, select an **Ad hoc Filter** from the dropdown list.

7. If desired, mark the **Include Private Address** checkbox.
8. If desired, mark the **Strip Apostrophes** checkbox.
9. Select the appropriate **Grade Levels**.
10. Select the desired **Calendar(s)**.
11. Click the **Generate Report** button to display the results of the report immediately; click the **Submit to Batch** button to determine when the report generates.

	A	B	C	D	E	F	G	H	I	J
1	Student Address	11	EW_AD_31015	12/30/2014	3.1E+14					
2	Error Records:6									
3	The following students do not have an active primary mailing address and will NOT appear on the Student Address Report									
4	Student_ID	SAPID	Student_Last	Student_First_Name						
5	121212121	317627	Student	Erick						
6	343434343	321020	Student	Abraham						
7	565656565	323182	Student	Brisia						
8	787878787	321477	Student	Anusha						
9	909090909	320428	Student	Adilene						
10	111111111	421840	Student	Jeremiah						
11	Warning Records:5									
12	The following students have more than one active primary mailing address and WILL appear on the Student Address Report									
13	Student_ID	SAPID	Student_Last	Student_First_Name						
14	222222222	421203	Student	Adam						
15	333333333	422406	Student	Jayden						
16	444444444	420017	Student	Nicholas						
17	555555555	421747	Student	Carter						
18	666666666	318200	Student	Vianey						

*Student Address Errors and Warnings Report - State Format (CSV)*

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File Edit Format View Help
FileType TotalRecords FileName SentDate RCPTS
Student Address 11 EW_AD_31019300026_12302014_001.tsv 12/30/2014 310193000260000
Error Records:6
The following students do not have an active primary mailing address and will NOT appear on the Student Address Report
Student_ID SAPID Student_Last_Name Student_First_Name
121212121 317627 Student Erick
343434343 321020 Student Abraham
565656565 323182 Student Ferreira Brisia
787878787 321477 Student Anusha
909090909 320428 Student Adilene
111111111 421840 Student Jeremiah
Warning Records:5
The following students have more than one active primary mailing address and WILL appear on the Student Address Report
Student_ID SAPID Student_Last_Name Student_First_Name
222222222 421203 Student Adam
333333333 422406 Student Jayden
444444444 420017 Student Nicholas
555555555 421747 Student Carter
666666666 318200 Student Vianey
  
```

*Student Address Error and Warnings Report - Tab Delimited Format*

Header Records:1				
FileType	TotalRecords	FileName	SentDate	RCDTS
Student Address	11	EW_AD_31019300026_12302014_001.html	12/30/2014	310193000260000

**Error Records:6**  
The following students do not have an active primary mailing address and will NOT appear on the Student Address Report

Student ID	SAPID	Student Last Name	Student First Name
121212121	317627	Student	Erick
343434343	321020	Student	Abraham
565656565	323182	Student	Brisia
787878787	321477	Student	Anusha
909090909	320428	Student	Adilene
111111111	421840	Student	Jeremiah

**Warning Records:5**  
The following students have more than one active primary mailing address and WILL appear on the Student Address Report

Student ID	SAPID	Student Last Name	Student First Name
222222222	421203	Student	Adam
333333333	422406	Student	Jayden
444444444	420017	Student	Nicholas
555555555	421747	Student	Carter
666666666	318200	Student	Vianey

*Student Address Errors and Warnings Report - HTML Format*

# Errors and Warnings Report Layout

## Report Header

Data Element	Description	Location
<b>Report Name</b>	Reports the name of the extract being generated. Always reports a value of <b>Student Address</b> .	N/A
<b>Student Count</b>	Reports the total number of records that appear on the report.	N/A
<b>File Name</b>	AS + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e., AS_310453000260_01302015_001.txt)	N/A
<b>Sent Date</b>	Indicates the date the report was generated.	N/A

Data Element	Description	Location
<b>RCDS</b>	<p>The Region-County-District-Type-School code that uniquely identifies the school generating the extract.</p> <p><i>RRCCDDDDTTSSSS, 15 characters</i></p>	<p>System Administration &gt; Resources &gt; District Information &gt; State District Number, Type, Region Number, County</p> <p>System Administration &gt; Resources &gt; School &gt; State School Number</p> <p>District.districtID District.county District.region School.number</p>

## Report Layout

Data Element	Description	Location
<b>Student ID</b>	<p>Reports the student's state ID.</p> <p><i>Numeric, 9 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Student State ID</p> <p>Person.stateID</p>
<b>SAPID</b>	<p>Reports the student's locally assigned ID.</p> <p><i>Numeric, 6 digits</i></p>	<p>Census &gt; People &gt; Demographics &gt; Person Identifiers &gt; Local Student Number</p> <p>Person.studentID</p>
<b>Student Last Name</b>	<p>Reports the student's legal last name.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census &gt; People &gt; Identity Information &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>

Data Element	Description	Location
<b>Student First Name</b>	<p>Reports the student's legal first name.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census &gt; People &gt; Identity Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Census &gt; People &gt; Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.LegalfirstName</p>

# Generate the Student Address Report

1. Select **Student Address Report** as the **Report Type**.
2. Enter the **File Identifier** value.
3. Enter the **Start Date** and **End Date** required for the report.
4. If desired, mark the **Report Protected Identities** checkbox.
5. Select the desired **Format** for the report.
6. If desired, select an **Ad hoc Filter** from the dropdown list.
7. If desired, mark the **Include Private Address** checkbox.
8. If desired, mark the **Strip Apostrophes** checkbox.
9. Select the appropriate **Grade Levels**.
10. Select the desired **Calendar(s)**.
11. Click the **Generate Report** button to display the results of the report immediately; click the **Submit to Batch** button to determine when the report generates.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Student Address	33	AD_31019300026_12302014_001	12/30/2014	3.1E+14										
2	A	1	111111111	309594	Student	Leonides	6/16/1998	3.1E+14	3E+14	1234 Test Drive			Small Town IL		60110
3	A	1	222222222	308120	Student	Kentrell	6/19/1997	3.1E+14	3E+14	2345 Test Drive			Small Town IL		60110
4	A	1	333333333	401619	Student	Matthew	10/23/2001	3.1E+14	3E+14	3456 Test Drive			Small Town IL		60102
5	A	1	444444444	403541	Student	Caiyana	3/17/2003	3.1E+14	3E+14	4567 Test Drive			Small Town IL		60110
6	A	1	555555555	420505	Student	Justin	11/14/1996	3.1E+14	3E+14	5678 Test Drive			Small Town IL		60110
7	A	1	666666666	309690	Student	Yobani	8/20/1998	3.1E+14	3E+14	6789 Test Drive	B		Small Town IL		60110
8	A	1	777777777	314846	Student	Jason	5/20/1999	3.1E+14	3E+14	7890 Test Drive			Small Town IL		60110
9	A	1	888888888	403206	Student	Demetrius	10/24/1998	3.1E+14	3E+14	8901 Test Drive			Small Town IL		60110
10	A	1	999999999	401130	Student	Keondre	10/24/2001	3.1E+14	3E+14	9012 Test Drive			Small Town IL		60110

Student Address Report - State Format (CSV)

Student Address Report - Tab Delimited Format

Header Records:1				
FileType	TotalRecords	FileName	SentDate	RCDTS
Student Address	33	AD_31019300026_12302014_001.html	12/30/2014	310193000260000

Student Address Records:33										
Address_Status	Address_Type	Student_ID	SAPID	Student_Last_Name	Student_First_Name	Birth_Date	Home_RCDTS	Serving_School	Student_Address	St
A	01	111111111	309594	Student	Leonides	1998-06-16	310453000263002	310453000263002	1234 Test Drive	
A	01	222222222	308120	Student	Kentrell	1997-06-19	310453000260002	310453000263002	2345 Test Drive	
A	01	333333333	401619	Student	Matthew	2001-10-23	310453000261004	310453000263002	3456 Test Drive	
A	01	444444444	403541	Student	Caiyana	2003-03-17	310453000262022	310453000263002	4567 Test Drive	
A	01	555555555	420505	Student	Justin	1996-11-14	310453000260002	310453000263002	5678 Test Drive	
A	01	666666666	309690	Student	Yobani	1998-08-20	310453000260002	310453000263002	6789 Test Drive	
A	01	777777777	314846	Student	Jason	1999-05-20	310453000260002	310453000263002	7890 Test Drive	
A	01	888888888	403206	Student	Demetrius	1998-10-24	310453000260002	310453000263002	8901 Test Drive	

Student Address Report - HTML Format

# Student Address Report Layout

## Report Header

Data Element	Description	Location
<b>File Type</b>	Reports the name of the extract being generated. Always reports a value of <b>Student Address</b> .	N/A
<b>Total Records</b>	Reports the total number of records that appear on the report.	N/A
<b>File Name</b>	AS + RCDT or District Name + _ + Date (mmddyyy)_File Identifier (i.e.,AS_310453000260_01302015_001.txt)	N/A
<b>Sent Date</b>	Indicates the date the report was generated.	N/A
<b>RCDTS</b>	The Region-County-District-Type-School code that uniquely identifies the school generating the extract.  <i>RRCCDDDDTTSSSS, 15 characters</i>	School & District Settings > District Information > State District Number, Type, Region Number, County  School & District Settings > School Information > State School Number  District.districtID District.county District.region School.number



# Report Layout

Data Element	Description	Location
<b>Address Status</b>	Reports the status of the student's address. This field always reports a value of <b>A</b> .	N/A
<b>Address Type</b>	Reports the type of address. This field always reports a value of <b>01</b> .	N/A
<b>Student ID</b>	Reports the student's state-assigned identification number.  <i>Numeric, 9 digits</i>	Census > People > Demographics > Person Identifiers > Student State ID  Person.stateID
<b>SAP ID</b>	Reports the student's locally assigned identification number.  <i>Numeric, 6 digits</i>	Census > People > Demographics > Person Identifiers > Local Student Number  Person.studentID
<b>Student Last Name</b>	Reports the student's legal last name.  When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated.  <i>Alphanumeric, 30 characters</i>	Census > People > Identity Information > Last Name  Identity.lastName <hr/> Census > People > Identities > Protected Identity Information > Legal Last Name  Identity.legalLastName
<b>Student First Name</b>	Reports the student's legal first name.  When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated.  <i>Alphanumeric, 30 characters</i>	Census > People > Identity Information > First Name  Identity.firstName <hr/> Census > People > Identities > Protected Identity Information > Legal First Name  Identity.LegalfirstName

Data Element	Description	Location
<b>Student Birth Date</b>	Reports the student's date of birth.  <i>Date field, 10 characters (MM-DD-YYYY)</i>	Census > People > Demographics > Person Information > Birth Date  Identity.birthDate
<b>Home RCDTS</b>	The Region-County-District-Type-School code that uniquely identifies the elementary, middle/junior, or high school the student attends or would attend if not placed/transferred to another school/program to receive needed services.  <i>RRCCDDDDDTTSSSS, 15 characters</i>	Student Information > General > Enrollments > State Reporting Fields > Home School  District.districtID District.county District.region School.number Enrollment.resident School Enrollment.resident District
<b>Serving School</b>	The Region-County-District-Type-School code that uniquely identifies the school/program where a student is being educated.  <i>RRCCDDDDDTTSSSS, 15 characters</i>	School & District Settings > District Information > State District Number, Type, Region Number, County  School & District Settings > School > State School Number Student Information > General > Enrollment > State Reporting Fields > Home School, Home District  District.districtID District.county District.region School.number Enrollment.serving School

Data Element	Description	Location
<b>Student Address 1</b>	<p>Reports the student's address.</p> <p>If the address is a PO Box (PO Box checkbox is marked on the Address Information editor), the PO Box reports as the address.</p> <p>If more than one primary address exists, the most recent address reports. Addresses must be marked as mailing, be active, and not have the Secondary or Private checkbox marked.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census &gt; People &gt; Households &gt; Address &gt; Number, Prefix, Street, Tag, Direction</p> <p>Address.number Address.prefix Address.street Address.tag Address.dir Address.postOfficeBox</p>
<b>Student Address 2</b>	<p>Reports any additional address information if data in Student Address 1 is more than 50 characters.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census &gt; People &gt; Households &gt; Address &gt; Number, Prefix, Street, Tag, Direction</p> <p>Address.number Address.prefix Address.street Address.tag Address.dir</p>
<b>Suite/Apt</b>	<p>Reports any apartment number, if it exists.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Census &gt; People &gt; Households &gt; Address &gt; Apt</p> <p>Address.appt</p>
<b>City</b>	<p>Reports the city of the address.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census &gt; People &gt; Households &gt; Address &gt; City</p> <p>Address.city</p>
<b>State</b>	<p>Reports the state in which the address is located.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Census &gt; People &gt; Households &gt; Address &gt; State</p> <p>Address.state</p>
<b>Zip</b>	<p>Reports the zip code assigned to the address.</p> <p><i>Numeric, 9 digits (XXXXXX or XXXXXXXXXX)</i></p>	<p>Census &gt; People &gt; Households &gt; Address &gt; Zip Code</p> <p>Address.zip</p>