

# **ODE EMIS MANUAL**

## **Section 2.19: Student Contact (FF) Record**



**Version 2.0**  
October 22, 2015

## 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 strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective Date (FY & <del>Reporting</del> <del>Period</del> Data Set)	Change #	Description
<u>2.0</u>	<u>10/22/15</u>	<u>FY15</u>		<u>Updated language to reflect shift from reporting periods to FY15 reporting.</u>
<u>2.0</u>	<u>10/22/15</u>	<u>FY15</u>		<u>Changed from Section 8.2 to Section 2.19 to reflect change from Special Collection Records Only.</u>

# TABLE OF CONTENTS

**2.19 STUDENT CONTACT (FF) RECORD.....3**

*Required Collection Requests .....3*

*General Guidelines .....3*

- ☼ Contact Relationship Code .....3
- ☼ Contact Sequence Order Number .....4
- ☼ Custodial Flag .....4
- ☼ Email Address Element .....4
- ☼ First Name Element .....5
- ☼ Last Name Element.....5
- ☼ Legal Guardianship Flag.....5
- ☼ Middle Name Element .....5
- ☼ Prefix Name Element.....5
- ☼ Suffix Name Element .....5
- ☼ Telephone Extension Element .....6
- ☼ Telephone Number Element .....6
- ☼ Type of Email Address Element.....6
- ☼ Type of Telephone Number Element.....6

**2.19 STUDENT CONTACT (FF) RECORD FILE LAYOUT.....7**

## **8.22.19 STUDENT CONTACT (FF) RECORD**

### ***Required ~~Reporting Periods~~ Collection Requests***

The Student Contact (FF) 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 ~~to be reported for~~ the E-Transcript (E) and Student Record Exchange (X) Collection Requests.

### ***General Guidelines***

The Student Contact data elements are reported for the SOES Student Contact (S), E-Transcript (E), and Student Record Exchange (X) Collection Requests. The data describes the current contact information for the student as reported by the Local Education Agency (LEA). Examples of student contacts would be the parents or legal guardians of the student.

The data ties the contact relationship to the student and indicates the sequential order in which the contacts should be contacted. If a Student Contact (FF) Record is reported, the LEA should report at least one primary contact person for the student. However, several contacts may be listed where appropriate. A corresponding relationship code must be provided for each contact.

The elements appear in alphabetical order.

### ***☼ Contact Relationship Code***

Record Field Number	FF070
Definition	The code representing the relationship of the contact to the student.

#### ***Valid Options***

- SELF Student
- 1720 Aunt
- 1721 Brother, half
- 1722 Brother, natural/adoptive
- 1723 Brother, step
- 1726 Father, foster
- 1727 Father, natural/adoptive
- 1728 Father, step
- 1730 Grandfather
- 1731 Grandmother
- 1734 Mother, foster
- 1735 Mother, natural/adoptive
- 1736 Mother, step
- 1740 Sister, half
- 1741 Sister, natural/adoptive
- 1742 Sister, step
- 1744 Uncle
- 1749 Adoptive parents
- 1752 Brother-in-law
- 1753 Court appointed guardian

- 1759 Family member
- 1761 Father-in-law
- 1765 Foster parent
- 1770 Great aunt
- 1771 Great uncle
- 1776 Mother-in-law
- 1780 Sister-in-law

**Reporting Instructions.** The Contact Relationship Code must be reported for each contact reported. Contacts are reported for the parents or legal guardian of the student. From the codes available use the most specific relationship that applies. If the student’s guardian is not a relative, use option “1753 - Court appointed guardian”.

The option “SELF” is used to provide the student’s own contact information. The option “SELF” is not required but can be reported if the student’s contact information is not the same as that of the legal guardian contact (FF080).

 **Contact Sequence Order Number**

Record Field Number	FF060
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 must be reported for each contact reported. The sequential number must represent the order in which the contact should be contacted. In general, primary contacts are those with the lowest sequence number.

 **Custodial Flag**

Record Field Number	FF090
Definition	Indicates if the contact has custody rights.

**Valid Options**  
Y – Contact has custody rights  
N – Contact does not have custody rights

**Reporting Instructions.** The Custodial Flag must be reported for each contact reported.

 **Email Address Element**

Record Field Number	FF170
Definition	Primary email address for the contact being reported.

**Reporting Instructions.** Report this element, if the information has been provided.

☀ **First Name Element**

Record Field Number	FF110
Definition	The first name of the contact being reported.

**Reporting Instructions.** The First Name Element must be reported for each contact reported.

☀ **Last Name Element**

Record Field Number	FF130
Definition	The last name of the contact being reported.

**Reporting Instructions.** The Last Name Element must be reported for each contact reported.

☀ **Legal Guardianship Flag**

Record Field Number	FF080
Definition	Indicates if the individual has legal guardianship of the student.

**Valid Options**

- Y – Contact has legal guardianship
- N – Contact does not have legal guardianship

**Reporting Instructions.** The Legal Guardianship Flag must be reported for each contact reported.

☀ **Middle Name Element**

Record Field Number	FF120
Definition	The middle name of the contact being reported.

**Reporting Instructions.** Report the middle name of the contact being reported, if the information has been provided.

☀ **Prefix Name Element**

Record Field Number	FF100
Definition	A prefix associated with the name.

**Reporting Instructions.** Report the prefix name where appropriate. Examples of prefixes include Mr., Mrs., Ms., Miss and Dr. Titles or degrees of contacts, including foreign titles or degrees, and their abbreviations (e.g., Mr., Mrs., Miss, Ms., Prof., Capt., Lt., Dr., Rev.).

☀ **Suffix Name Element**

Record Field Number	FF140
Definition	Any additional qualifier for the contact being reported.

**Reporting Instructions.** Report the suffix name for the contact being reported, if the information has been provided. Examples of suffixes may include Jr., Sr., and Roman numerals such as II or III.

**☀ Telephone Extension Element**

Record Field Number	FF160
Definition	The extension of the primary phone number of the contact being reported.

**Reporting Instructions.** Report the primary telephone extension number of the contact being reported, if applicable.

**☀ Telephone Number Element**

Record Field Number	FF150
Definition	The primary phone number of the contact being reported.

**Reporting Instructions.** Report the primary telephone number of the contact, if the information has been provided. Area code should be included. Number may be reported with or without parentheses and hyphens.

**☀ Type of Email Address Element**

Record Field Number	FF180
Definition	The code that describes the type of email address being reported.

**Valid Options**

- 02 – Work
- 03 – Home
- 04 – Personal
- 99 – Other

**☀ Type of Telephone Number Element**

Record Field Number	FF190
Definition	The code that describes the type of telephone number of the contact being reported.

**Valid Options**

- 01 – Cell
- 02 – Work
- 03 – Home
- 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 (FF) Record, each combination of values in the following fields must be unique.

Required Fields	Number
EMIS Student ID	FF050
Contact Sequence Order Number	FF060

## 8.22.19 STUDENT CONTACT (FF) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
FF010	9-10	Sort Type	PIC X(2)
		Always "FF"	
	11	Filler	PIC X
FF020	12-15	Fiscal Year, e.g., 2010 (CCYY)	PIC X(4)
FF030	16	<u>Reporting Period Data Set</u>	PIC X
		<u>S – Student</u> E – E Transcript X – Student Record Exchange	
FF040	17-22	LEA IRN	PIC X(6)
FF050	23-31	EMIS Student ID Number	PIC X(9)
FF060	32-33	Contact Sequence Order Number	PIC 99
FF070	34-37	Contact Relationship Code	PIC X(4)
FF080	38	Legal Guardianship Flag	PIC X
FF090	39	Custodial Flag	PIC X
FF100	40-45	Prefix Name	PIC X(6)
FF110	46-90	First Name	PIC X(45)
FF120	91-120	Middle Name	PIC X(30)
FF130	121-165	Last Name	PIC X(45)
FF140	166-171	Suffix Name	PIC X(6)
FF150	172-191	Telephone Number	PIC X(20)
FF160	192-197	Telephone Extension	PIC X(6)
FF170	198-257	Email Address	PIC X(60)
FF180	258-259	Type of Email Address	PIC X(2)
FF190	260-261	Type of Telephone Number	PIC X(2)