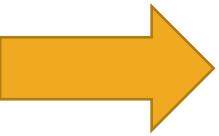


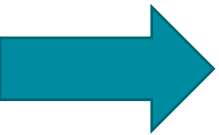
2020-21 SASID and EDID Process

Data Submissions Boot Camp



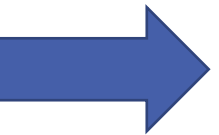
SASID Process

- Checking for existing SASIDs
- Requesting new SASIDs
- Requesting SASID updates



EDID Process

- EDIS access and roles
- Checking for existing EDIDS
- Requesting new EDIDS
- Requesting EDID updates
- Reviewing results



Final Exercises and Review





SASID Process



SASID

State Assigned Student Identifier



SASID and EDID Resources



The screenshot shows a web page with a navigation menu on the left and a main content area. The navigation menu includes 'General Resources' (circled in red), 'General Data Submissions Resources' (circled in red), 'Plan Management System', and 'SASID/EDID Requests' (circled in red). The main content area is titled 'SASID Resources' and includes 'RITS Access', 'SASID Request & Update Guide', and 'SASID Request Template'. Below this is a 'RITS Home' section with a heading 'There are three ways to obtain a State Assigned Student ID (SASID):' and three numbered steps: 1. Add Single Student, 2. Add Multiple Students, and 3. Data Pipeline File Upload. The page also features logos for CDE and Colorado Department of Education, and a welcome message for Jessica Rogers at Rogers Charter School Institute.



Look up student in RITs

The screenshot displays the RITS Home page. At the top, there are logos for 'cde Student ID', 'CDSE', and 'COLORADO Department of Education'. A welcome message reads 'Welcome - Jessica Rogers CHARTER SCHOOL INSTITUTE'. The main navigation area includes 'RITS Home' and a 'Student Maintenance' menu. The 'Student Maintenance' menu is circled in red, with a red arrow pointing to the 'Student Search / Update' option. Below this, the 'Student Search/ UpdateStudent' form is shown. The form contains the following fields: 'Last Name' (Rogers), 'First Name' (Jessica), 'Middle Name' (empty), 'DOB' (mm/dd/yyyy), 'Gender' (None), 'SASID' (empty), and 'LASID' (empty). A 'Search' button is located at the bottom right of the form.

CSI SASID and EDID Page:

<https://resources.csi.state.co.us/sasid-edid-requests/>



RITs search best practices

Student Search/ UpdateStudent

The Student Search provides the ability to search for a student in the Master Student Index. To begin your search, please enter available information in the fields. You may use upper and/or lower case letters for your search. Once you have finished, press the "Search" button.

*Last Name :

*First Name :

*Middle Name :

*DOB :

*Gender :

*SASID :

*LASID :

CSI SASID and EDID Page:
<https://resources.csi.state.co.us/sasid-edid-requests/>



Requesting a new SASID

Save blank template to your desktop or hard drive!

SASID/EDID Resources

SASID Request/Update Guide

Open

SASID Request Template

Open

RITS Access

Open

EDID Request/Update Guide

Open

EDID Request Template

Open

EDIS Access

Open

SASID Request and Update Template

SASID	District Code	School Code	LASID	Last Name	Suffix	First Name	Middle Name	DoB (mmddyyyy)	Grade	Gender 01=F 02=M	Active/ Inactive
	8001	1234		Tribbett		Jessica	Elaine	02/14/2005	10	1	0
	8001	1234	123412346	Hartung	III	Ryan	Brian	06172007	100	02	0
	8001	1234	123412347	Eddy		Julie	S	51208	007	01	0
	8001	1234	123412348	Dinnen		Janet	NMN	03142005	070	01	0

Requesting a new SASID

Save blank template to your desktop or hard drive!

This field left blank

SASID	District Code	School Code	LASID	Last Name	Suffix	First Name	Middle Name	DoB (mmddyyyy)	Grade	Gender (01=F, 02=M)	Active/Inactive
	8001	1234		Tribbett		Jessica	Elaine	02/14/2005	10	1	0
	8001	1234	123412346	Hartung	III	Ryan	Brian	06172007	100	02	0
	8001	1234	123412347	Eddy		Julie	S	51208	007	01	0
	8001	1234	123412348	Dinnen		Janet	NMN	03142005	070	01	0

- Filling in your school code
 - Completing the LASID field
 - Accurately completing all name fields
 - DoB correctly formatted
 - Grade correctly formatted
 - Gender correctly formatted
 - District code and Active code always the same
- Note: Suffix field can be blank – Middle name field cannot – use NMN as place holder.



SASID in-fill resource

SASID Resources

RITS Access

Open

SASID Request & Update Guide

Open

SASID Request Template

Open

SASID	Leave Blank if the student is new. Populate with existing SASID if requesting update to record.	Last Name	Student's last name	Grade	Grade, entered with leading zero: 002 Infant (Not Valid for October Count) 004 Pre-kindergarten (Preschool) 006 Half Day Kindergarten (450+ academic instructional hours) 007 Full Day Kindergarten (900+ academic instructional hours)	010 Grade 1 020 Grade 2 030 Grade 3 040 Grade 4 050 Grade 5 060 Grade 6 070 Grade 7 080 Grade 8 090 Grade 9 100 Grade 10 110 Grade 11 120 Grade 12
District Code	8001	Suffix	Jr, II, III, IV			
School Code	Your school code	First Name	Student's first name			
LASID	This field must be filled. Please utilize either a school/SIS generated ID number or enter a unique 7-digit code that uses your four-digit school code, and three arbitrary numbers, typically in sequential order. The <u>four digit</u> District Code will automatically be assigned to the beginning of your LASIDs, which will automatically identify student to be in a CSI school.	Middle Name	Student's middle name. If there is no middle name type NMN in this field.			
		Date of Birth	MMDDYYYY (numbers only - no spaces or slashes)	Gender	Gender, entered with leading zero: 01 Female 02 Male	
				Active/Inactive	Student status (**no leading zeroes**). 0 Active Use for all new SASID requests, including pre-k and kindergarten.	

CSI SASID and EDID Page:

<https://resources.csi.state.co.us/sasid-edid-requests/>



Updating RITs info

View Student Detail Screen

This page displays detailed student information and provides the ability to update a student record.
To update data in the student record, enter your changes into the fields below. Required fields are noted in red with *. When you are ready to submit your changes, press the Update button.

SASID	Suffix	*Last Name	*First Name	*Middle Name	*DOB(MM/DD/YYYY)
1111111111	<input type="text"/>	<input type="text" value="Rogers"/>	Jessica <input type="text"/>	NMN <input type="text"/>	02/13/2005 <input type="text"/>

*Gender	*Grade Updated:	*LASID	Active	Inactive	MSI Last Updated
Female <input type="text"/>	100 <input type="text"/>	800101234 <input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>	12/03/2018

Last District to Update	*Select a School Type	Last School to Update
District - To change the district, select from the list below: <input type="text" value="Select District"/>	To change the school, select from the list below: <input type="text" value="Select School Type"/>	Last School to update: CSI DEMO ONLY <input type="text"/>

CSI SASID and EDID Page:

<https://resources.csi.state.co.us/sasid-edid-requests/>



Updating SASID Request Form

SASID Request Template

SASID Request and Update Template											
SASID	District Code	School Code	LASID	Last Name	Suffix	First Name	Middle Name	DoB (mmddyyyy)	Grade	Gender 01=F 02=M	Active/ Inactive
	8001	1234		Tribbett		Jessica	Elaine	02/14/2005	10	1	0
	8001	1234	123412346	Hartung	III	Ryan	Brian	06172007	100	02	0
	8001	1234	123412347	Eddy		Julie	S	51208	007	01	0
	8001	1234	123412348	Dinnen		Janet	NMN	03142005	070	01	0

SASID Update Template

SASID Request and Update Template											
SASID	District Code	School Code	LASID	Last Name	Suffix	First Name	Middle Name	DoB (mmddyyyy)	Grade	Gender 01=F 02=M	Active/ Inactive
5555555555	8001	1234	123412345	Tribbett	Jr	Jessica	Elaine	02142005	100	01	0
8888888888	8001	1234	123412347	Eddy		Julie	S	05122008	007	01	0
9999999999	8001	1234	123412347	Dinnen		Janet	Roquefort	03142005	070	01	0

CSI SASID and EDID Page:

<https://resources.csi.state.co.us/sasid-edid-requests/>



FileZilla

Remote site: /Colorado Early Colleges Fort Collins/Submissions/SASID and EDID Submissions

- ? EOY
- ? Impact Aid
- ? Industry Recognized Credentials
- ? March Report Card
- ? Nutrition
- ? October Count
- ? PreCoded Labels
- ? READ ACT
- ? Safety and Discipline
- SASID and EDID Submissions**
 - Completed Requests
 - ? 2013
 - ? 2014
 - ? 2015
 - ? 2016
 - ? 2017
 - ? 2018
 - ? 2019
 - ? 2020

New Requests:
[code]_[initials]_SASID_requests_[mmddyyyy]

Update Requests:
[code]_[initials]_SASID_update_[mmddyyyy]

SASID Results:
[code]_[initials]_SASID_RESULTS_[mmddyyyy]

Filename	Filesize	Filetype	Last modified
..			
2067_CECFC_SASID_RESULTS_06232020.xlsx	3,552	Microsoft Excel Worksheet	6/24/2020 4:10:37 PM
2067_CECFC_SASID_UPDATE_06232020.xlsx	23,466	Microsoft Excel Worksheet	6/23/2020 12:26:36 PM
2067_CECFC_SASID_REQUEST_06232020.xlsx	24,499	Microsoft Excel Worksheet	6/23/2020 12:14:02 PM
Completed Requests		File folder	7/30/2020 3:07:37 PM

STOP HERE



Courtesy of clipart-library.com

Please complete the review of the below resources and optional exercises before continuing with this training

Resources to Review:

- [SASID/EDID Requests Resource page](#)
- The Quick Reference Table at the bottom of the SASID Resource page

Exercises to Complete:

- Download the SASID Request and Update Template if you do not already have it.
- Practice the 'Best Practices' search techniques in RITs to get a feel how to successfully search in RITs.



EDID Process



EDID Request Information

Depending on school role setup, EDIDs may be requested by either the submissions staff or the HR Staff. Prior to proceeding, review the following details:

- If you are not completing the HR collection for your school, you will not be requesting EDIDs. Please notify your HR staff that this section of the training module is available for their review.
- If you do complete the HR Collection and EDID requests, proceed with reviewing and completing the necessary tasks.



EDIS Access

The first step will be to ensure that you have access to EDIS and FileZilla. The setup process for this differs from other collections as the school leader must send an email approving the setup due to the sensitive nature of the data. Ensure the school leader emails the submissions inbox at: submissions_csi@csi.state.co.us

The screenshot shows the Colorado Department of Education website. At the top left is the CDE logo. To its right is a search bar and a 'SITE INDEX' link. Below the logo is a navigation menu with five items: FAMILIES, EDUCATORS, DISTRICTS, COMMUNITIES, and SCHOOLview®. A teal banner below the menu contains a red medical icon and the text 'STAY INFORMED: Visit CDE's COVID-19 Resources for Schools page'. The main content area is titled 'Home » Identity Management Applications:'. It features a heading 'Educator Identification System (EDIS Web System)' and a section 'About EDIS' with a 'Log in to EDIS' button highlighted by a red box. On the right side, there is a sidebar titled 'Identity Management Applications:' listing various systems: CEDAR, Data Pipeline, EDIS (Educator Identification System), ESSU Data Management, EZREPORTS, Facility Schools Student Data, IDEA Budget and Expenditures, LACES (Adult Education), RANDA (Performance Management System), RITS (Record Integration Tracking System), and SEES (Student Engagement Evaluation System).

Link to EDIS login page: <https://resources.csi.state.co.us/edis-access/>



EDIS Process Roles

Role of Schools

- Review EDIS and search for new staff at your school
- If an EDID has not been created, utilize the template provided on the CSI website
- Submit the template to FileZilla and email the submissions inbox (submissions_csi@csi.state.co.us) to notify CSI that a new request has been made
- Wait for a return response saying file has been processed and use!

Role of CSI

- Navigate to FileZilla obtain the updated template file that needs to be processed
- Review the file to check for any formatting issues
- Process in the data pipeline and email school to notify that either a Results report is in FileZilla or the EDIDs are available in EDIS

CSI SASID/EDID Resource page: <https://resources.csi.state.co.us/sasid-edid-requests/>



Searching EDIS Prior to Request

It is very important to search EDIS in various ways due to potential discrepancies or inaccurate data. Try searching various combinations of the Staff person's Name, Date of Birth, SSN etc. to ensure they do not have an EDID. This could look like:

1. Search Full Name, DOB, SSN
2. Then search by SSN
3. Try searching by Last Name and DOB

If all searches do not result in a match, then an EDID request is necessary. If an EDID is found, but some information is inaccurate, an EDID update request is necessary

Educator Maintenance

- [Educator Search / Update](#)
- [Add Single Educator](#)
- [Add Multiple Educators](#)
- [Data Pipeline File Upload](#)

EDIS User Guide

- [EDIS User Guide](#)

Reports

- [Educator Activity Report](#)
- [Taken Educators Report](#)
- [Educator History Report](#)
- [EDIS Download Report](#)

Educator Search

The Educator Search provides the ability to search for an educator in the Master Educator Index. To begin your search, please enter available information in the fields. You may use upper and/or lower case letters for your search. Once you have finished, press the "Search" button.

Last Name: Doe
First Name: John
Middle Name:
DOB: 01/08/1990
Gender: Male
SSN: 123456789
EDID:
LAEDID:

Educator Maintenance

- [Educator Search / Update](#)
- [Add Single Educator](#)
- [Add Multiple Educators](#)
- [Data Pipeline File Upload](#)

EDIS User Guide

- [EDIS User Guide](#)

Reports

- [Educator Activity Report](#)
- [Taken Educators Report](#)
- [Educator History Report](#)
- [EDIS Download Report](#)

Educator Search

The Educator Search provides the ability to search for an educator in the Master Educator Index. To begin your search, please enter available information in the fields. You may use upper and/or lower case letters for your search. Once you have finished, press the "Search" button.

Last Name: Doe
First Name:
Middle Name:
DOB: 01/08/1990
Gender: None
SSN:
EDID:
LAEDID:

For full instructions on the EDID process, see the [EDID Request Update Guide](#)



EDIS Template

Complete the EDIS Request Template when requesting new EDIDs or making updates to existing ones. These should be submitted separately

Hover over red triangle for formatting instructions

CSI EDID Request Template

EDID	SSN	District Code	LAEDID	Last Name	First Name	Middle Name	DOB	Gender	Notes
	123456789	8001		Example	James	Michael	09191978	02	

Leave blank unless EDID Update

No dashes

Always 8001

Optional

Use NMN for No Middle Name

No slashes or dashes

01= Female 02= Male

Optional - good to provide clarifying details to CDE, especially for updates

Link to CSI EDIS Template: <https://resources.csi.state.co.us/edid-request-template/>



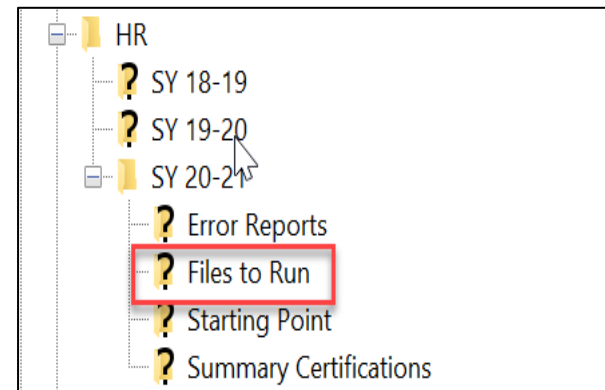
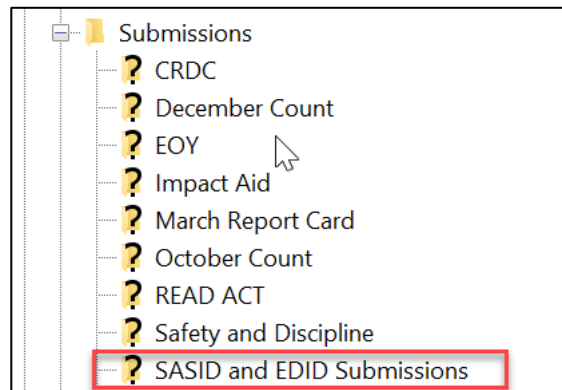
EDID Request File Transfer

EDID request templates should be named similar to how files are to ensure the most recent request is being processed. See below for an example:

- 5453_MMS_EDISRequest_09012020
- 3326_CILA_EDISUpdate_09012020

All files should be submitted in either the SASID and EDID requests folder or HR folder, depending on setup and access levels. Please email the submissions inbox when available at

submissions_csi@csi.state.co.us





Results Review

Once CSI Processes the file, results will come back in one of two ways:

1. CSI will provide a results report to FileZilla and notify you when available. OR
2. CSI will let you know they have been processed and to access EDIS and search to obtain the results.



Courtesy of clipartpanda.com

- Blank results typically mean the staff person when to CDE's case review. This means there may be a potential duplicate and may require further details or more time on CDE's end to review. Please allow 24-48 hours, so keep checking EDIS!
- Reach out to CSI if no EDID is assigned after 48 hours and we will contact CDE
- Once EDIDs are received, update your system or Starting Point files accordingly



Importance of Timeliness

All Staff need to have an EDID at the start of the HR collection in order to successfully process without errors. This will require a proactive approach by schools.

- Submit as soon as staff is hiring and all information is obtained, well before deadlines
- Processing and case review may be slower closer to deadlines, which results in a delay for the EDIDs



STOP HERE



Courtesy of clipart-library.com

Please complete the review of the below resources and optional exercises before continuing with this training

Resources to Review:

- CSI SASID and EDIDs page
- EDID Request Update Guidance
- EDIS Template
- CDE Educator Identification System page


Exercises to Complete:

- Submit a request for EDIDs for new staff at your school. Ensure that you are formatting, naming and submitting to FileZilla correctly. If you have no new EDIDs to request, submit an example file with the word “Test” in the filename. All actual files will be processed to give you a head start, while test files will be reviewed for accuracy.



Quiz Time!!!

Click on the link in this slide to complete a short quiz on the information contained in this training. All staff reviewing this training are required to complete. Good luck!



COLORADO
CHARTER SCHOOL INSTITUTE

SASID and EDID Process Quiz

* Required

Email address *

Your email

Name *

Your answer

School Code *

Your answer



Courtesy of clipart-library.com

https://docs.google.com/forms/d/e/1FAIpQLSf3J9K0fg0hfMmn6lhs3datz5n8NHrKKGznsswGHHTXX6ci1JQ/viewform?usp=sf_link



Thank you for Reviewing this Training

Contact the Submissions Inbox with Questions:
Submissions_CSI@csi.state.co.us

