SASID Request and Update Process

COLORADO
CHARTER SCHOOL INSTITUTE

Hello, and welcome to this training on the SASID Request and Update process.

SASID

State Assigned Student Identifier
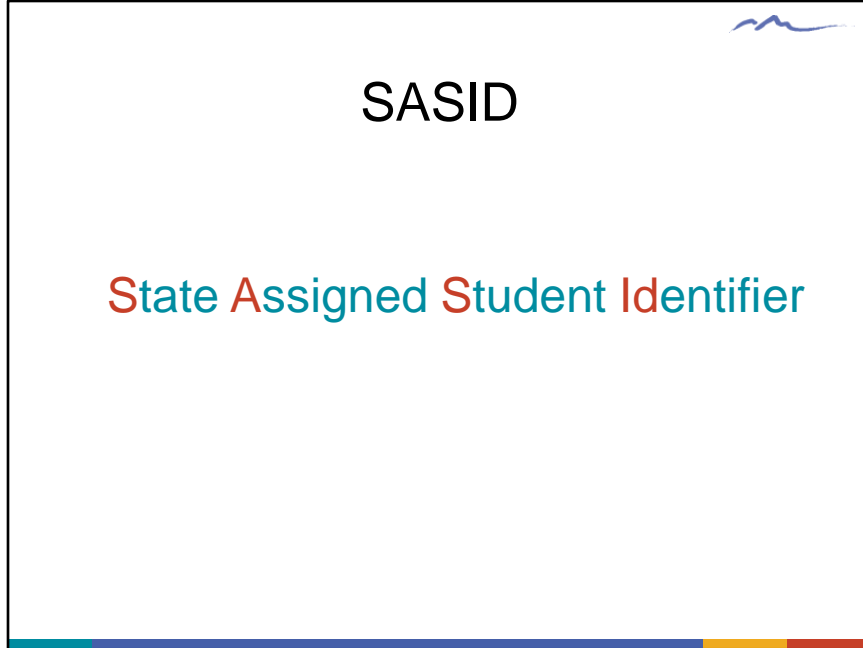
The first and most basic thing to know is what a SASID is.

A SASID is a State Assigned Student Identifier. It is a unique ten-digit number assigned to each student by the Colorado Department of Education for the purpose of identifying students and tracking their progress through the Colorado education system.

Your job as the data submission coordinator is to confirm each student enrolled in your school has a SASID. It is your responsibility to look up new students in RITs, request new SASIDs or SASID updates, and notifying CSI when there are new SASID Request or Update files in FileZilla.

Our job is to then upload the SASID request to CDE and work with you to clear up any issues around SASID requests that may arise.

SASID and EDID Resources

General Resources

General Data Submissions Resources	School Calendar and Inst...	Student Information Systems
Plan Management Systems	Data...	
SASID/EDID Requests		

SASID Resources

RITS Access	SASID Request & Update Guide	SASID Request Template
Open	Open	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 four digit 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/

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CSI has developed resources on SASIDS, found on the main Data Submissions Library page under the top-most heading of General Resources.

The resources include written instructions on everything covered here; the template you will need to download in order to request new SASIDs or update existing SASIDs; and a link to the RITs website, which you will be using to search for existing SASIDs.

When a student enrolls in your school the first thing you need to do is look up the student in RITs **[click]** to see if they already have an existing SASID. Most data submissions contacts should have access to RITs. If you do not already have access to RTS and think you may need it please contact the Data Submissions Team at the Data Submissions inbox for access.

Look up student in RITs
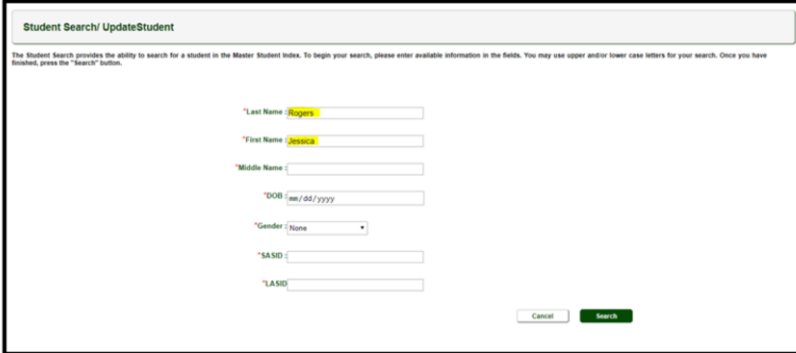
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To see if a new student already has an existing SASID, you'll select the topmost option "Student Search/Update". Please note that your access permissions are restricted from making edits and updates, but you will be able to search students.

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 : Rogers

*First Name : Jessica

*Middle Name :

*DOB : mm/dd/yyyy

*Gender : None

*SASID :

*LASID :

Cancel   Search

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

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To search for a student it is best to enter the first few letters of the first name and the first few letters of the last name, OR the first few letters of the first OR last name (not both) and the date of birth. Using these search techniques allows you to filter the RITs database for your student but also keeps the search broad enough that you can find the student even if their name is misspelled or other elements of their RITs record are incorrect.

So, you've searched the RITs database and didn't find an existing SASID record for your student. Now you need to request a SASID record be created.

To request a new SASID, first download the 'SASID Request Template' to your desktop or hard-drive.

When requesting a new SASID all fields must be filled in correctly.

Requesting a new SASID

This field left blank

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

- Filling in your school code
- Completing the LASID field
- Accurately completing all name fields
  Note: Suffix field can be blank – Middle name field cannot – use NMN as place holder.

- DoB correctly formatted
- Grade correctly formatted
- Gender correctly formatted
- District code and Active code always the same

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Let's take a look at how you correctly fill out in the template. Cells highlighted in red demonstrate the incorrect way to use the field, while cells highlighted in green are examples of the correct data entry for that field.

Correctly submitting a SASID Request form means…

Filling in your school code –not leaving it blank.
Filling in the LASID or populating the field with random numbers if a LASID has not yet been created or is not used by your school.
Accurately and correctly filling in the name files. While the suffix column can be left blank, the Middle name filed cannot. Use the letters NMN – which stand for 'no middle name' as a place holder for an absent middle name.
The date of birth field must be correctly formatted. No slashes or dashes are allowed and two digits must be used for month and day and four digits need to be used for the year.
Grade and gender coding also need to be correctly formatted, being sure to use the correct number of digits
And the district and active code should always be the same. 8001 for the district and 0 for active.

The SASID field is of course left blank since you are requesting a SASID.

SASID in-fill resource

SASID Resources

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District Code	8001	Suffix	Jr, II, III, IV			
School Code	Your school code	First Name	Student's first name			
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If you find yourself forgetting how the SASID request form is supposed to be filled out, you don't need to review the trainings.

We've created a quick-view table of all the required fields and possible coding, found directly on the SASID EDID Resource page.

Now let's go back to the initial RITs search - Say you did find the student you were looking for but notice that the middle name is missing.

However, you know the students middle name and want to update the record.

As previously mentioned, your RITs access is view-only, meaning you will not be able to directly edit a record in RITs.

To request an update to a RITs Record you use the same template as you did when requesting a new SASID as this is the SASID Request **[click]** *and* Update Template. Be sure to fill in the information completely *including* the SASID, since that helps us locate the student.

To indicate the fields you want updated, simply highlight those fields, leaving all other field cells clear.

Please note that if you have both new Requests and Updates, you will need to submit two separate files. The upload process for each file is different and Updates and new Requests cannot be combined into one file.

Once you've completely filled out the either a SASID Request or SASID Update form, you will submit to CSI through FileZilla.

Your FileZilla Submissions folder will have a folder named SASID and EDID Submissions. Correctly name your file, making sure there are no spaces, or the file won't run, and upload it to this SASID and EDID folder.

If you have several SASIDs we may return a file to you named SASID RESULTS. Otherwise, you may have to locate the new SASID by looking the student up in RITs.

Occasionally, a SASID is not given to a new student because there is another student with similar record entries already in the system. This SASID request then goes into what is called Case Review and the request is reviewed by a CDE employee. We may request that you review or even upload to FileZilla the students birth certificate, or other enrollment documents, in order to for the SASID request to be processed.

Thank you so much for reviewing this training for the 20-21 Data Submissions boot camp. If you have questions, don't hesitate to reach out to CSI and we are more than happy to assist you!