

# **ODE EMIS MANUAL**

## **Section 2.20: Student Contact Address (FG) Record**



**Version 5.1**  
July 1, 2021

## 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>5.1</u> | <u>7/1/21</u> | <u>FY22</u> | <u>NA</u> | <u>Posted for FY22.</u>  |
| 5.0        | 7/1/20        | FY21        | NA        | Posted for FY21.   |
| 4.3        | 6/30/20       | FY20        | NA        | Posted for FY20.   |
| 4.3        | 6/30/20       | 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        | 7/13/17       | FY17        |           | No FY17 changes.   |
| 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 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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## 2.20 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.

### ***General Guidelines***

The Student Contact Address data elements are reported for the SOES Student Contact (S) Collection Request 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.

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 Louisiana
- 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 (FG) 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., 2020 (CCYY) | PIC X(4)  |
| FG030  | 16       | Data Set                       | PIC X     |
|        |          | S - Student                    |           |
| 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 Line 1                 | 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  | State Province 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)  |