cde

Record Integration Tracking System (RITS) Facility Username and Password Request Form

In order to access the Record Integration Tracking System, a user login code and password are required. Please use the following form to request a unique, individual user login code and password for the facility staff member who will have view only access to RITS. Each facility should have at least one individual with access to RITS, as well as a back-up respondent. Please also give the name of the RITS contact person who is being replaced, if applicable, so that the old user name and password can be cancelled.

Facility Code: N/A   ☐ Check if you were previously assigned a RITS password
Facility Name:
Phone:
Date of request:

Respondent Name:				Respondent Name:	
Title:				Title:	
Phone:				Phone:	
E-mail Address:				E-mail Address:	
Replacing:				Replacing:	
OFFICE USE ONLY	User Name	Password		OFFICE USE ONLY	User Name	Password

Facility or Program Director: _____ **Date:** _____

                                         Print Name   Signature

By signing this application you are acknowledging that each person listed above is authorized by the facility for view only access to RITS, in accordance with the Family Educational Rights and Privacy Act (FERPA), a federal law, which limits who can see an education record.

Please fax completed forms to Debbie Puccetti FX: (303) 866-6888 PH: (303) 866-6612 puccetti_d@cde.state.co.us
Colorado Department of Education
Student Identifier Management Unit, Room 507
201 East Colfax Avenue, Denver, CO 80203

RITS VIEW ONLY Facility Username and Password Request Form
Last Modified: March 9,2010
For support or suggestions please contact the administrator at ademaster@cde.state.co.us