ODE EMIS MANUAL

Section 8.9:
Student Contact Supplemental Record (FM)

Ohio | Department of Education

Version 1.0

March 7, 2013

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

8.9 STUDENT CONTACT SUPPLEMENTAL RECORD (FM)

Required Reporting Periods

The Student Contact Supplemental Record (FM) and the relevant elements may be reported for the Student Record Exchange (X) collection request.

General Guidelines

The Student Contact Supplemental Record (FM) data elements are reported for the Student Record Exchange (X) collection request. The data describes additional contact information for a student contact such as telephone numbers or email addresses. The record is only reported if there is additional contact information.

Student Contact Supplemental Data Elements

The following portion of this section discusses each of the data elements within the Student Contact Supplemental Record (FM). The elements are organized alphabetically.

☼ Contact Detail Element

Record Field Number	FM090
Definition	Free form text used to report the additional information for the contact.

Reporting Instructions. The element may be used to report supplemental telephone numbers or email addresses as needed. Free form text should conform to what is normally entered for an email address or telephone number. As an example a telephone number with an extension of 921 can be entered as 614-777-7777 ext 921.

☼ Supplemental Type Element

Record Field Number	FM070
Definition	A code that identifies the type of supplemental information being reported.

Valid Options
EM –Email Address
TT – Telephone

☼ Contact Sequence Order Number

Record Field Number	FM060
Definition	A number that defines the order in which the contact should be contacted.

Valid Options
01-99

Reporting Instructions. The Contact Sequence Order Number must match the Contact Sequence Order Number reported on the corresponding Student Contact (FF) record. Reporting the matching Contact Sequence Order Number is very important when a student has multiple contacts. The matched number ensures that every value on this record is attached to the correct contact.

☼ *Detail Type Element*

Record Field Number	FM080
Definition	The code that relates to a specific item area context.

Valid Options
01 – Cell
02 – Work
03 – Home
04 – Personal
99 – Other

Defining a Unique Record

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

Required Fields	Number
EMIS Student ID	FM050
Contact Sequence Order Number	FM060
Supplemental Type	FM070
Detail Type	FM080

8.9 STUDENT CONTACT SUPPLEMENTAL RECORD (FM) FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FM010	9-10	Sort Type	PIC X(2)
		Always "FX"	
	11	Filler	PIC X
FM020	12-15	Fiscal Year, e.g., 2012 (CCYY)	PIC X(4)
FM030	16	Reporting Period	PIC X
		X – Student Record Exchange	
FM040	17-22	LEA IRN	PIC X(6)
FM050	23-31	EMIS Student ID	PIC X(9)
FM060	32-33	Contact Sequence Order Number	PIC 9(2)
FM070	34-35	Supplemental Type	PIC X(2)
FM080	36-37	Detail Type	PIC X(2)
FM090	38-97	Contact Detail	PIC X(60)