ODE EMIS Manual

Section 8.3:
Student Contact Address Record (FG)

Ohio | Department of Education

Version 1.0

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REVISION HISTORY

The revision history provides a means for the readers to easily navigate to the places in the manual where updates have occurred. Where there has been a significant change or update it will be highlighted. Minor changes, such as typos, formatting, and grammar are not highlighted.

Version	Date	Effective Date (FY & Reporting Period)	Change #	Description

8.3 STUDENT CONTACT ADDRESS RECORD (FG)

Required Reporting Periods

The Student Contact Address Record (FG) and the relevant elements are to be reported for the E-Transcript (E) and Student Record Exchange (X) collection requests.

General Guidelines

The Student Contact Address data elements are reported for the E-Transcript (E) and Student Record Exchange (X) collection requests only. The data describes the current address information for a student contact. The Local Education Agency (LEA) may report one or more record(s) for each contact reported. For the E-Transcript collection request, only one record per student contact should be reported.

The Student Contact (FF) and their corresponding Student Contact Address (FG) record must match the EMIS Student ID and Contact Sequence Order Number.

The elements appear in alphabetical order.

☼ Address Line 1 Element

Record Field Number	FG080
Definition	Address line 1 for the contact being reported.

Reporting Instructions. Report the current address for each contact.

☼ Address Line 2 Element

Record Field Number	FG090
Definition	Address line 2 for the contact being reported.

Reporting Instructions. Report the current address for each contact.

☼ Address Type Element

Record Field Number	FG070
Definition	A code that represents the type of address being reported.

Valid Options
> 0123 - Mailing address
> 0765 - Physical location address
> 1073 - Other home address

Reporting Instructions. Report the applicable code for each contact reported.

☼ City Element

Record Field Number	FG100
Definition	Name of the city for the address being reported.

Reporting Instructions. Report the current city for each contact reported. City is not required for address lines with military address codes (APO/FPO).

☼ *Contact Sequence Order Number*

Record Field Number	FG060
Definition	A number that defines the order in which the contact should be contacted.

Valid Options
01-99

Reporting Instructions. Sequential number starting with 01. The Contact Sequence Order Number should be reported for each contact reported. The sequential number must represent the order in which the contact should be contacted. The element value must match the Contact Sequence Number (FF060) on the Student Contact (FF) Record. In general, primary contacts are those with the lowest sequence number.

☼ *County Code*

Record Field Number	FG110
Definition	A code for the county for the address being reported.

Valid Options
**	Out of state
01	Adams
02	Allen
03	Ashland
04	Ashtabula
05	Athens
06	Auglaize
07	Belmont
08	Brown
09	Butler
10	Carroll
11	Champaign
12	Clark
13	Clermont
14	Clinton
15	Columbiana
16	Coshocton
17	Crawford
18	Cuyahoga
19	Darke
20	Defiance
21	Delaware
22	Erie
23	Fairfield
24	Fayette
25	Franklin
26	Fulton
27	Gallia
28	Geauga

29	Greene
30	Guernsey
31	Hamilton
32	Hancock
33	Hardin
34	Harrison
35	Henry
36	Highland
37	Hocking
38	Holmes
39	Huron
40	Jackson
41	Jefferson
42	Knox
43	Lake
44	Lawrence
45	Licking
46	Logan
47	Lorain
48	Lucas
49	Madison
50	Mahoning
51	Marion
52	Medina
53	Meigs
54	Mercer
55	Miami
56	Monroe
57	Montgomery
58	Morgan
59	Morrow
60	Muskingum
61	Noble
62	Ottawa
63	Paulding
64	Perry
65	Pickaway
66	Pike
67	Portage
68	Preble
69	Putnam
70	Richland
71	Ross
72	Sandusky
73	Scioto
74	Seneca
75	Shelby
76	Stark
77	Summit
78	Trumbull
79	Tuscarawas

80	Union
81	Van Wert
82	Vinton
83	Warren
84	Washington
85	Wayne
86	Williams
87	Wood
88	Wyandot

Reporting Instructions. Report the value of "**" for contacts whose mailing address is not located in Ohio.

☼ *Country Code*

Record Field Number	FG140
Definition	A country code for the address being reported.

Valid Options
**	Non-United States
US	United States

Reporting Instructions. Report the value "**" for contacts whose mailing address is not located in the United States or if the address lines contain a military address codes (APO/FPO).

☼ *Postal Code*

Record Field Number	FG130
Definition	Postal (Zip) Code for address being reported.

Valid Options
*********** Non-United States
Valid US Zip Code
Valid Military Codes used by the U.S Military Postal Service (MPS)

Reporting Instructions. Report the current Postal (Zip) Code for the contact's address.

☼ *State Province Code*

Record Field Number	FG120
Definition	United States code for the state of the contact's address.

Valid Options

**	Non-United States
AL	Alabama
AK	Alaska
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut

DE   Delaware
DC   District of Columbia
FL   Florida
GA   Georgia
HI   Hawaii
ID   Idaho
IL   Illinois
IN   Indiana
IA   Iowa
KS   Kansas
KY   Kentucky
LA   Louisana
ME   Maine
MD   Maryland
MA   Massachusetts
MI   Michigan
MN   Minnesota
MS   Mississippi
MO   Missouri
MT   Montana
NE   Nebraska
NV   Nevada
NH   New Hampshire
NJ   New Jersey
NM   New Mexico
NY   New York
NC   North Carolina
ND   North Dakota
OH   Ohio
OK   Oklahoma
OR   Oregon
PA   Pennsylvania
RI   Rhode Island
SC   South Carolina
SD   South Dakota
TN   Tennessee
TX   Texas
UT   Utah
VT   Vermont
VA   Virginia
WA   Washington
WV   West Virginia
WI   Wisconsin
WY   Wyoming
AE   (Zips 09xxx) for Armed Forces Europe which includes Canada, Middle East, and Africa
AP   (Zips 962xx - 966xx) for Armed Forces Pacific
AA   (Zips 340xx) for Armed Forces (Central and South) Americas

AS	American Samoa
FM	Federated States of Micronesia
GU	Guam
MH	Marshall Islands
MP	Northern Mariana Islands
PW	Palau
PR	Puerto Rico
VI	Virgin Islands

Reporting Instructions. Report the value "**" for contacts whose mailing address is not located in the United States.

Defining a Unique Record

Each EMIS record has specific fields that must be unique on each row of data reported. For the Student Contact Address Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FG050
Contact Sequence Order Number	FG060
Address Type	FG070

8.3 STUDENT CONTACT ADDRESS RECORD (FG) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FG010	9-10	Sort Type	PIC X(2)
		Always "FG"	
	11	Filler	PIC X
FG020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
FG030	16	Reporting Period	PIC X
		E - E Transcript X - Student Record Exchange	
FG040	17-22	LEA IRN	PIC X(6)
FG050	23-31	EMIS Student ID	PIC X(9)
FG060	32-33	Contact Sequence Order Number	PIC 99
FG070	34-37	Address Type	PIC X(4)
FG080	38-97	Address Line1	PIC X(60)
FG090	98-157	Address Line 2	PIC X(60)
FG100	158-187	City	PIC X(30)
FG110	188-189	County Code	PIX X(2)
FG120	190-191	StateProvince Code	PIC X(2)
FG130	192-202	Postal Code	PIC X(11)
FG140	203-204	Country Code	PIC X(2)