

Obtaining & Updating SASIDs

Data Submissions

Recorded July 2021



SASID Resources

The image shows a screenshot of the SASID Resources page. A large red oval highlights the 'General Data Submissions Resources' link in the 'General Resources' section. Another red oval highlights the 'SASID/EDID Requests' link. A red arrow points from the 'SASID/EDID Requests' link to a detailed view of the 'SASID Resources' section. This detailed view shows three main links: 'RITS Access' (with an 'Open' button), 'SASID Request & Update Guide' (with an 'Open' button), and 'SASID Request Template' (with an 'Open' button'). Below these links is a table with columns for SASID, Last Name, Student's Grade, and Grade entered with. The table contains one row with the value '010 Grade 1'. Below the table is a sidebar with links for 'Student Maintenance' (Student Search / Upload, Add Single Student, Add Multiple Students, Data Pipeline File Upload), 'RITS User Guide' (RITS Add/Update Guide, RITS - Quickview, Training and Documentation), and 'Reports' (Student Activity Report, Take Student Report, Student History Report, SASID Download Reports, LASID Download Reports). The main content area shows the 'RITS Home' section, which includes the purpose of the Record Integration Tracking System (RITS) and three ways to obtain a State Assigned Student ID (SASID): 1. Add Single Student, 2. Add Multiple Students, and 3. Data Pipeline File Upload.





RITS Access

Due to the sensitive nature of student Personally Identifiable Information (PII), school leaders must email submissions_csi@csi.state.co.us to request a staff member gain access to the RITS system.

The screenshot shows the Colorado Department of Education website. At the top left is the CDE logo and the text "COLORADO Department of Education". To the right is a search bar and a "SITE INDEX" link. Below this is a navigation bar with five tabs: "FAMILIES", "EDUCATORS", "DISTRICTS", "COMMUNITIES", and "SCHOOLview®". A teal banner below the navigation bar 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:". Below this title is the heading "Record Integration Tracking System (RITS Web System)". Underneath is a section titled "About RITS" with the text "RITS, or Record Integration Tracking System, assigns each student in the state of Colorado a unique student ID." A blue button labeled "Log in to RITS" is highlighted with a red border. On the right side of the page, there is a sidebar titled "Identity Management Applications:" containing a list of links: 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 SEEDC (Student Engagement Evaluation).

Link to RITS login page: <https://www.cde.state.co.us/idm/rits>





Looking Up a Student in RITS

cde Student ID **COLORADO** Department of Education

Welcome - Jessica Rogers CHARTER SCHOOL INSTITUTE

Student Maintenance

- Student Search / Update**
- Add Single Student
- Add Multiple Students
- Data Pipeline File Upload

RITS Home

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 :





RITS Best Practices

Last Name :

First Name :

Middle Name :

DOB :

Gender : ▼

Last Name :

First Name :

Middle Name :

DOB :

Gender : ▼

Last Name :

First Name :

Middle Name :

DOB :

Gender : ▼





Difference between SASID Request and Update

*****Requests and Updates should always be completed in separate files*****

Request

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	1234567	Smith		Jane	Doe	02132012	040	01	0

VS

Update

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
987654321	8001	1234	1234567	Smith		Jane	Dough	02132012	040	01	0





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 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
 - 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 Fill-In 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 Student Info in RITS

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
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	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
555555555	8001	1234	123412345	Tribbett	Jr	Jessica	Elaine	02142005	100	01	0
888888888	8001	1234	123412347	Eddy		Julie	S	05122008	007	01	0
999999999	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
 - [-] School Discipline

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



SASID Resources & Support

For additional support, consider reviewing the following resources and optional exercises.

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.





Thank you!

submissions_csi@csi.state.co.us

