

# Student Contact Address Record (FG) (Ohio Extracts)

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The Student Contact Address Record (FG) reports the addresses of student's contacts from Census.

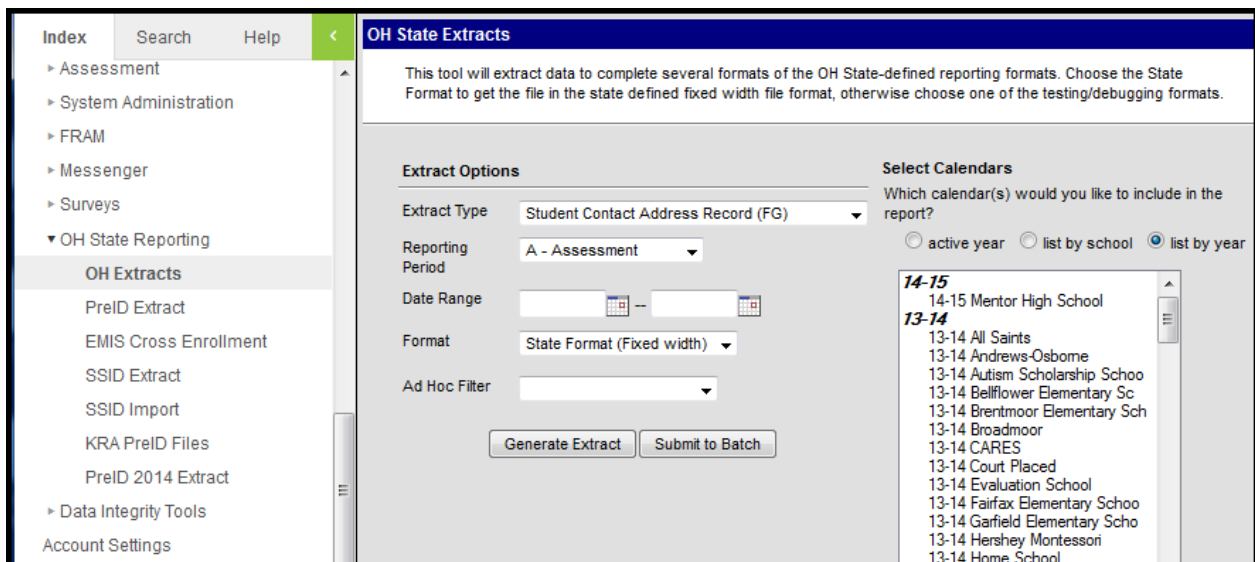


Image 1: Ohio Student Contact Address Record (FG)

## Report Logic

- Reports data from the primary household of students enrolled in the selected calendar(s).
  - To be included in the extract, enrollments must have a Service Type of P or N.
  - A record reports for each unique combination of an enrollment record and a household address within the extract date range.
- Relationship contacts must be mapped to a State Definition and have an Emergency Priority entered to report. (System Administration > Data Defining Tools > [Code Defining](#))
- If more than one address displays, reports the address with the most recent Start Date.

## Generating the Extract

1. Select *Student Contact Address Record (FG)* as the **Extract Type**.
2. Select the **Reporting Period** to indicate when the report is being submitted.
3. Enter a **Date Range** in *mmdyyy* 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.

```

FG 2015A0454922345678910201235432 Any Dr Campus City
FG 2015A0454922345678910301235432 Any Dr Campus City
FG 2015A04549245678912301012312345 South Rd Campus City
FG 2015A04549245678912302012312345 South Rd Campus City
FG 2015A04549245678912303012312345 South Rd Campus City
FG 2015A04549245678912304012312345 South Rd Campus City
FG 2015A04549245678912305012312345 South Rd Campus City
  
```

Image 2: Student Contact Address Record (FG) - State Format

OH Student Contact Address Record Records:7											
Filler1	SortType	Filler2	FiscalYear	ReportingPeriod	LEAIRN	EMISStudentID	ContactSequenceOrderNumber	AddressType	AddressLine1	AddressLine2	City
	FG		2015	A	045492	234567891	02	0123	5432 Any Dr		Campus City
	FG		2015	A	045492	234567891	03	0123	5432 Any Dr		Campus City
	FG		2015	A	045492	456789123	01	0123	12345 South Rd		Campus City
	FG		2015	A	045492	456789123	02	0123	12345 South Rd		Campus City
	FG		2015	A	045492	456789123	03	0123	12345 South Rd		Campus City
	FG		2015	A	045492	456789123	04	0123	12345 South Rd		Campus City
	FG		2015	A	045492	456789123	05	0123	12345 South Rd		Campus City

Image 3: Student Contact Address Record (FG) - HTML Format

	A	B	C	D	E	F	G	H	I	J	K
1	Filler1	SortType	Filler2	FiscalYear	Reporting	LEAIRN	EMISStude	ContactSe	AddressTy	AddressLi	Address
2		FG		2015	A	45492	2.35E+08	2	123	5432 Any Dr	
3		FG		2015	A	45492	2.35E+08	3	123	5432 Any Dr	
4		FG		2015	A	45492	4.57E+08	1	123	12345 South Rd	
5		FG		2015	A	45492	4.57E+08	2	123	12345 South Rd	
6		FG		2015	A	45492	4.57E+08	3	123	12345 South Rd	
7		FG		2015	A	45492	4.57E+08	4	123	12345 South Rd	
8		FG		2015	A	45492	4.57E+08	5	123	12345 South Rd	

Image 4: Student Contact Address Record (FG) - CSV Format

## 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

Element Name	Description & Format	Campus Location
<b>Fiscal Year</b>	The end year of the reporting school year.  <i>Date field, 4 digits, YYYY</i>	System Administration > Calendar > School Year > End Year  Calendar.endYear
<b>Reporting Period</b>	The Reporting Period selected in the extract editor.  <i>Alphanumeric, 1 character</i>	OH State Reporting > OH Extracts > Student Standing (FG) > Reporting Period  Not dynamically stored
<b>LEA IRN</b>	The state-assigned information retrieval number (IRN) of the district.  <i>Numeric, 6 characters</i>	System Administration > Resources > District Information > State District Number  District.number
<b>EMIS Student ID Number</b>	The locally determined EMIS student ID, zero padded if necessary.  <i>Alphanumeric, 9 characters</i>	Census > People > Demographics > Person Identifiers > Local Student Number  Person.studentNumber
<b>Contact Sequence Order Number</b>	The sequence number of this contact which determines the order in which this contact is contacted.  <i>Numeric, 2 digits</i>	Census > People > Relationships > Emergency Priority  RelatedPair.seq
<b>Address Type</b>	The code representing the type of the address. If mailing is selected in the household relationship or on the primary address of the primary household, reports as 0123. Otherwise reports as 0765.  <i>Numeric, 4 digits</i>	Census > People > Relationships > Mailing; Census > Households > Addresses > Mailing  RelatedPair.mailing HouseholdLocation.mailing
<b>Address Line 1</b>	The first line of the contact's address.  <i>Alphanumeric, 60 characters</i>	Census > Addresses > Address Info > Number, Prefix, Street, Tag, Direction, Apt  Address.prefix, .street, .tag, .dir, .apt

Element Name	Description & Format	Campus Location
<b>Address Line 2</b>	The second line of the contact's address. Currently reports as blank.  <i>Alphanumeric, 60 characters</i>	N/A
<b>City</b>	The city of the contact's address.  <i>Alphanumeric, 30 characters</i>	Census > Addresses > Address Info > City  Address.city
<b>County Code</b>	The code for the county of the contact's address.  <i>Alphanumeric, 2 characters</i>	Census > Addresses > Address Info > County  Address.county
<b>State Province Code</b>	The state of the contact's address.  <i>Alphanumeric, 2 characters</i>	Census > Addresses > Address Info > State  Address.state
<b>Postal Code</b>	The zip code of the contact's address. Reports the dash if the full  <i>Alphanumeric, 11 characters</i>	Census > Addresses > Address Info > Zip  Address.zip
<b>Country Code</b>	The country of the contact's address.  <i>Alphanumeric, 2 characters</i>	Census > Addresses > Address Info > State  Address.state
<b>Effective Start Date</b>	Reports the Start Date of the address.  <i>Date field, 8 characters, YYYYMMDD</i>	Census > Households > Address > Start Date  HosueholdLocation.startDate