

Student Contact Record (FF) (Ohio Extracts)

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The Student Contact Record (FF) reports student's contacts from Census.

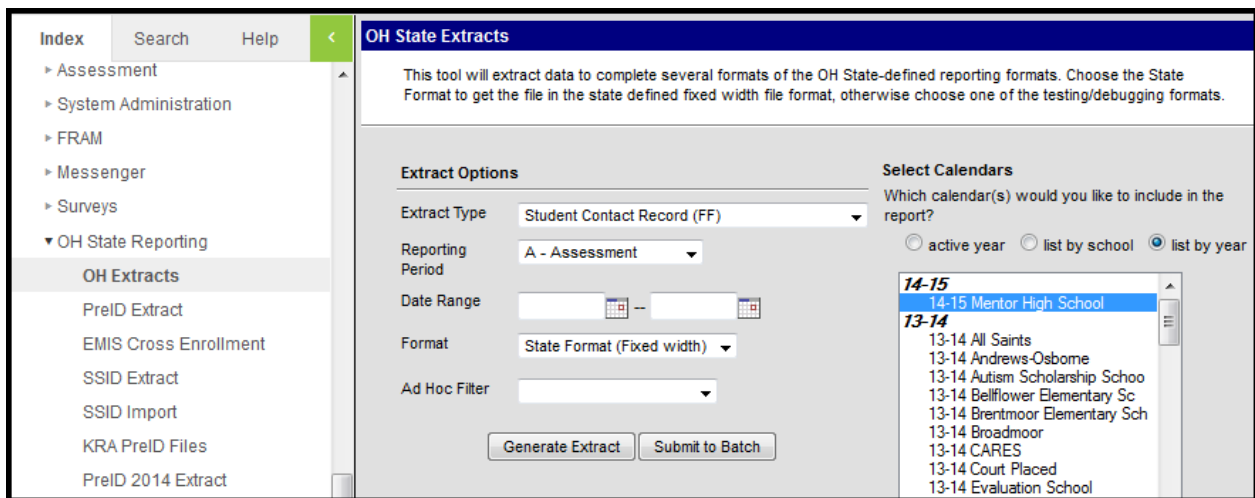


Image 1: Ohio Student Contact Record (FF)

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.
- Relationship contacts must be mapped to a State Definition and have an Emergency Priority entered to report. (System Administration > Data Defining Tools > [Code Defining](#))

Generating the Extract

1. Select *Student Contact Record (FF)* 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.

FF	2015A045492234567891021726YN	Mike
FF	2015A045492234567891031726YN	Rachael
FF	2015A045492456789123011726NY	Jake
FF	2015A045492456789123021726YN	Tim
FF	2015A045492456789123031726NN	Luke
FF	2015A045492456789123041727YN	william
FF	2015A045492456789123051726NN	william
FF	2015A045492456789123051726NN	william

Image 2: Student Contact Record (FF) - State Format

OH Student Contact Record Records:8							
Filler1	SortType	Filler2	FiscalYear	ReportingPeriod	LEAIRN	EMISStudentID	ContactSequenceOrderNumber
	FF		2015	A	045492	234567891	02
	FF		2015	A	045492	234567891	03
	FF		2015	A	045492	456789123	01
	FF		2015	A	045492	456789123	02
	FF		2015	A	045492	456789123	03
	FF		2015	A	045492	456789123	04
	FF		2015	A	045492	456789123	05
	FF		2015	A	045492	456789123	05

Image 3: Student Contact Record (FF) - HTML Format

	A	B	C	D	E	F	G	H	I	J
1	Filler1	SortType	Filler2	FiscalYear	Reporting	LEAIRN	EMISStude	ContactSe	ContactRe	LegalGuar
2		FF		2015	A	45492	2.35E+08	2	1726	Y
3		FF		2015	A	45492	2.35E+08	3	1726	Y
4		FF		2015	A	45492	4.57E+08	1	1726	N
5		FF		2015	A	45492	4.57E+08	2	1726	Y
6		FF		2015	A	45492	4.57E+08	3	1726	N
7		FF		2015	A	45492	4.57E+08	4	1727	Y
8		FF		2015	A	45492	4.57E+08	5	1726	N
9		FF		2015	A	45492	4.57E+08	5	1726	N

Image 4: Student Contact Record (FF) - 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
Fiscal Year	The end year of the reporting school year. <i>Date field, 4 digits, YYYY</i>	System Administration > Calendar > School Year > End Year Calendar.endYear

Element Name	Description & Format	Campus Location
Reporting Period	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
LEA IRN	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
EMIS Student ID Number	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
Contact Sequence Order Number	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
Contact Relationship Code	The code representing the relationship of the contact to the student. Reports the State Definition mapped to the assigned relationship contact. <i>Alphanumeric, 4 characters</i>	System Administration > Data Defining Tools > Code Defining > Definition RelationshipType.name
Legal Guardianship Flag	Indicates if the contact has legal guardianship of the student. <i>Alphanumeric, Y or N</i>	Census > People > Relationships > Guardian RelatedPair.guardian
Custodial Flag	Indicates if the contact has custody rights of the student. If Contact Sequence Order Number is 01, reports as Y. Otherwise reports as N. <i>Alphanumeric, Y or N</i>	Census > People > Relationships > Emergency Priority Calculated from RelatedPair.seq
Prefix Name	The name prefix; currently reports as blank space. <i>Alphanumeric, 6 characters</i>	N/A

Element Name	Description & Format	Campus Location
First Name	The first name of the contact. <i>Alphanumeric, 45 characters</i>	Census > People > Demographics > First Name Identity.firstName
Middle Name	The middle name of the contact. <i>Alphanumeric, 30 characters</i>	Census > People > Demographics > Middle Name Identity.middleName
Last Name	The last name of the contact. <i>Alphanumeric, 45 characters</i>	Census > People > Demographics > Last Name Identity.lastName
Suffix Name	Any additional part of the contact's name, such as Jr. <i>Alphanumeric, 6 characters</i>	Census > People > Demographics > Suffix Identity.suffix
Telephone Number	The primary phone number of the contact. Reports Cell Phone first, or Other Phone if blank. <i>Alphanumeric, 20 characters</i>	Census > People > Demographics > Cell Phone, Other Phone Contact.cellPhone Contact.homePhone
Telephone Extension	The extension of the primary phone number of the contact. <i>Alphanumeric, 6 characters</i>	Census > People > Demographics > Cell Phone/ Other Phone Extension Contact.cellPhone Contact.homePhone
Email Address	The primary email address of the contact. <i>Alphanumeric, 60 characters</i>	Census > People > Demographics > Email Contact.email Contact.secondaryEmail
Type of Email Address	The code describing the contact's email address. Currently reports as 04. <i>Numeric, 2 digits</i>	N/A

Element Name	Description & Format	Campus Location
Type of Telephone Number	<p>The code describing the contact's phone number. If a Cell Phone number is reported, reports as 01. If Other Phone is reported, reports as 99.</p> <p><i>Numeric, 2 digits</i></p>	<p>Census > People > Demographics > Cell Phone, Other Phone</p> <p>Contact.cellPhone Contact.homePhone</p>