

Component Description

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

Document Contents

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|---|---|
| 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 |
| Spring 2024 General Collection | Optional |
| Student Record Maintenance | Optional |

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 | |
|--------------|--------------------|
| <i>Code</i> | <i>Description</i> |
| Father | Father |
| Guardian | Guardian |
| Mailing | Mailing |
| Mother | Mother |
| Other | Other |
| Physical | Physical |

| State Abbreviation | |
|--------------------|---|
| <i>Code</i> | <i>Description</i> |
| 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 Samoa |
| AZ | Arizona |
| CA | California |

Contacts

Last Updated: 4/12/2023

| | |
|----|--------------------------------|
| 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

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| | |
|----|--------------------------|
| 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

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| | |
|----|----------------|
| 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 |

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| | |
|----|---------------|
| 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 |

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|-----------------------------|-----------|---|---|--|
| 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:

| <u>Name</u> | <u>Description</u> |
|-------------|--|
| 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 conditionally 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:

| <u>Name</u> | <u>Classification</u> |
|---|-----------------------|
| 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 |

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| | |
|--------------------------------------|---------|
| 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 decimal 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.