EMIS Change 24-27

This change makes student contact information reportable by all LEAs. Though still only required reporting for community schools, the Student Contact (FF) Record and the Student Contact Address (FG) Record will now be reportable by all EMIS reporting entities. This reporting will be used with the new direct certification process for the National School Lunch Program, which may result in more students being identified as eligible without having to complete family income verification forms.

SECTION 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 ~~SOES~~ 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 ~~elements are reported for the SOES Student Contact (S) Collection Request. 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.

SECTION 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. Other EMIS reporting entities that participate in the National School Lunch Program are strongly encouraged to report the FG Record. This reporting allows for a more effective and efficient completion of the direct certification process.

General Guidelines

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

☼ *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. For community schools, ~~T~~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 the Department. 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.

For all other organization types, only the latest record is needed for each student. Multiple records can be reported for a student, but the Department will only use one record for each student: either the record with the default value or, if no default value is found, then the record with the most recent date in this element.