Component Description

The Contacts Component contains contact information data related to the student and family.

Document Contents

Schema	Contains the component characteristic names, descriptions, and specifications (Excel Sheet 2)
List of Values	Contains the list of allowed values for all characteristics of a "List of Values" datatype (Excel Sheet 3)
Staging Area Business Rule Validations	Contains the list of business rule validations, grouped by characteristic, that apply to this component (Excel Sheet 4)
Version History	Contains a history of updates made to the business rule validations in this school year (Excel Sheet 5)
User Guide	Contains references and support for using this document (Excel Sheet 6)

Collection Matrix

Collection Name	Component Status
CEPI Internal Request for UIC	Not Allowed
Early Childhood EOP	Optional
Early Childhood Fall	Optional
Early Childhood Spring	Optional
Early Roster	Optional
EOY 2024 General Collection	Optional
Fall 2023 General Collection	Optional
General Teacher Student Data Link	Not Allowed
IHE Request for UIC	Not Allowed
Migrant Teacher Student Data Link	Not Allowed
Nonpublic School Student Roster	Optional
Request for UIC	Not Allowed
Request for UIC	Optional
Spring 2024 General Collection	Optional

Contacts

Student Record Maintenance	Optional

Contacts

Schema

Characteristic Name	Characteristic Description	Data Type	Min Length	Max Length	Min Value	Max Value	Decimal Positions	Is Multi Valued?	Required?
Address Type		List of Values (choose from list)						False	False
Street Number and Name	The number and name of the location of the address for the reported Address Type.	Text (free form)	1	100				False	False
Apartment Room Suite Number		Text (free form)	0	100				False	False
City	Indicate the name of the city or town where the student lives at the time of reporting or the student's last known city or town of residence.	Text (numbers and letters)	1	50				False	False
State Abbreviation	The abbreviation for the state (within the United States) or outlying area in which the address is located.	List of Values (choose from list)						False	False
Postal Code	The five- or nine-digit ZIP code of the location where the address is located	Text (numbers and letters)	5	10				False	False
Telephone Number	The primary telephone number given by the student's parent or guardian.	Text (free form)	1	24				False	False
Electronic Mail Address	The numbers, letters, and symbols used to identify an electronic mail (email)address. The primary email givenprovided by the student's parent or guardian.	Text (free form)	7	128				False	False

List of Values

Address Type	
Code	*Description*
Father	Father
Guardian	Guardian
Mailing	Mailing
Mother	Mother
Other	Other
Physical	Physical

State Abbreviation	
Code	*Description*
AA	Armed Forces Americas (except Canada)
AE	Armed Forces Africa, Canada, Europe and Middle East
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Somoa
AZ	Arizona
CA	California

Contacts

CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
FM	Federated States of Micronesia
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana

Contacts

MA	Massachusetts
MD	Maryland
ME	Maine
MH	Marshall Islands
MI	Michigan
MN	Minnesota
MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico

Contacts

NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
PW	Palau
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington

Contacts

WI	Wisconsin
WV	West Virginia
WY	Wyoming

Staging Area Business Rule Validations

Characteristic Name	Rule Number	Data Validation	Severity	Error/Warning Message
AddressTypeDescriptor	368.652.1	If {PartBReferral} is submitted and {PartBReferral}. [ParentAddressUnknown] != "True", then [AddressType] must contain at least one address type that equals "Father", "Mother", "Guardian" or "Other"	1	When the Part B Referral component is reported, you must also report an address for at least one parent, guardian or other type of contact.
	368.652.2	(applies to certified collections only) If {HomelessDemographics} is not submitted {Contacts} is required with [AddressTypeDescriptor] = Physical.	1	Unless a student is reported as homeless, you must report the physical address for the student.
	368.652.3	If {Contacts} is reported more than once each component must have a unique [AddressType]	1	You may only report an address type once.
	368.652.4	If {Contacts} is submitted, then [AddressTypeDescriptor] is required. If the Contacts component is submitted then an Address Type is required.	1	When the Contacts component is submitted, you must report an Address Type.
	368.652.5	If {Contacts} is submitted, then at least one of these fields must have a value: StreetNumberName, City, StateAbbreviationDescriptor, PostalCode, TelephoneNumber When the Contacts component is reported, then at least one of these fields must also have a value: StreetNumberName, City, StateAbbreviationDescriptor, PostalCode, TelephoneNumber.	1	When the Contacts component is reported, you must also report address or telephone information.
ApartmentRoomSuiteNumber	368.654.1	If [StreetNumberName] does not contain a value [ApartmentRoomSuiteNumber] cannot contain a value	1	You may not submit an Apartment, Room, or Suite Number if the Street Name & Number is not submitted.
City	368.13.1	(applies to certified collections only) If the {HomelessDemographics} component is not submitted [City] cannot be blank	1	If the Homeless Demographics component is not submitted, City is required.
PostalCode	368.657.1	IF [StateAbbreviation] = MI The five-digit portion of [PostalCode] must have a value between '48000' and '49999'	1	If reporting the state as MI-Michigan, then the postal code must be a valid Michigan postal code

PostalCode	368.657.2	[PostalCode] must be five numeric digits (NNNNN) OR five numeric digits followed by a hyphen followed by four numeric digits (NNNNN-NNNN)	1	Postal Code must follow the standard five or nine digit format.
	368.657.3	(applies to certified collections only) If {HomelessDemographics} is not submitted [PostalCode] cannot be blank	1	If the Homeless Demographics component is not submitted, the Postal Code is required.
StateAbbreviationDescriptor	368.656.1	(applies to certified collections only) If {HomelessDemographics} is not submitted [StateAbbreviationDescriptor] cannot be blank	1	If the Homeless Demographics component is not submitted, State is required.
StreetNumberName	368.653.1	(applies to certified collections only) If {HomelessDemographics} is not submitted [StreetNumberName] cannot be blank	1	If the Homeless Demographics component is not submitted, Street Number and Name is required.

Version History

Date	Description	Rule Affected	TFS Number	Updated By
6/2/2021	New version for Contacts component			hansknechta

User Guide

Collection Matrix

Component Status

Defines which collections the component may be submitted. The possible values are:

Name	Description
Required	This component must be submitted in this collection. If omitted in an upload, the file will be rejected upon upload.
Optional	This component is optional in this collection, but may be condtionally required due to validation rules.
Not Allowed	This component cannot be submitted in this collection. If included in an upload file, the file will be rejected upon upload.

Schema

Characteristic Name

The name of the characteristic. This matches the name in the schema.

Characteristic Description

A description of the characteristic and why the data is needed.

Data Type

The system data type. The possible values are:

Name	Classification
Addresses (numbers, letters, #)	string
Date (only)	date
Date (year and month only) (YYYYMM)	string
Decimal Number	decimal
List of Values (choose from list)	string
Names (letters, apostrophe, commas, hyphens, periods)	string
Numeric Text (0-6) (can have leading zeros)	string
Numeric Text (can have leading zeros)	string
Text (free form)	string
Text (numbers and letters)	string

Whole Number (integer)	int
Yes / No (or True False, or Boolean)	boolean

Min Length

For characteristics of a "text" data type classification, this specifies the minimum character length

Max Length

For characteristics of a "text" data type classification, this specifies the maximum character length

Min Value

For characteristics of a "number" data type classification, this specifies the minimum character length

Max Value

For characteristics of a "number" data type classification, this specifies the maximum character length

Decimal Positions

For characteristics of a "number" data type, this specifies the number of digits allowed to the right of a decmial point.

Is Multi Valued?

TRUE indicates that this characteristic may be submitted multiple times in the same component; FALSE indicates that only one instance is allowed.

Required?

Y indicates this characteristic is required to be submitted as part of the schema; N indicates that is either optional at the schema level (but may be conditionally required due to validation rules)

Validation Rules

Definitions & Guidance

- Text surrounded by {} indicates that this is a component
- Text surrounded by [] indicates that this is a characteristic
- A Severity of "1" indicates that the validation is an error; a "2" indicates that it is a warning
- *CollectionName* refers to the value of the "CollectionName" attribute in the collection schema
- *AsOfDate* refers to one of two values:
  - For single-certified collections, it is the State-defined certification as of date for the collection
  - For ongoing certified collections, it is the value of the [AsOfDate] characteristic in the {StudentRecordMaintenance} component

Version History

Notes

- TFS Number is used internally by CEPI for tracking purposes
- Each update to a validation or a wording change to the error/warning message will be noted here

Appendix A

Certain entity-related validations in MSDS are dependent on which collection is being submitted. The table below defines the dates or date ranges that are used in these validations. Validations that are dependent on this table are noted in the specific data validation; they will contain a reference to this appendix.

Collection	Type	Start Date	End Date
General collections	date	Certification As of Date	
Early Childhood collections	date range	Collection Open Date	Collection Close Date
Student Record Maintenance	date	As of Date (SRM component)	
Teacher Student Data Link *	date range	7/1/{AcademicYear start}	8/31/{School Year End}
	date range	7/1/{School Year Start}	8/31/{School Year End}
Early Roster	date range	7/1/{School Year Start}	6/30/{School Year End}
all other collections	date	Today's Date	

* The TSDL collection will use the school year value submitted in the Academic Year characteristic, if it was submitted. If no value is found, the current school year values are used.