

Student Contact Record (FF) (Ohio Extracts)

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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 current/active Identity record information.	Census > People > Identities > Identities Editor > Effective Date
R2.BR4	The student must report using only their current/active Identity record. (Not report duplicate records when the student has more than 1 Identity record)	Census > People > Identities > Identities Editor > Effective Date
R3	The report will be generated in State Format(fixed width), HTML, and CSV formats.	
R4	File Naming Convention: StudentContactAddressRecord.txt	

Generate 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	<p>The end year of the reporting school year.</p> <p><i>Date field, 4 digits, YYYY</i></p>	<p>System Administration > Calendar > School Year > End Year</p> <p>Calendar.endYear</p>
Reporting Period	<p>The Reporting Period selected in the extract editor.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>OH State Reporting > OH Extracts > Student Standing (FG) > Reporting Period</p> <p>Not dynamically stored</p>
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).</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>

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

Element Name	Description & Format	Campus Location
Suffix Name	Any additional part of the contact's name, such as Jr. <i>Alphanumeric, 6 characters</i>	Census > People > Demographics > Suffix Identity.suffix
Telephone Number	The primary phone number of the contact. Reports Cell Phone first, or Other Phone if blank. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Cell Phone, Other Phone Contact.cellPhone Contact.homePhone
Telephone Extension	The extension of the primary phone number of the contact. <i>Alphanumeric, 6 characters</i>	Census > People > Demographics > Cell Phone/ Other Phone Extension Contact.cellPhone Contact.homePhone
Email Address	The primary email address of the contact. <i>Alphanumeric, 60 characters</i>	Census > People > Demographics > Email Contact.email Contact.secondaryEmail
Type of Email Address	The code describing the contact's email address. Currently reports as 04. <i>Numeric, 2 digits</i>	N/A
Type of Telephone Number	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. <i>Numeric, 2 digits</i>	Census > People > Demographics > Cell Phone, Other Phone Contact.cellPhone Contact.homePhone