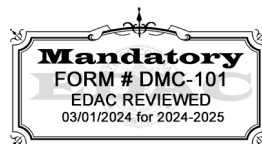


2024-2025 RITS READ AND RITS BATCH FILE LAYOUT

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
STUDENT FILE							
<p>* Indicates required field</p> <p>You may name your file anything that works for you; however, the system will not allow spaces in the file name.</p> <p>When submitting CSV or Excel you must include a header row with titles in the fields.</p>							
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
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
Grade Level*	3	130	132	10	J2	004	REQUIRED FIELD Grade must be valid for the school the student is attending

Last updated: 05/01/2024



2024-2025 RITS READ AND RITS BATCH FILE LAYOUT

Student's Gender*	2	133	134	11	K2	01	REQUIRED FIELD Female=01, Male=02, Nonbinary=03
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Active/Inactive Indicator*	1	135	135	11	K2	0	REQUIRED FIELD Active=0, Inactive=1
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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

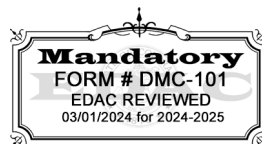
SASID Number – Is a **unique** ten-digit numeric field containing the random ten-digit value assigned by CDE to the student whose record is being submitted for processing. Note: A value of ten spaces can be placed in this field if the data being submitted is for a new student who has not been assigned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

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



2024-2025 RITS READ AND RITS BATCH FILE LAYOUT

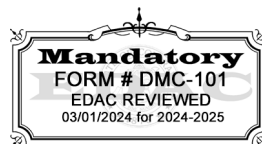
an error.

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).



2024-2025 RITS READ AND RITS BATCH FILE LAYOUT

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 – An individual’s sex.

01	Female – identifies as female (including a transgender student/staff who identifies exclusively as female).
02	Male – identifies as male (including a transgender student/staff who identifies exclusively as male).
03	Nonbinary - does not identify exclusively as male or female. Nonbinary does not refer to a transgender student/staff who identifies exclusively as either male or female

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

Last updated: 05/01/2024

