State Assigned Student Identifier (SASID)

COLORADO
CHARTER SCHOOL INSTITUTE

Contents

SASID Attainment Request Process

Overview and Resources

Each student attending a public school in Colorado is required to have a unique identification number. This number is known as a SASID (State Assigned Student Identifier) and is created through the CDE Record Integration Tracking System (RITS). It follows the student throughout his or her public school career and is required for several state data collections. It is each CSI school's responsibility to ensure each student enrolling at the school receives a SASID if they do not already have one.

Process Overview

1) When a student first enrolls in your school you will need to check the RITS website to see if they already have an existing SASID. If they do not have a SASID, you will need to request one through CSI. If the student does have a SASID, compare the record in RITs to the information provided by the family (birth certificate, SSN, etc.) to confirm that all fields in the record are correct.
2) SASIDS can be requested and updated at any point during the school year.
3) Schools provide student information to CSI (new students and updates) by uploading a completed SASID Template to G-Drive. Notify CSI there is a SASID file to process by sending an email to Submissions_CSI@csi.state.co.us.
4) CSI requests new SASIDs, or updates existing SASIDs through CDE.
5) CSI reports the results back to the school via G-Drive and sending a notification email that the SASID request is complete. Or, CSI notifies schools that they can look up newly assigned SASIDs in RITS.

If schools have any questions about the SASID attainment process, they should email Submissions_CSI@csi.state.co.us.

School's Role

At the time of enrollment, **schools are responsible for ensuring that every student has a SASID and that the information that comprises the SASID is accurate**. Schools will first search RITS for an existing SASID.

- If a SASID is not found, schools will fill in the student information using the SASID Template, upload that to G-Drive, and then notify CSI.
- If a SASID is found, schools will confirm that the data in the record is correct. If a SAISD request is made for a new SASID on a student who already has a SASID, the record will go into Case Review and the overall process will be greatly delayed.

CSI's Role

CSI retrieves the SASID request from G-Drive and submits the requests to CDE. If there are any issues with SASIDs, CSI will contact the school, the school will need to verify information and then reply to CSI, who will then contact CDE to clear the issue. This can be a time-consuming process which is why searching RITS before making any SASID related requests is important.

CSI processes most requests within 1-2 business days. If there are errors or if troubleshooting is needed, the processing time may be longer. Processing times may be longer at the beginning of the school year due to volume of submissions. Therefore, schools are strongly encouraged to begin the SASID attainment process as soon as possible following a student's enrollment.

- If the SASID template is not completed correctly (i.e., student information is not populated in the right format or information is missing), CSI may request that the school correct all errors and then resubmit via G-Drive.

SASID Process for Schools

Using RITS to Search for Existing SASIDs
The following instructions go over the process for searching, requesting, and updating SASIDs.

Logging into RITS (Record Integration Tracking System)
Each school submissions contact will receive access to view the RITS system by CSI staff. If you are the RITS contact and do not have a login, please email submissions_CSI@csi.state.co.us to request access.

- Access RITS via CDE single sign-on page https://www.cde.state.co.us/idm/rits
- Type in your username and password then click Login.
- **Important note:** After 3 attempts to login with the wrong password, users are locked out. After 20 minutes, the system will unlock and you can try to login again.

If you need to reset your password, please use the "Forgot your password" function

Legal Documentation
CDE's Guidance requires that all schools use the legal full name for students in the SASID record. Ensure you use the first, middle, and last name exactly as it is shown on the birth certificate (or legal name change document) for a student.

CSI schools need to use legal student names in their SIS (PowerSchool or Infinite Campus) in order for the names to extract correctly for state reporting. Please contact CSI if you need more information.

Searching for Students in RITS

School submissions contacts should be familiar with CDE's RITS Best Practices document and use the suggested strategies when searching for a student.

• Click "Student Search / Update" in the left column

• Once on the Student Search screen, use CDE's RITS Best Practices document as a guide to entering information into select fields, then click "Search".

Please note that you do NOT need to include information in *every* field of this search screen, and it is encouraged to start removing data from one or more fields if you do not receive any search results as discussed below.

Basic best practices when searching for a student in RITS

• If a student has a hyphen in their last name and isn't showing up in the search results, try searching for them without the hyphen or by each part of the name separately (example: student John NMN Rogers-Smith, search by John Rogers-Smith, John Rogers Smith, John Rogers, and John Smith)
• If a student isn't showing up in the search results, try searching for them without their middle name or with only their middle initial.
• Alternatively, try searching for them without their date of birth or without their gender.

Determining Next Steps

• **If one student comes up in the search results**, then use the SASID included in the search results for the student in question.

SASID	*Last Name	*First Name	*Middle Name	*DOB (MM/DD/YYYY)
1234567890	Smith	John	Lee	08/17/2009

*Gender	Grade Updated: 12/01/2016	*LASID	Active	Inactive	MSI Last Updated
Male ▾	Grade 1 ▾	0987654321	◉	○	12/01/2016

Last District to Update:	JEFFERSON COUNTY R-1 Updated: 07/24/2015	*Select a School Type	Last School to Update:	3536 - GOVERNOR'S RANCH ELEMENTARY SCHOOL (Updated: 07/24/2015)
District - To change the district, select from the list below	CHARTER SCHOOL INSTITUTE ▾	To change the school type, select from the list below Public/Detention Centers ▾	School - To change the school, select from the list below ACADEMY OF CHARTER SCHOOLS ▾	

- **If multiple students come up in the search results**, then review each record result carefully to find the most appropriate record. If you cannot find a matching record, you'll need to request a SASID for this student as described below. ==Please be sure you've tried the search tips above prior to requesting a SASID.==

Student Search Results

To view or edit details for a specific student, click on the Last Name link below.

Your search yielded **3** records:

Row	Last Name	First Name	Middle Name	DOB	Gender	Grade	Last District to Update	SASID
1	Jones	Marsha	Phillip	03/14/05	F	060	0180	1235467891
2	Jones	Avian	David	01/23/05	M	060	0180	2316467980
3	Jones	Charity	Sue	11/24/01	F	090	0880	3217468790

- **If no students come up in the search results**, then you should begin removing data from one or more fields. (For example, date of birth may have been hard to read on the registration paperwork and 04/05/1999 was entered instead of 04/06/1999. By removing date of birth from your search, you may in fact be able to find the student in question and identify potential errors in your data.)

If, after adjusting your search using the strategies described above, no students come-up in the search results, you'll need to request a SASID for this student as described below.

Requesting New SASIDs

SASID Request/Update Template*

*REQUEST vs UPDATES: Schools should submit separate templates for SASID Requests vs. Updates. These are processed differently in CDE's system.

Access and download the current <u>SASID Request and Update Template</u> on the CSI SASID webpage. This template is designed to complete both SASID Requests and SASID Updates.

Submission Template Instructions

- **All data elements except SASID number and suffix are required fields and <u>cannot</u> be left blank.** See the example below along with a table showing acceptable coding for all data fields.
- File names must contain the following components: school code, school name/acronym, submission type and date, for example: **2067_CECFC_SASID_Request_mmddyyyy**.
  Save the file as an Excel Worksheet (.xlsx). **Please keep in mind: No spaces are allowed in the filename (use underscores, hyphens or periods)
- If you submit more than one file on any given day, include the version number after the date. Example: **2067_CECFC_SASID_Request_mmddyyyy_V2**
- Do not remove or edit the header in the first row.
- Ensure that your completed template is formatted such that leading zeroes are retained.
  - o Click <u>here</u> for instructions for how to add/retain a leading zero in Microsoft Excel.
  - o Click <u>here</u> for instructions for converting CSV files to Excel.
- For the Active/Inactive field, all CSI schools will use the code **0 Active.**

SASID Request Template Example

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	65126374	Crocker		Betty	NMN	02132005	100	01	0
	8001	1234	65462198	Jones	Jr.	Tom	Sinatra	05222011	070	02	0

SASID Request Template Acceptable Coding (File Layout)

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.**	

Update Existing SASIDs

SASID Request/Update Template

*REQUEST vs UPDATES: Schools should submit separate templates for SASID Requests vs. Updates. These are processed differently in CDE's system.

Access and download the same [SASID Request and Update Template](#) on the CSI SASID webpage used for SASID Requests. This template is designed to complete both SASID Requests and SASID Updates.

Update Request Instructions

▪ Include all of the details of the student that you currently need a SASID update for, *including* SASID.

- **Highlight** the field that needs to be updated being sure it includes the data that needs to be updated.
- Typically, the only fields a school would need to request updates on would be the name fields, DOB, or gender. Grade level would only need to be updated if the student had a grade reassignment outside of a consecutive grade transition. Consecutive grade transition updates are done automatically by CDE in RITS after the completion of the October Count each year.

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
999994645	8001	1234	65126374	Crocker		Betty	Joan	02132005	100	01	0
779156254	8001	1234	65462198	Jones	Jr.	Tom	Sinatra	06222011	070	02	0

- Formatting rules described in the SASID Request are the same, including keeping the header row, leading zeros, and no spaces in the file name.
- Like SASID Requests, file names must contain the following components: school code, school name/acronym, submission type and date. Example: **2067_CECFC_SASID_Update_mmddyyyy**.
- Save the file as an Excel Worksheet (.xlsx).

Submitting & Retrieving SASID Requests and Updates

G-Drive
Submit the completed SASID Requests/Update Templates to CSI via G-Drive. Each school has a *SASID* folder, where schools should upload Request and Update files. Refer to the Data Submissions Handbook on the CSI website, if you are unfamiliar with this process.

If your school does not have access to G-Drive, please send a request email to Submissions_CSI@csi.state.co.us.

To submit files to CSI through G-Drive
- Drag the file from your computer into the SASID folder within G-Drive.
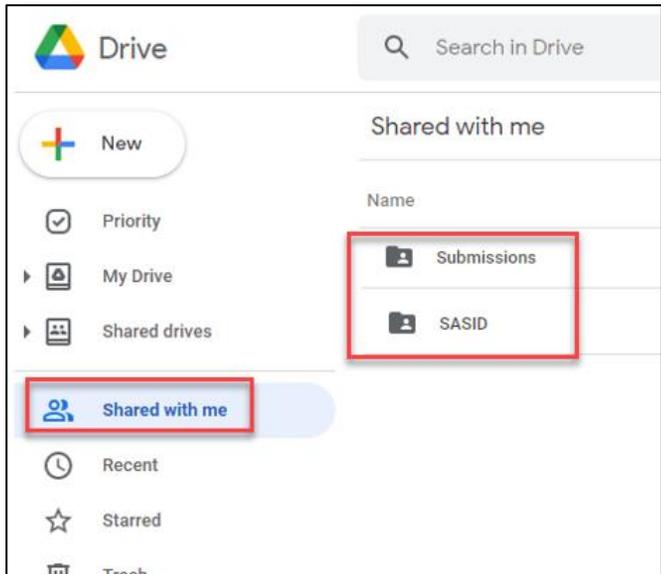
- Notify CSI of your submission by sending an email to Submissions_CSI@csi.state.co.us
  - **Subject Line**: "SASID Request" or "SASID Update"
  - **Email**: Contains the name of the file. For example: "I uploaded a SASID request to G-Drive: 8825_ABC_SASID_Request_05102021"
- **NEW vs UPDATES:** Schools should submit separate templates for SASID Requests vs. Updates. These are processed differently in CDE's system.
- **Allow 48 business hours to process your files and return results**.

Retrieving completed SASIDS

- CSI will notify you via email once your SASID Request or Update file has been processed. If you submitted a file with multiple records needing SASIDs it is possible that CSI will return a 'RESULTS' file to your G-Drive. However, it is ultimately up to the school to search RITS for newly added SASIDs.
- If a RESULTS file is available and CSI has time to provide that to your school, then CSI will upload to your SASID folder within G-Drive. The results file will have the same name as the initial file, except that it will say "Results" instead of "Request".
- During peak collection times, CSI may not always be able to provide a RESULTS file and will notify a school that they can retrieve assigned SASIDs within 24 hours from RITS on their own.
- SASIDs are sometimes not immediately assigned and the request goes to CDE Case Review. Case Review occurs when the new submission is very similar to an existing submission and someone from CDE must compare the two records. This can delay the assignment of a SASID number to the student, which is why it is very important you spend time up front searching RITS for existing SASIDs.
- If a SASID was not immediately assigned, CSI will let the school know via email. It is then the school's responsibility to access RITS to look up the SASIDs of the students who are in the review process. Use the search steps outlined above to search for the new SASID.

- If the student is not included in RITS after 3 days, please follow up with CSI staff.

Final Steps – Add SASID numbers to your SIS

Update your student information system and/or plan management system with the generated SASID as soon as possible as submitting collection files with 0-filled SASIDs greatly increases your error count and can also delay data checks on CSI's end.

Be careful that you do not copy and paste leading or trailing spaces when you copy over the SASIDs to your systems. This can cause state reporting issues later on if you do.