



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:

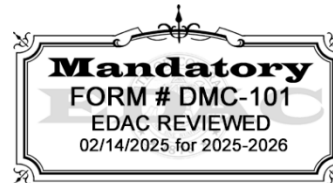
SASID information can be updated at any time throughout the school year.

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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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.



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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](#) for expected grade levels.

Code	Description
002	Infant
004	Pre-k
006	Half-day kindergarten



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Code	Description
007	Full-day kindergarten
010	1 st grade
020	2 nd grade
030	3 rd grade
040	4 th grade
050	5 th grade
060	6 th grade
070	7 th grade
080	8 th grade
090	9 th grade
100	10 th grade
110	11 th grade
120	12 th 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
03/10/2025	EDAC Review 25-26SY		N/A