Last Updated on September 19, 2025

About

Student Contact includes data regarding how to contact a student. The data set includes mailing address, email address, and phone numbers for a student as well as primary and secondary contacts.

Requirements

Student Contact should be submitted at the beginning of the year and kept up-to-date throughout the school year.

Changes for 2025-26 School Year

There are no changes for the 2025-26 school year.

Submission Process

Student Contact data can be submitted through eRIDE (www.eride.ri.gov) using the Enrollment Census application or through the Automated Data Transfer (ADT) agent. *Student Contact* is a submission type within the Enrollment Census application.

Data Elements (Items in red are changes from the previous year's collection)

FieldName	FieldNameLong	FieldType	FieldLength	Required	ElementDescription
DISTCODE	REPORTING DISTRICT CODE	TEXT	2	Y	The identifier assigned to a local education agency (LEA) by the State Education Agency (SEA). Also known as the State ID.
SCHCODE	SCHOOL CODE	TEXT	5	Y	State Assigned School Code
SASID	STATE ASSIGNED STUDENT ID	TEXT	10	Y	A 10-digit unique numeric ID assigned to each student in R.I. by the State.
LASID	LOCALLY ASSIGNED STUDENT ID	TEXT	16	Y	Unique student ID assigned by LEA or school
LASTNAME	STUDENT LAST NAME	TEXT	50	Y	Student Last Name
ADDRESS_M_L1	Student Mailing Address Line 1	TEXT	50	Y	The mailing address – line 1 of the student
ADDRESS_M_L2	Student Mailing Address Line 2	TEXT	50	O	The mailing address – line 2 of the student
ADDRESS_M_CITY	Student Mailing Address City/Town	TEXT	50	Y	The mailing address – city of the student
ADDRESS_M_STATE	Student Mailing Address State	TEXT	2	Y	The mailing address – state of the student
ADDRESS_M_ZIP	Student Mailing Address Zip	TEXT	5	Y	The mailing address – zip of the student

ADDRESS_M_ZIP4	Student Mailing Address Zip 4	TEXT	4	O	The mailing address – zip4 of the student
ADDRESS_D_L1	Student Dwelling Address Line 1	TEXT	50	Y	The dwelling address – line 1 of the student
ADDRESS_D_L2	Student Dwelling Address Line 2	TEXT	50	O	The dwelling address – line 2 of the student
ADDRESS_D_CITY	Student Dwelling Address City/Town	TEXT	50	Y	The dwelling address – city of the student
ADDRESS_D_STATE	Student Dwelling Address State	TEXT	2	Y	The dwelling address – state of the student
ADDRESS_D_ZIP	Student Dwelling Address Zip	TEXT	5	Y	The dwelling address – zip of the student
ADDRESS_D_ZIP4	Student Dwelling Address Zip 4	TEXT	4	O	The dwelling address – zip4 of the student
PHONE_HOME_ST	Student Home Phone	TEXT	15	O	The home phone number of the student
PHONE_EMG	Student Emergency Contact Phone	TEXT	15	O	The emergency phone number of the student
PC_FIRSTNAME	Primary contact's first name	TEXT	50	Y	The first name of the primary contact
PC_LASTNAME	Primary contact's last name	TEXT	50	Y	The last name of the primary contact
PC_STUDENT_RELATION	Primary contact's relationship to the student	TEXT	20	Y	The relationship to the student of the primary contact
PC_EMAIL	Primary contact's email address	TEXT	60	O	The email address of the primary contact
PC_PHONE_HOME	Primary contact's home phone number	TEXT	15	O	The home phone number of the primary contact
PC_PHONE_CELL	Primary contact's cell phone number	TEXT	15	O	The cell phone number of the primary contact
PC_PHONE_WORK	Primary contact's work phone number	TEXT	15	O	The work phone number of the primary contact
PC_PRIMARY_LANGUAGE	Primary contact's primary language	TEXT	4	O	The primary language of the primary contact
PC_ADDRESS_M_L1	Primary contact's mailing address line1	TEXT	50	Y	The mailing address – line 1 of the primary contact
PC_ADDRESS_M_L2	Primary contact's mailing address line2	TEXT	50	O	The mailing address – line 2 of the primary contact
PC_ADDRESS_M_CITY	Primary contact's mailing address city	TEXT	50	Y	The mailing address – city of the primary contact
PC_ADDRESS_M_STATE	Primary contact's mailing address state	TEXT	2	Y	The mailing address – state of the primary contact
PC_ADDRESS_M_ZIP	Primary contact's mailing address zip	TEXT	5	Y	The mailing address – zip of the primary contact
PC_ADDRESS_M_ZIP4	Primary contact's mailing address zip4	TEXT	4	O	The mailing address – zip4 of the primary contact
SC_FIRSTNAME	Secondary contact's first name	TEXT	50	O	The first name of the secondary contact
SC_LASTNAME	Secondary contact's last name	TEXT	50	O	The last name of the secondary contact

SC_STUDENT_RELATION	Secondary contact's relationship to the student	TEXT	20	O	The relationship to the student of the secondary contact
SC_EMAIL	Secondary contact's email address	TEXT	60	O	The email address of the secondary contact
SC_PHONE_HOME	Secondary contact's home phone number	TEXT	15	O	The home phone number of the secondary contact
SC_PHONE_CELL	Secondary contact's cell phone number	TEXT	15	O	The cell phone number of the secondary contact
SC_PHONE_WORK	Secondary contact's work phone number	TEXT	15	O	The work phone number of the secondary contact
SC_PRIMARY_LANGUAGE	Secondary contact's primary language	TEXT	4	O	The primary language of the secondary contact
SC_ADDRESS_M_L1	Secondary contact's mailing address line1	TEXT	50	O	The mailing address – line 1 of the secondary contact
SC_ADDRESS_M_L2	Secondary contact's mailing address line2	TEXT	50	O	The mailing address – line 2 of the secondary contact
SC_ADDRESS_M_CITY	Secondary contact's mailing address city	TEXT	50	O	The mailing address – city of the secondary contact
SC_ADDRESS_M_STATE	Secondary contact's mailing address state	TEXT	2	O	The mailing address – state of the secondary contact
SC_ADDRESS_M_ZIP	Secondary contact's mailing address zip	TEXT	5	O	The mailing address – zip of the secondary contact
SC_ADDRESS_M_ZIP4	Secondary contact's mailing address zip4	TEXT	4	O	The mailing address – zip4 of the secondary contact

Acceptable Values for PC_STUDENT_RELATION and SC_STUDENT_RELATION

Item Value	Value Name	Definition/Description
AUNT	Aunt	Aunt
CASEWORKER	Case Worker	Case Worker
COURTSYSTEM	In court system - not yet in forster care	In court system - not yet in forster care
FATHER	Father	Father
FOSTERPARENT	Foster Parent	Foster Parent
GRANDPARENT	Grandparent	Grandparent
LEGALGUARDIAN	Legal Guardian	Legal Guardian
MOTHER	Mother	Mother
OTHER	Other	Other
SELF	Self	Self
SIBLING	Sibling	Sibling
STEPFATHER	Step Father	Step Father
STEPMOTHER	Step Mother	Step Mother
UNCLE	Uncle	Uncle
PARENT	Parent of student	Gender neutral term for parent of student
PIBLING	Sibling of student's parent	Gender neutral term for parent's sibling, similar to aunt or uncle

STEPPARENT	Stepparent of student	Gender neutral term for stepparent of student

Sample listing of Acceptable Values for PC_PRIMARY_LANGUAGE and SC_PRIMARY_LANGUAGE

[The complete set of acceptable values is available at: https://www.eride.ri.gov/eRide40/DataDictionary/DisplayCodeSets.aspx?CodeTable=LEP_LANGUAGE]

Item Value	Value Name	Definition/Description
1290	English	English
3670	Portuguese	Portuguese
4260	Spanish	Spanish

Validations

DISTCODE – This field must be a valid LEA in the RIDE master directory and must also be the district associated with the user that is submitting the data.

SASID – This field must be a valid SASID in the RIDE student master directory.

ADDRESS_D_ZIP – This field must be a 5 digit numeric value.

PC_ADDRESS_M_ZIP – This field must be a 5 digit numeric value.

SC_ADDRESS_M_ZIP – This field must be a 5 digit numeric value.

ADDRESS_D_CITY /ADDRESS_D_ZIP –The zip code provided must be associated with the city/town reported.

PC_ADDRESS_M_CITY / PC_ADDRESS_M_ZIP – The zip code provided must be associated with the city/town reported.

SC_ADDRESS_M_CITY / SC_ADDRESS_M_ZIP – The zip code provided must be associated with the city/town reported.