

## Population of Prior Record Contact Data in ODDEX/SOES Application

Revised 6-May-2015

If districts have records in SOES where 2 or more contact records exist and the most recent has an address and the prior one(s) indicates the address has not been reported or the address is incorrect, the steps outlined within this document will assist in getting the address and guardian into ODDEX/SOES.

The primary factor in populating these older addresses and guardian records is the date in which the change occurred. It will be necessary for districts to supply this value as part of the FG data record.

An example of what records with contact data not reported may look like. In the Address area one sees "Not Yet Reported" and "null" in the Guardian area.

Residency			
Derived Enrollment Dates	Resident District	Guardian	Address
10/31/2014 - Current	Mansfield City (044297)	Dad, Dad	1 Main St. City OH 44444
Residency			
Date Range	Review Flags	Comments	
12/02/2014		• Posted By: [redacted] 56 days ago Remark: Generated msg: User reviewed with no flags or comments	
08/25/2014 - 10/30/2014	Madison Local (049452)	, null	-Not Yet Reported-

If the prior address is incorrect, that data will be populated and districts will not see the "null" and "Not Yet Reported" indicators.

In order to get a value into the address for this prior record, the district must submit an FG that has a value in FG150. FG150 represents the start date of the address you are populating. This element is found in positions 205-212 and is in CCYMMDD format. The effective start date reported on this record must match the effective start date of the corresponding record you need to update for this student. This would be true whether applying an update for a missing address or a correction. The record indicated with the (→) above is the record requiring an update.

For this example, a district must submit an FG record with an FG150 effective start date of 8/25/2014. The format of this element on the record submitted to the data collector would be 20140825. Districts should not submit records without a date as part of this special process. Records with no date will get placed in the Excluded data report showing in the Preview of the Data Collector.


Districts will want to follow proper submission of the data using sequence numbers that are appropriate. All other data for the FG must be included as nothing from existing contact address records will be used to populate the record update.

For submission of the FG, the Collection Request (Manifest) requires a record for the guardian be included as well. One must include the FF record for this same student in the submission data. No GI record is required for this submission. Care must be taken to match the sequence numbers between the specially submitted FG and the FF. If the sequence numbers do not match, the records will not load properly into the ODDEX data for your district. The guardian info in the FF can be a duplicate of the already existing Guardian record or it can be different. What guardian is included in this submission will be paired with the address data also being included in this submission.

Districts may wish to create the FG and FF records needed for updating of these addresses using a text editor such as notepad. These records can also be created using EMISFFE: <https://ssdt.esu.k12.oh.us/emisffe2>. Assistance may be obtained from your ITC for creation of these records. Specifics on the layout of the records can be found on ODE's web site.

It is only necessary districts submit the FG records where an update is needed. It is not necessary to resubmit records that don't require or need updates, thus a district may only have a small number of rows of data. Again, the FG and FF are to be submitted as a pair. The Manifest in the data collector will not process just an FF record for a student.

Once the data is prepared, districts should upload the flat files created to the EMIS-R Data Collector and complete the normal collect, prepare, preview and submit of this data to the SSDT Report Authority using the Update Previous SOES Student Contact Manifest as shown below.



**Update Previous SOES Student Contact(s) Collection (FY15)**  
Collection is for Community Schools wanting to update prior addresses. Source file(s) for FF and FG student record types, labeled with the "S" reporting period, must be uploaded in EMIS manual format through the Data Collector Data Sources tab. This collection request is for the resident district and community school to see the student's name and contact information in regards to conflicts regarding the student. This data is sent directly to SSDT and will be merged with the other SOES collection that is sent to ODE on a nightly basis to be displayed in the new SOES system accessed through ODE's SAFE Web Portal.

<b>Submissions:</b> November 01, 2014 - July 30, 2015
<b>Expiration Date:</b> July 30, 2015 (in 107 days)
<b>Collection Request:</b> 1
<b>Status:</b> This collection has never been submitted.
<b>Submission Number:</b> 1 (attempt 0)
<b>Actions:</b> <a href="#">Start Collection</a> <a href="#">Add New Scheduled Collection</a>

No special processing of these records will occur. The same rules apply as would be applied in a full data submission.

Allow up to 24 hours after submission for the data to be visible in the ODDEX/SOES application.