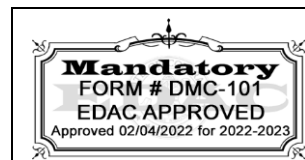# 2022-2023 RITS READ AND RITS BATCH FILE LAYOUT

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
						STUDENT FILE	
					Indicates required field You may name your file anything that works for you; however, the system will not allow spaces in the file name. When submitting CSV or Excel you must include a header row with titles in the fields.		
Student's State ID (SASID)*	10	1	10	1	A2	1000000001	Enter the CDE generated student ID, otherwise enter 10 spaces. If submitting via **RITS Batch,** then SASID would be a **REQUIRED FIELD**
School District/BOCES Code*	4	11	14	2	B2	0010	REQUIRED FIELD
School Code*	4	15	18	3	C2	1000	REQUIRED FIELD School code must be a valid school within the district/BOCES
Local ID (LASID)*	10	19	28	4	D2	0010000009	REQUIRED FIELD District assigned Student ID
Student's Last Name*	30	29	58	5	E2	Valid name	REQUIRED FIELD
Student's Suffix	3	59	61	6	F2	Jr II III IV	OPTIONAL FIELD No punctuation is accepted
Student's First Name*	30	62	91	7	G2	Valid name	REQUIRED FIELD
Student's Middle Name*	30	92	121	8	H2	Valid name	REQUIRED FIELD If no middle names enter NMN (no middle name)
Student's Date of Birth (DOB)*	8	122	129	9	I2	12311995	REQUIRED FIELD Format is MMDDYYYY

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| Grade Level* | 3 | 130 | 132 | 10 | J2 | 004 | REQUIRED FIELD Grade must be valid for the school the student is attending |
| Student's Gender* | 2 | 133 | 134 | 11 | K2 | 01 | REQUIRED FIELD Female=01, Male=02 |

| Active/Inactive Indicator* | 1 | 135 | 135 | 11 | K2 | 0 | REQUIRED FIELD Active=0, Inactive=1 |

This file layout is the same, with the exception of the SASID Field, for both RITS batch submission to update student records **OR** RITS READ to search for an existing SASID for the student.
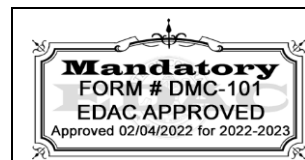
BACKGROUND INFORMATION

SASID Number – Is a **unique** ten-digit numeric field containing the random ten-digit value assigned by CDE to the student whose record is being submitted for processing. Note: A value of ten spaces can be placed in this field if the data being submitted is for a new student who has not been assigned a student identification number by CDE.

District/BOCES Code – Is a unique four-digit number assigned by CDE to each school district or BOCES. This four-digit field is REQUIRED and if left blank will result in an error.

School Code – A unique code assigned by CDE to a school building. Refer to "School Building Codes" posted at https://www.cde.state.co.us/datapipeline/org_orgcodes for a listing of school codes. This four-digit field is REQUIRED and if left blank will result in an error. If the BOCES has a school use that code, if not, the BOCES would repeat the BOCES code in this field.

LASID Number – A ten-digit number assigned to each student by the reporting district/BOCES. This ten-digit field is REQUIRED and if left blank will result in an error.
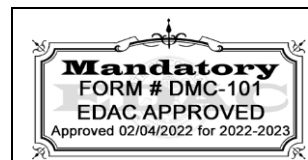
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Student's Last Name – The thirty-character field contains the student's last name. This thirty-digit field is REQUIRED and if left blank will result in an error.

Student's Suffix – The three-character field contains the student's suffix name. This three-digit field is NOT REQUIRED, blanks ARE allowed.

Student's First Name – The thirty-character field contains the student's first name.   This thirty-digit field is REQUIRED and if left blank will result in an error.

Student's Middle Name – The thirty-character field contains the student's middle name. Blanks are NOT allowed. Use NMN (no middle name) where appropriate. This thirty-digit field is REQUIRED and if left blank will result in an error.

Student's Date of Birth (DOB) – An eight-digit numeric field contain the month, day, and year on which an individual was born (i.e., 09151989).

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The date must be a valid date in the form of MMDDYYYY. This eight-digit field is REQUIRED and if left blank will result in an error

Grade Level – A three-digit numeric field containing the value of the grade the student is enrolled in for the school and district/BOCES. The grade value must be valid for the school code and district/BOCES being submitted. This three-digit field is REQUIRED and if left blank will result in an error. See grade level codes for valid grade codes and ages for grades https://www.cde.state.co.us/datapipeline/gradetoageedits

Gender – A two-digit numeric field containing the value of the student's gender. There are only two valid codes for this field. This two-digit numeric field is REQUIRED and if left blank will result in an error.

01	Female
02	Male

Active/Inactive – A one-digit numeric field containing the value representing that the SASID of the student is active or inactive. This one-digit numeric field is REQUIRED and if left blank will result in an error.

0	Active
1	Inactive

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