# **2025-2026 RITS File Layout**

## **Purpose:**

### RITS, or Record Integration Tracking System, assigns each student in the state of Colorado a unique student ID, known as a SASID (State Assigned Student ID), which stays with the student for the duration of their public-school career. This file layout is the same, except for the SASID Field, for RITS Requests, to search for an existing SASID for a student, or to update student records in the Data Pipeline.

### Important:

SASID information can be updated at any time throughout the school year.

### Use Summary:

SASIDs are used in many CDE internal processes and collections, and are occasionally used by the Colorado Department of Higher Education.

### File Notes:

* \*Indicates primary key
* **Zero fill all non-applicable data fields**
* A header row is required for .csv and .xlsx files

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MANDATORY
FORM #DMC-101
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02/14/2025 for 2025-2026

## Data Field List:

| **Name of Field** | **Field Length** | **Text Start Position** | **Text End Position** | **CSV Order** | **Excel Column** | **Example(s)** | **Remarks** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student's State ID (SASID)\* | 10 | 1 | 10 | 1 | A2 | 1000000001 | **Can be blank for RITS Requests. SASID required for RITS Updates.** |
| 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 |
| 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, Nonbinary=03 |
| Active/Inactive Indicator\* | 1 | 135 | 135 | 12 | L2 | 0 | REQUIRED FIELD Active=0,  Inactive=1 |

## Data Field Descriptions:

### **SASID Number**

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.

### District/BOCES Code

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 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 contains the month, day, and year on which an individual was born (i.e., 09151989).

### 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 The [Age to Grade table](https://www.cde.state.co.us/datapipeline/gradetoageedits) for expected grade levels.

| **Code** | **Description** |
| --- | --- |
| 002 | Infant |
| 004 | Pre-k |
| 006 | Half-day kindergarten |
| 007 | Full-day kindergarten |
| 010 | 1st grade |
| 020 | 2nd grade |
| 030 | 3rd grade |
| 040 | 4th grade |
| 050 | 5th grade |
| 060 | 6th grade |
| 070 | 7th grade |
| 080 | 8th grade |
| 090 | 9th grade |
| 100 | 10th grade |
| 110 | 11th grade |
| 120 | 12th grade |

### Gender

An individual’s sex.

| **Code** | **Description** |
| --- | --- |
| 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.

| **Code** | **Description** |
| --- | --- |
| 0 | **Active** |
| 1 | **Inactive** |

## Document Changes:

| **Date** | **Description of Change** | **Reason for Change** | **Element(s) Affected** |
| --- | --- | --- | --- |
| 01/29/2025 | Inclusion of Parent/Guardian 1 & 2 first and last name as optional field. | To help identify duplicate SASIDs and help districts locate correct SASID for transferring students. | Add name fields. |
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