ODE EMIS MANUAL

Section 2.20:
Student Contact Address (FG) Record

Ohio | Department of Education

Version 3.0
February 20, 2016

REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through red text for additions and strike throughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & Data Set)	Change #	Description
3.0	2/20/16	FY16		Adding Coming Changes section.
2.0	7/30/15	FY15		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	7/30/15	FY15	1103	Effective Start Date added.
2.0	7/30/15	FY15		Changed from Section 8.3 to Section 2.20 to reflect change from Special Collection Records Only.

COMING CHANGES

The coming changes sections of the EMIS Manual provide a means to share with the field currently known information about upcoming changes. The final details of these changes have not all been determined at this time, however, those currently known are included here. Once all relevant details of the change(s) are known, the main text of the EMIS Manual section will be updated and the change(s) will be removed from this list.

At this time, there are no known FY16 EMIS changes that will impact the Student Contact Address (FG) Record.

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2.20 STUDENT CONTACT ADDRESS (FG) RECORD

Required Collection Requests

The Student Contact Address (FG) Record and the relevant elements are required reporting for community schools during the SOES Student Contact (S) Collection. This record is optional reporting for all districts during the E-Transcript (E) and Student Record Exchange (X) Collection Requests.

General Guidelines

The Student Contact Address data elements are reported for the SOES Student Contact (S), 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, only one record per student contact should be reported.

The Student Contact (FF) Record and the 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).

☼ *Effective Start Date*

Record Field Number	FG150
Definition	The date on which the reported student contact address became valid.

Valid Options

00000000	Default, the date the data is prepared for submission will be used
YYYYMMDD	Year, Month, Day

Reporting Instructions. This element is only required to have a non-default value in instances where a community school needs to backdate an address update for their SOES reported data. Most often this occurs when a change in residency for a student is completed after the actual move occurred. When this date is reported with the default value, the address reported to SOES is considered the current address for the student enrollment as of the day the data is prepared for submission to ODE. When a date is provided, the address is applied to the records inclusive of that date. A contact may have more than one reported address as long as the Effective Start Date reported for each address is unique.

☼ *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
Effective Start Date	FG150

2.20 STUDENT CONTACT ADDRESS (FG) RECORD 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	Data Set	PIC X
		S - Student 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)
FG150	205-212	Effective Start Date	PIC 9(8)