

Student Contact Record (FF) (Ohio Extracts)

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[Reporting Population and Business Rules](#) | [Generating the Extract](#) | [Extract Layout](#)

Tool Search: OH Extracts

The Student Contact Record (FF) reports 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 Record (FF) ▼

Reporting Period: A - Assessment ▼

Date Range: [] -- []

Format: State Format (Fixed width) ▼

Ad Hoc Filter: [] ▼

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 Record (FF) Extract Editor

Reporting Population and Business Rules

#	Requirement	UI Location
R1	Reports based on a student's enrollment from the selected calendar(s).	
R1.BR1	Enrollment must have a Service Type = P or N.	Student Information > General > Enrollments > Service Type
R2	Records should be reported for contacts from the primary household associated with the student.	Census > Household

#	Requirement	UI Location
R2.BR2	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.	System Administration > Data Defining Tools > Code Defining > Definition
R2.BR2	Relationship contact must have an Emergency Priority = NOT NULL.	Census > People > Relationships > Emergency Priority
R2.BR3	Relationship contact reports only once for the student, using the relationship's Identity record information with the current/active identity.	Census > People > Identities > Identities Editor
R2.BR4	The student must report using only their Identity record with the most recent current/active identity. (Do NOT report duplicate records when the student has more than 1 Identity record)	Census > People > Identities > Identities Editor
R3	The report will be generated in State Format(fixed width), HTML, and CSV formats.	
R4	File Naming Convention: StudentContactAddressRecord.txt	

Generating the Extract

1. Select *Student Contact Record (FF)* 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. <ol style="list-style-type: none"> When (System Admin > Resources > School > School Detail > District IRN Override) NOT = null, reports the value entered into the District IRN Override field. 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). <i>Numeric, 6 characters</i>	System Administration > Resources > School > School Detail > District IRN Override System Administration > Resources > District Information > District Info > 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
Contact Sequence Order Number	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

Element Name	Description & Format	Campus Location
Contact Relationship Code	The code representing the relationship of the contact to the student. Reports the State Definition mapped to the assigned relationship contact. <i>Alphanumeric, 4 characters</i>	System Administration > Data Defining Tools > Code Defining > Definition RelationshipType.name
Legal Guardianship Flag	Indicates if the contact has legal guardianship of the student. <i>Alphanumeric, Y or N</i>	Census > People > Relationships > Guardian RelatedPair.guardian
Custodial Flag	Indicates if the contact has custody rights of the student. If Contact Sequence Order Number is 01, reports as Y. Otherwise reports as N. <i>Alphanumeric, Y or N</i>	Census > People > Relationships > Emergency Priority Calculated from RelatedPair.seq
Prefix Name	The name prefix; currently reports as blank space. <i>Alphanumeric, 6 characters</i>	N/A
First Name	The first name of the contact. <i>Alphanumeric, 45 characters</i>	Census > People > Demographics > First Name Identity.firstName
Middle Name	The middle name of the contact. <i>Alphanumeric, 30 characters</i>	Census > People > Demographics > Middle Name Identity.middleName
Last Name	The last name of the contact. <i>Alphanumeric, 45 characters</i>	Census > People > Demographics > Last Name Identity.lastName
Suffix Name	Any additional part of the contact's name, such as Jr. <i>Alphanumeric, 6 characters</i>	Census > People > Demographics > Suffix Identity.suffix

Element Name	Description & Format	Campus Location
Telephone Number	<p>The primary phone number of the contact. Reports Cell Phone first, or Other Phone if blank.</p> <p><i>Alphanumeric, 20 characters</i></p>	<p>Census > People > Demographics > Cell Phone, Other Phone</p> <p>Contact.cellPhone Contact.homePhone</p>
Telephone Extension	<p>The extension of the primary phone number of the contact.</p> <p><i>Alphanumeric, 6 characters</i></p>	<p>Census > People > Demographics > Cell Phone/ Other Phone Extension</p> <p>Contact.cellPhone Contact.homePhone</p>
Email Address	<p>The primary email address of the contact.</p> <p><i>Alphanumeric, 60 characters</i></p>	<p>Census > People > Demographics > Email</p> <p>Contact.email Contact.secondaryEmail</p>
Type of Email Address	<p>The code describing the contact's email address. Currently reports as 04.</p> <p><i>Numeric, 2 digits</i></p>	<p>N/A</p>
Type of Telephone Number	<p>The code describing the contact's phone number. If a Cell Phone number is reported, reports as 01. If Other Phone is reported, reports as 99.</p> <p><i>Numeric, 2 digits</i></p>	<p>Census > People > Demographics > Cell Phone, Other Phone</p> <p>Contact.cellPhone Contact.homePhone</p>