IN Ed-Fi Suite v7.3, Data Standard v5.2: Contacts

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Summary

This entity represents a contact of a student, such as a parent, guardian or caretaker.

Object Triggering Logic

Action	Business Rule(s)

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Post	Reports a record when the Guardian checkbox is checked **AND** at least one related person is a student.
	
	- Do not report a record if the any of the following exclusions are present:
	  - Relationship Start Date must be on or before 07/01/EndYear
	  - Relationship End Date must be on or after 06/30/StartYear
	  - Enrollment State Exclude - All related students must be excluded
	  - Enrollment No Show - All related students must be excluded
	  - Enrollment Grade Exclude from State Reporting - All related students must be excluded
	  - Private Relationship
	- The Guardian does **NOT** need to be a member of the same household as the student.
	- IDOE does **NOT** provide Ed-Fi IDs to parents (contacts). The Contact Ed-Fi ID will be generated as **District ID + Person ID** if it is NULL when the Contacts record is sent.
	- If a relationship is started anytime within a school year, the record will be reported for that year.
	- If the student's is a guardian of themselves (emancipated), then report the student as both the Parent (Contact) and the Student.

Delete /Post
 	
Put
	A DELETE / POST will be performed if the data element being altered is part of the resource's natural key. A PUT will be performed otherwise.
	
	- When the parent/contact's address information changes on any of the following fields:
	  - Apt
	  - City
	  - County
	  - Dir
	  - Number
	  - Prefix
	  - State
	  - Street
	  - Tag
	  - Zip

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○ When a parent/contact's contact information changes on any of the following fields:

- Cell Phone
- Cell Phone Private
- Email
- Email Private
- Home Phone
- Home Phone Private
- Pager
- Pager Private
- Work Phone
- Work Phone Private
- Other Phone
- Other Phone Private

○ When a parent/contact's household location information changes on any of the following fields:

- End Date
- Private
- Start Date

○ When a parent/contact's household membership information changes on any of the following fields:

- End Date
- Private
- Start Date

○ When a parent/contact's identity information changes on any of the following fields:

- First Name
- Gender
- Last Name
- Middle Name
- Suffix
- Legal First Name
- Legal Gender
- Legal Last Name
- Legal Middle Name
- Legal Suffix

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	○ When a parent/contact's Related Pair information changes on any of the following fields:
	
	    ■ End Date
	    ■ Guardian
	    ■ Person ID #1
	    ■ Person ID #2
	    ■ Start Date

Delete	• Contacts records are shared amongst all districts and cannot be deleted. When the Student Contact Association is deleted, the district will no longer have the authorization to see or perform a delete on the Contacts record.

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Required Resources (Upstream)

The following resources must be sent prior to this resource:

- Student Contact Associations* (Contacts and Student Contact Associations are dependent on each other)

Dependent Resources (Downstream)

The following resources are dependent on this resource (must be sent after this resource):

- Student Contact Associations* (Contacts and Student Contact Associations are dependent on each other)

Error Log

The following are potential Tier 1 (Ed-Fi API generated) or custom (Campus generated) errors you may receive when posting, updating, or deleting this resource. Please keep in mind that the "Error Message" below may not match your exact error message.

Error Message	Possible Causes / How to Fix
400: Validation of '**RESOURCE**' failed. **FIELD** is required.	An element of the JSON that is required is missing and needs to be added. • Double check that all bolded data elements below are reporting a valid value and no data elements below are reporting an invalid value.
400: '**RESOURCE**' failed. **RESOURCE** reference could not be resolved.	A resource that was referenced from a difference resource does not yet exist. • Resync the resource being mentioned in the error, then resync the errored resource. Alternatively, the resource being referenced may be incorrect. This can happen with Schools and the Ed-Fi School ID being used as an example. Double check the referenced values being sent are valid.

403: Authorization denied. The claim does not have any established relationships with the requested resource.	The key/secret being used does not have permission to send a record for the resource / referenced resource. • Double check your API credentials (key/secret). Sometimes specific keys/secrets cannot report specific resources. • The referenced person (student, staff, parent, contact, etc.) has not yet been associated to the key /secret. Resync their "linking" resource (Students Student School Associations, Staffs Staff Education Organization Assignment Associations, etc.) then resync the errored resource. • The referenced person (student, staff, parent, contact, etc.) may not exist in the ODS yet. Resync the "person" resource and the "linking" resource (Students Student School Associations, Staffs Staff Education Organization Assignment Associations, etc.) then resync the errored resource.
404: Failed to delete '**RESOURCE**'. Record does not exist.	The attempt to delete a specific Ed-Fi record ID in the ODS failed because it did not exist. • This error can be ignored. The ID was cleared from the Ed-Fi Identity Mapping Report and will not attempt to delete again.
409: A natural key conflict occurred when attempting to create a new resource '**RESOURCE**' with a duplicate key.	The Ed-Fi API has a natural key system alongside a standard REST ID system. This error is often protecting against the erroneous creation of a duplicate record in the API. However, it may also indicate that the natural key requirements of the Ed-Fi API have not been satisfied, and the key needs to be modified. • Check for duplicate data in your Campus site. If no duplicate data can be found, report the issue to Campus Support. ○ This can be caused by numerous issues. Our code may be attempting to send duplicate records when it should not. The natural key (bolded fields below) may not be unique enough to satisfy Ed-Fi requirements in all cases. Most times this error will require a code change to fix.
409: The resource (or a subordinate entity of the resource) cannot be deleted because it is a dependency of the '**RESOURCE**' entity.	The resource that the application is attempting to delete is referenced from another entity. • Use the Delete Tool to delete the referenced resource in the error message. Then retry the delete on the original resource that errored.

500: Internal Server Error.	Something unexpected happened and no specific error message could be returned. • This issue usually occurs when the ODS is having issues. Confirm that there are no issues with the ODS the data is being sent to and then attempt to retry the errored record. • Contact Campus Support if 500 errors continue to occur, can be replicated consistently, and the ODS the data is being sent to has no ongoing issues. ○ There is a chance that Campus Ed-Fi code is sending an invalid JSON request resulting in the 500 error. ○ There is a chance that an Ed-Fi Data Standard / API bug is causing the issue. ○ Investigation is needed in these cases as there are many different potential causes.

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Object Data Elements Logic

Data element labels below in **BOLD** are part of the natural key of this resource and are required data elements for the record to send through Ed-Fi.

- The Mandatory / Conditional / Optional column indicates what the state requires for each data element. For Core Ed-Fi connections, it indicates what the data standard requires for each data element.

	Data Element Label	Business Rule(s)	Mandatory (M) Conditional (C) Optional (O)	Data Source GUI Path	Database Field	Uses Template Logic (✅ / ❌ / EXT)
1	**contactUniqueId** (*string*)	*A unique alphanumeric code assigned to a contact.* Reports the **Parent (Contact) Ed-Fi ID**. - If the Parent (Contact) Ed-Fi ID is NULL when the Parents record reports, a Parent Ed-Fi ID of **District ID + Person ID** is generated, saved to the Parent Ed-Fi ID field, and used for this data element.	M	Demographics	Person .edFiID	❌

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| 2 | addresses (*array*) | *An unordered collection of contactAddresses. Contact's address, if different from the student address.*

Reports the below data elements in an array for the address marked as "Mailing" with the earliest membership or address start date. Do not report addresses marked as "Private":

• addressTypeDescriptor
　○ Reports as **Home** (Hard-Coded)
• stateAbbreviationDescriptor
　○ Reports the Ed-Fi Code mapped to the value being reported for **State**
• city
　○ Reports the **City**
• postalCode
　○ Reports the **Zip Code**
• streetNumberName
　○ Reports as: **PO Box + Number + Street + Tag + Prefix + Dir**
• apartmentRoomSuiteNumber
　○ Reports the **Apt** | M | Demographics | HouseholdLocation .mailing

HouseholdMember .startDate

HouseholdLocation .startDate

Address .state

Address .apt

Address .city

Address .zip

Address . postOfficeBox

Address .number

Address .street

Address .tag

Address .prefix

Address .dir | ❌ |

| 3 | electronicMails (*array*) | *An unordered collection of contactElectronicMails.*

Reports these data elements in an array for all emails. Do not report emails marked as "Private":

- **electronicMailTypeDescriptor**
  - Reports as **Home/Personal** (Hard-Coded) for the Primary Email.
  - Reports as **Work** (Hard-Coded) for the Secondary Email.
- **electronicMailAddress**
  - Reports the **Email Address** entered in Email or Secondary Email.
- **primaryEmailAddressIndicator**
  - Always reports true for a Primary Email
  - Always reports false for a Secondary Email | M | Demographics | Contact .email

Contact . secondaryEmail | ⊗ |
| 4 | **firstName** (*string*) | *A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.*

Report the **Legal First Name** from the current Identity record.

- If NULL, report **First Name** instead. | M | Identities | Identity . legalFirstName

Identity .firstName | ⊗ |

5	generationCodeSuffix (*string*)	*An appendage, if any, used to denote an individual's generation in his family (e.g., Jr., Sr., III).* Report the **Legal Suffix** from the current Identity record. • If NULL, report **Suffix** instead.	O	Identities	Identity .legalSuffix Identity .suffix	❌
6	**lastSurname** (*string*)	*The name borne in common by members of a family.* Report the **Legal Last Name** from the current Identity record. • If NULL, report **Last Name** instead.	M	Identities	Identity . legalFirstName Identity .firstName	❌
7	middleName (*string*)	*A secondary name given to an individual at birth, baptism, or during another naming ceremony.* Report the **Legal Middle Name** from the current Identity record. • If NULL, report **Middle Name** instead.	O	Identities	Identity . legalMiddleName Identity . middleName	❌

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| 8 | sexDescriptor (*string*) | *A person's birth sex.*

Report the following based on the value selected in the Gender dropdown from the current Identity record:

• Female report **Female**
• Male report **Male**
• All other values, report **Not Selected**
  ○ This is not a valid code and will error. Indiana only allows Male and Female to report. "Not Selected" sends to indicate an issue with the data. | O | Identities | Identity.gender | ❌ |

9	telephones (*array*)	*An unordered collection of contactTelephones. The 10-digit telephone number, including the area code, for the person.*
		
		Reports the below data elements in an array for all telephones. Do not report telephones marked as "Private":
		
		• telephoneNumberTypeDescriptor
		  ○ Reports **Mobile** (Hard-Coded) for Cell Phone.
		  ○ Reports **Home** (Hard-Coded) for Other Phone.
		  ○ Reports **Work** (Hard-Coded) for Work Phone.
		  ○ Reports **Other** (Hard-Coded) for Pager.
		• telephoneNumber
		  ○ Reports the **Telephone Number** entered in Cell Phone, Other Phone, Work Phone, or Pager.
			C	Demographics	Contact .cellPhone
					
					Contact . homePhone
					
					Contact . workPhone
					
					Contact .pager
					
					Contact . cellPhonePrivate
					
					Contact . homePhonePrivate
					
					Contact . workPhonePrivate
					
					Contact . pagerPrivate
						✅

10	genderIdentity	This data element is optional and does not report.	O	N/A	N/A	N/A
11	highestCompleted LevelOfEducationDescriptor	This data element is optional and does not report.	O	N/A	N/A	N/A
12	internationalAddresses	This data element is optional and does not report.	O	N/A	N/A	N/A
13	languages	This data element is optional and does not report.	O	N/A	N/A	N/A
14	loginId	This data element is optional and does not report.	O	N/A	N/A	N/A

15	maidenName	This data element is optional and does not report.	O	N/A	N/A	N/A
16	otherNames	This data element is optional and does not report.	O	N/A	N/A	N/A
17	personalIdentificationDocuments	This data element is optional and does not report.	O	N/A	N/A	N/A
18	personReference	This data element is optional and does not report.	O	N/A	N/A	N/A
19	personalTitlePrefix	This data element is optional and does not report.	O	N/A	N/A	N/A
20	preferredFirstName	This data element is optional and does not report.	O	N/A	N/A	N/A
21	preferredLastSurname	This data element is optional and does not report.	O	N/A	N/A	N/A

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Appendix

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