

2016 SOES Student Contact Data

Contact data for SOES reporting consists of 2 pieces of critical information, the address for a student and the guardian/parent information for a student. Both of these data pieces are processed and submitted in one submission to the SSDT Report Authority.

Processing then takes that contact data and applies it to the SOES enrollment data as found in the ODDEX application. The SOES enrollment data was reported to the ODE Report Authority and transferred to ODDEX. In order for contact data to apply to SOES enrollment data, the effective start date being included, must be inclusive of the enrollment dates. Contact data submitted outside the scope of an enrollment date range will not be applied. The enrollment dates in ODDEX are derived enrollment dates and may differ from the FS and FD start date submitted by the district. Review of the enrollment dates showing in ODDEX may be necessary to get the effective start date for the FG (Student contact address) record. The FG (Student contact address) includes the effective start date being used. In the Preview of the FG (Student contact address) there are 2 columns with a date, the first is what ODDEX will use as the effective start date when applying the contacts, that column is labeled 'Converted'. The second date column is the date the district included in their submission file, labeled 'Effective'.

The remainder of this document explains different scenarios regarding 2016 SOES Student Contact Data and how it may appear, how it is to be reported and how it gets applied in ODDEX.

ODDEX –Not Yet Reported-

Below is an example screen from ODDEX for a student whose address is marked as -Not Yet Reported-. This indicates the community school has yet to report an address for the enrollment/residency record for this student. More than one enrollment/residency may appear, and the -Not yet Reported- may appear on one or more of the entries.

Student Details

09/25/1999 Male 2016 10/29/2015

Derived Enrollment Dates	Resident District	Guardian	Address	Last Updated	Active
11/18/2015 - EOY				11/21/2015	true

Residency

Date Range	Review Flags	Comments
11/21/2015	• Student residency auto approved based on no changes in data from prior year	

07/01/2015 - 09/23/2015 -Not Yet Reported- 10/29/2015 true

No reviews

This student has 2 residency and enrollment records, 7/1/2015 – 9/23/2015 and 11/18/2015 – EOY. The record beginning on 11/18/2015 has an address and contact data (redacted from this screen), while the record beginning on 7/1/2015 does not.

Actual effective date Included in submission file

In order for a district to get contact data applied to the 7/1 – 9/23 record, they must submit a set of FF (student contact) and FG (Student contact address) records, where the FG (Student contact address) record specifically has an effective start date that falls between 7/1 – 9/23; inclusive. This would represent such a record from the Data Collector CSV Preview:

24	LastName	FirstName	XY11111111	1 Main St.		City	85	OH	7/1/2015	20150701	Yes
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Any date within the range can be used. Using the start date is suggested for ease of data entry and ease of reference.

This entry when submitted would apply to the enrollment/residency record with the 7/1 effective start date.

Blank Effective Date included in submission file

If a district were to submit an FG (Student contact address) with a blank effective start date, the Collection Request/Manifest will replace the blanks with the date the Prepare is run. This date is replaced because the Effective State Date is a required piece of data, blanks are not valid. By replacing blanks with the Prepare date, this is essentially making the contact data 'as of' the date of the Prepare. Following the case where blanks are submitted in the effective start date, the Preview would look like this, if the Prepare was run on 10/9

Student ID	Student FID	State	Student Address	Address L	City	County	State	Prov	Converted	Effective	Effective Start	Reco
24	LastName	FirstName	XY11111111	1 Main St.		City	85	OH	10/9/2015		0	Yes

With this scenario, the FG (contact address record) now has a 10/9 effective start date placed on it. If the district submits this data with the 10/9 effective start date on it, the contact data will not get applied to the residency data for this student.

As mentioned earlier, the effective start date on the contact data must be inclusive of the residency dates in order for it to apply. 10/9 is not within the date range of the record with the missing contact data.

This entry when submitted would not apply to either enrollment/residency record.

Effective Date Out of Range in submission file

If a district were to submit an FG (Student contact address) where the effective date is out of range, the contact data may not get applied to the desired residency record. Using the same example, if a district submitted the Effective start date as 12/1, the contact data would get applied to the residency that includes 12/1. With this submission, the processing would replace the existing contact data on the 11/18 – EOY record with the newly submitted contact data. The 12/1 date used is inclusive of that enrollment record's date range. There will be situations where a district does need to replace contact data, especially to correct prior data submitted incorrectly; see more on that scenario in a following section. That situation is different than this example, where the district needs to update the 7/1 – 9/23 record and used a 12/1 date instead of 7/1.

This entry when submitted would apply to the enrollment/residency record with the 11/18 effective start date.

Additional Scenarios Associated with Contact Data

Prior Year Continuous enrollment

In situations where a student was attending at a community school in the prior year and continued at the community school in the new year and the district of residency and contact data did not change, the community school can apply the same FG (student contact address) records to the new year.

As an example, the FG (student contact address) is extracted from the SIS with the date from a prior year; 9/14/2014 in this example. Nothing about the student contact has changed, the prior year contact data applies to the current year. From the Preview districts will see this when the prepare is run on 10/9.

4	LastName	FirstName	XY11111111	1 Main St.		City	85	OH	10/9/2015	20140914	Yes
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Here the 9/14/2014 date was changed to the prepare date. Changing the date to the prepare date represents a case where the unchanged contact data applies to the most recent open enrollment record. In other words, the contact data from last year is still valid on the prepare date in this year.

If the enrollment records had a closed date prior to 10/9, the address would not apply.

This entry when submitted would apply to the enrollment/residency record inclusive of 10/9/2015.

Withdrawn students

When a student has withdrawn from a community school, no changes need to be submitted for their contact data at the time of withdrawal. The contact data remains associated with the most recent closed enrollment.

Withdrawn students with reenrollment

When a student has withdrawn from a community school, no changes need to be submitted for their contact data at the time of withdrawal. The contact data remains associated with the most recent closed enrollment. If the same student re-enrolls in the same community school, a new contact record is to be submitted. The effective start date on that contact record should match the start date on the newly submitted enrollment records. As an example, student re-enrolls on 12/2/2015. A contact record must be submitted with that effective start date. The preview of this record would be this:

Student ID	Student First Name	State	Student Address	Address Line 2	City	County	State	Province	Converted	Effective	Effective Start	Record ID
4	LastName	FirstName	XY1111111	1 Main St.	City	85	OH			12/2/2015	20151202	Yes

This entry when submitted would apply to the enrollment/residency record inclusive of 12/2/2015.

Additional Enrollment records reported in SOES-No change in Resident district

In situations where a community schools submits an additional FS or FD record for a student and that additional record creates a new derived enrollment record in SOES and the district of residence is not changing, the existing contact data in SOES automatically gets applied to the newly created enrollment record. It is not necessary for a community school to submit a contact record with an effective start date matching the new derived enrollment record. The community school can submit these contact records if desired; however, it is not necessary.

Additional Enrollment records reported in SOES-Change in Resident district

In situations where a community schools submits an additional FS record for a student indicating the district of residence has changed, the existing contact data in SOES does not automatically get applied to the new derived enrollment record. It is necessary for a community school to submit a contact record with an effective start date matching the new derived enrollment record. Until that new contact data is submitted, the record will reflect '-Not yet Reported-'. Under no conditions will contact data be carried forward for a student when the district of residence has changed.

Correcting an already existing address – No new enrollment records

There will be situations, where a district has submitted contact data to ODDEX, but later find they need to make a change to that contact data. In that situation, the district would submit an FG (Student contact address) record using an effective start date inclusive of the dates on the enrollment record that needs to be corrected. Doing this submission, would replace the existing contact data for this student with the newly submitted contact data.

Using the same example ODDEX screen as earlier, a district needs to change the address on the 11/18 – EOY enrollment record due to a data reporting error. They would need to submit an FG record with an effective start date of 11/18 on it.

A date within the range can be used. Using the start date is suggested for ease of data entry and ease of reference.

The preview would look like this

ID	STUDENT ID	STUDENT ID IN STATE	STUDENT ADDRESS L	ADDRESS CITY	COUNTY	STATE	PROV	CONVERTED EFFECTIVE START	EFFECTIVE START RECORD ID
24	LastName	FirstName	XY1111111	1 Main St.	City	85	OH	11/18/2015	20151118 Yes

With this submission, the processing would replace the existing contact data on the 11/18 – EOY record with the newly submitted contact data

This entry when submitted would apply to the enrollment/residency record with the 11/18 effective start date.