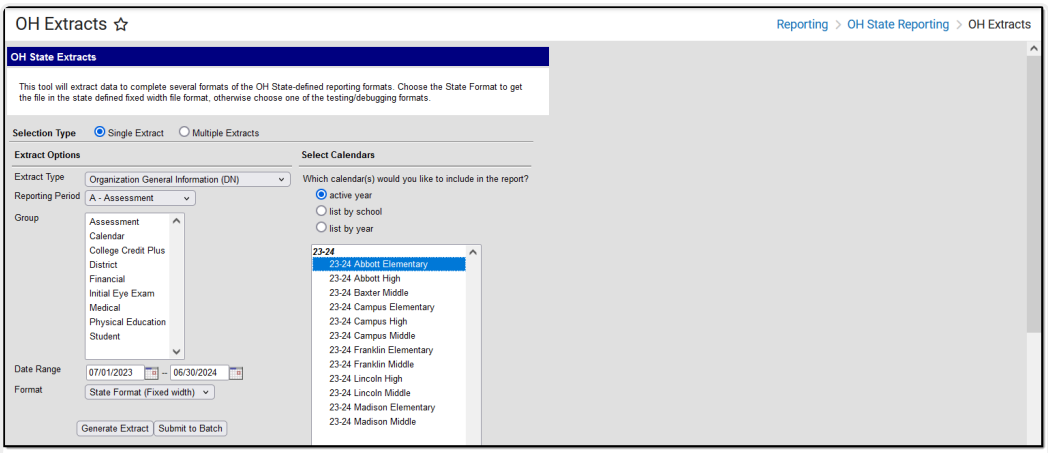
Organization General Information (DN) (Ohio Extracts)

Last Modified on 10/30/2026 2:02 pm CDT

Tool Search: OH Extracts

The Ohio Organization General Information (DN) extract reports groups of information regarding building and district information.

See the Group/Attributes, Extract Editor, and Layout section for detailed information.



Organization General Information (DN) Extract Editor

Generate the Extract

1. Select the Organization General Information (DN) **Extract Type.**
2. Use the **Group** field to indicate the attribute for which to generate a report. Use the Ctrl key to select one or more attributes. The attribute within each group reports a record. Records are sorted by group and by calendar.
3. Select the appropriate **Reporting Period** for the selected Group.
4. Enter the desired **Date Range** in *mmddyyyy* format or by clicking the calendar icons and selecting dates. Indicates date range from which the report will extract data.
5. Select the extract **Format.** Select the State Format (Fixed Width) option for submission to the state. To review data before submission, select any of the other available formats.
6. Select which **calendar(s)** to include within the extract. Information regarding the selected group for the school(s) in the selected calendar(s) will appear in the report. Calendars may be listed by active year, school, or year by selecting the appropriate radio button.
7. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will be generated. Users can submit an Organization General Information (DN) report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to be generated in the background without disrupting the use of Campus. See the Batch Queue article for more information

about submitting a report to the batch queue.

Group/Attributes, Extract Editor, and Layout

Click this Organization General Information (DN) (July 2026) PDF link for the group attribute codes, extract editor, and extract layout information.