

EMIS MANUAL

Section 2.19: Student Contact (FF) Record

Version 6.0

July 1, 2024

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 underlined blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

| Version | Date | Effective | Change # | Description |
|------------|-----------------|-------------|--------------|--|
| <u>6.0</u> | <u>07-01-24</u> | <u>FY25</u> | <u>25-97</u> | <u>Updated Department name and logo (ODE to DEW).</u> |
| 5.3 | 7/1/23 | FY24 | 24-27 | Updated guidance to indicate that all LEAs can report. |
| 5.2 | 7/1/22 | FY23 | NA | Posted for FY23 |
| 5.1 | 7/1/21 | FY22 | NA | Posted for FY22. |
| 5.0 | 7/1/20 | FY21 | NA | Posted for FY21. |
| 4.3 | 6/30/20 | FY20 | NA | Posted for FY20. |
| 4.3 | | FY19 | | Removed E and X Collections; no longer being implemented. |
| 4.2 | 7/5/18 | FY19 | NA | Posted for FY19. |
| 4.1 | 12/28/17 | FY18 | | No FY18 changes. |
| 4.0 | 7/7/17 | FY17 | NA | No FY17 changes. |
| 3.0 | 2/21/16 | FY16 | | Added Coming Changes section. |
| 2.0 | 10/22/15 | FY15 | | Updated language to reflect shift from reporting periods to FY15 reporting. |
| 2.0 | 10/22/15 | FY15 | | Changed from Section 8.2 to Section 2.19 to reflect change from Special Collection Records Only. |

COMING CHANGES

The EMIS Manual is a living document, and each fiscal year's version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

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2.19 STUDENT CONTACT (FF) RECORD

Required Collections

The Student Contact (FF) Record and the relevant elements are required reporting for community schools during the Student Contact (S) Collection. Other EMIS reporting entities that participate in the National School Lunch Program are strongly encouraged to report the FF Record. This reporting allows for a more effective and efficient completion of the direct certification process.

General Guidelines

The Student Contact 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 |

2.19 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., 2020 (CCYY) | PIC X(4) |
| FF030 | 16 | Data Set | PIC X |
| | | S – Student | |
| 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) |