



COLORADO

Department of Education

RITS READ Match Tool Training

2015

RITS READ Match Tool Training

The goal of this training is to help local education agencies (LEAs) obtain SASIDs more efficiently and accurately. This training will include:

- Submitting a RITS READ file
- Batch Maintenance
- Validation Report
- Editing a Record
- Using the Match Tool when submitting a RITS READ file
- Submitting to RITS



Things to Remember

- You may submit batches any time of year regardless of what the school year reads
- Please use match tool before submitting as this will expedite SASIDs being issued
- It can take up to several days at the beginning of the school year, due to heavy volume, for cases in review to be reviewed
- If a case(s) is/are still in review 5 days or more contact the RITs coordinator
- Follow protocol on entering student information. For guidance refer to <http://www.cde.state.co.us/sites/default/files/RITS%20Documentation%20Guidance.pdf>
- Try to avoid submitting duplicate students into RITS



RITS READ Submission

To submit and update records via the RITS web-based system or via Data Pipeline you must have your district's Local Access Manager (LAM) grant you permissions under the role of "district admin"

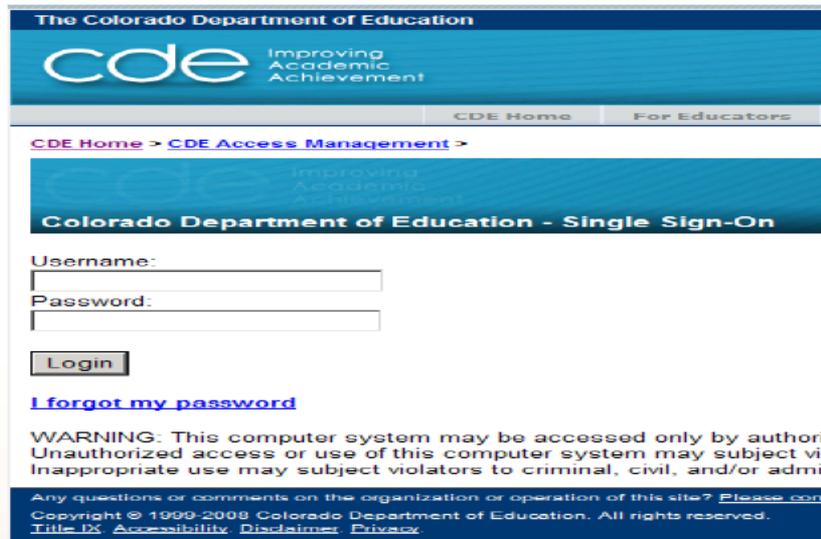
To request access please go to this link:

<https://cdeapps.cde.state.co.us/index.html>

Click on "Request for Assistance"

RITS READ Submission

- Your Local Access Manager (LAM) will be able to give you access to the Data Pipeline System
- Log onto the Data Pipeline, the system will display a screen similar to the one below:



The screenshot shows the login interface for the Colorado Department of Education's Single Sign-On system. At the top, it features the CDE logo with the tagline "Improving Academic Achievement" and navigation links for "CDE Home" and "For Educators". Below this is a breadcrumb trail: "CDE Home > CDE Access Management >". The main heading is "Colorado Department of Education - Single Sign-On". The login form includes fields for "Username:" and "Password:", followed by a "Login" button. A link for "[I forgot my password](#)" is provided below the form. A warning message states: "WARNING: This computer system may be accessed only by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action." At the bottom, there is a footer with a link for "Any questions or comments on the organization or operation of this site? [Please contact us.](#)" and copyright information: "Copyright © 1999-2008 Colorado Department of Education. All rights reserved. [Title IX](#) [Accessibility](#) [Disclaimer](#) [Privacy](#)".

RITS READ Data Pipeline Submission

- The purpose of the RITS READ data submission is to find out if the student(s) already has/have a SASID(s).
- In doing a RITS READ submission you will save yourself time by searching for a large group of students at one time.
- It is always best practice to search for a student to see if the student already has a SASID. By making this a procedure within your district you will minimize the possibility of creating a duplicate SASID.

RITS READ Data Pipeline Submission

For the user that has access to submit through the Data Pipeline as well as through the RITS Web System, there is a link in the RITS Web System that will bring you to the Data Pipeline. It will read Data Pipeline Upload. You can also just go directly to Data Pipeline

Record Integration Tracking System (RITS)

Are you ready to [Logout ?](#)

Student Maintenance

- [Student Search / Update](#)
- [Add Single Student](#)
- [Add Multiple Students](#)
- [Data Pipeline File Upload](#)
- [Unmerge Students](#)
- [Merge Students](#)

RITS User Guide

- [RITS Add/Update Guide](#)
- [RITS View User Guide](#)

Reports

- [Student Activity Report](#)

RITS Home

The purpose of the Record Integration Tracking System (RITS) is to be able to assign each student in

There are three ways to obtain a State Assigned Student ID (SASID):

- 1. Add Single Student**
This method allows the institution to submit a single student's information and to obtain an unique ID
- 2. Add Multiple Students**
This method allows the institution to submit a list of students via an on-line form in order to assign ea
- 3. Data Pipeline File Upload**

Building the RITS READ File

To prepare the RITS READ file follow your vendor's instructions for automatic export from your student information system. If your district is not set up for an automated RITS READ export you will need to build the file yourself following the RITS READ file layout specifications.

File Layouts can be found at the following link:

http://www.cde.state.co.us/DataPipeline/yr_RITS.asp

Building the RITS READ File

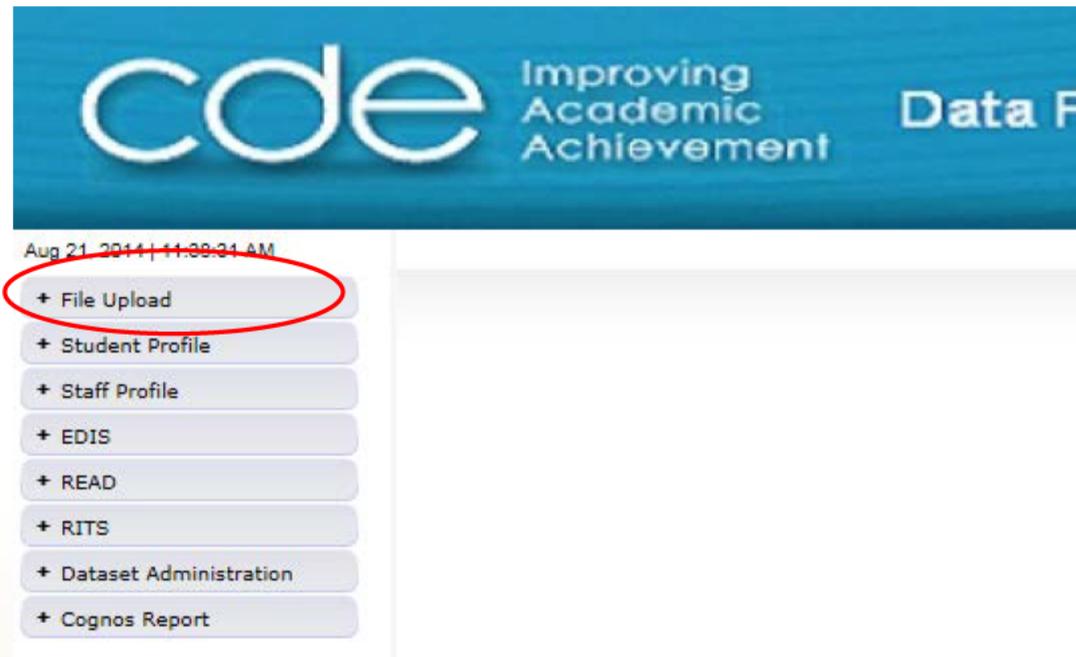
You may submit a file in these three formatting choices:

- Text file
- Excel file – must include a header row with text
- CSV File – must include a header row with text

The naming conventions of the file are determined by the user, with the exception of the use of spaces in the file name – spaces are NOT allowed. Once your file is complete save it to a place that you will remember.

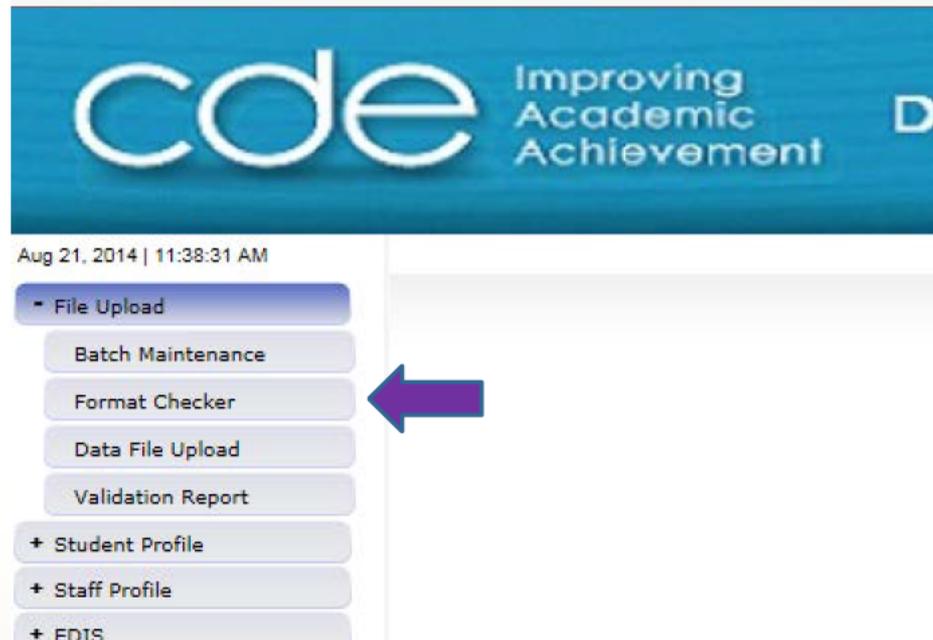
File Upload

Click on File Upload – this will open up more choices. We will discuss each sub header as we progress in the power point.



File Upload

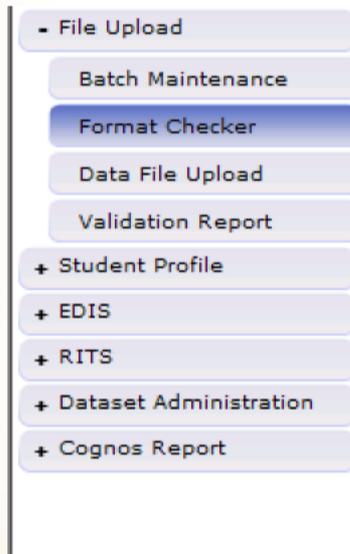
Next Click on Format Checker



Format Checker

Format Checker checks the first row (not your header row) of your file for formatting errors
The system is not checking the formatting of the entire file ONLY the first row.

1. Choose your Data Set – RITS
2. File Type – In this case RITS Read
3. School year – current school year
4. Browse to where you saved your file
5. Click Upload



The main content area of the interface, titled "Format Checker" in green. It contains a form with the following fields:

- Dataset * (dropdown menu with "Select..." option)
- File Type * (dropdown menu with "Select..." option)
- School Year * (dropdown menu with "Select..." option)
- File Name * (text input field with a "Browse..." button next to it)
- Upload (green button)

Format Checker

- The screen will display formatting errors in the first row of your file (not your header row); these errors will be highlighted in red. You will need to go back to your file and correct any formatting errors.
- If you have no errors in your file then the screen will show passed in green (see next slide).

Format Checker

File Upload Logo

Batch Maintenance

Format Checker

Data File Upload

Validation Report

+ Student Profile

+ EDIS

+ RITS

+ Dataset Administration

+ Cognos Report

Format Checker

Dataset *

File Type *

School Year *

File Name *

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Sasid	A2	10	0	Pass
District Code	B2	4	4	Pass
School Code	C2	4	4	Pass
Lasid	D2	10	10	Pass
Last Name Student	E2	30	30	Pass
First Name Student	F2	30	30	Pass
Middle Name Student	G2	30	30	Pass
Birth Date Student	H2	8	8	Pass
Entry Grade Level	I2	3	3	Pass
Gender Student	J2	2	2	Pass
Active Indicator	K2	1	1	Pass

Data File Upload

You are now ready to upload your file –
Choose Data File Upload

- File Upload

Batch Maintenance

Format Checker

Data File Upload

Validation Report

+ Student Profile

+ EDIS

Data File Upload

- Click on
- Data Set – RITS
- File Type – RITS READ
- School Year- Current year
- Organization – will populate with your district
- Browse for your file
- Click Submit

Apr 29, 2013 | 12:00:22 PM [Home](#) | [FAQ](#) | [Help](#) | [Contact](#)

[File Upload](#) Logout

- Batch Maintenance
- Format Checker
- Data File Upload**
- Validation Report

+ Student Profile

+ EDIS

+ RITS

+ Dataset Administration

+ Cognos Report

Data File Upload

Exception File

Dataset *

File Type *

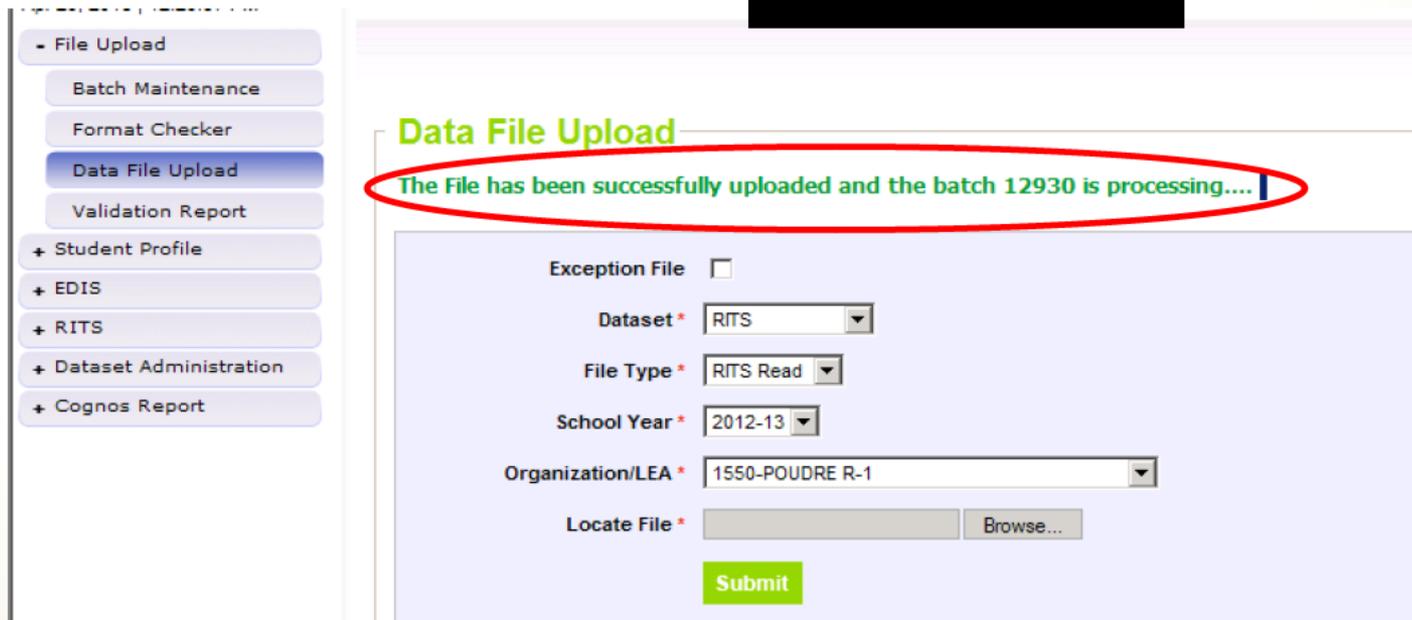
School Year *

Organization/LEA *

Locate File *

Data File Upload

You will receive an e-mail stating the record count and the error count. This message will pop up:



The screenshot shows a web application interface for data file uploads. On the left is a navigation menu with the following items: File Upload, Batch Maintenance, Format Checker, Data File Upload (highlighted), Validation Report, Student Profile, EDIS, RITS, Dataset Administration, and Cognos Report. The main content area is titled "Data File Upload" and contains a green success message: "The File has been successfully uploaded and the batch 12930 is processing....". Below the message is a form with the following fields: Exception File (checkbox), Dataset (dropdown menu with "RITS" selected), File Type (dropdown menu with "RITS Read" selected), School Year (dropdown menu with "2012-13" selected), Organization/LEA (dropdown menu with "1550-POUDRE R-1" selected), and Locate File (text input with a "Browse..." button). A green "Submit" button is located at the bottom of the form.

Batch Maintenance

- Batch Maintenance is the place in which you can download or delete the batches. When you download your batch it will be downloaded in the same formatting as how you submitted the file.
- Chose your Dataset - RITS
- File type – RITS READ
- Current School Year
- Organization will populate with your district
- Click Submit

Batch Maintenance

File Upload

Batch Maintenance

Format Checker

Data File Upload

Validation Report

+ Student Profile

+ EDIS

+ RITS

+ Dataset Administration

+ Cognos Report

Logout

Batch Maintenance

Dataset * RITS

File Type * RITS Read

School Year * 2012-13

Organization/LEA * 1550-POUDRE R-1

Submitted By Me

Submit

Batch Maintenance

You can check the box to the left and delete or download your batch from this screen.

The screenshot displays a web interface for batch maintenance. It features a table with the following columns: Select, Batch ID, File Name, Record Count, Errors Count, Processed Indicator, Submitted User, and Submitted Date. A green arrow points to the 'Select' column checkboxes. At the bottom, a red circle highlights the 'Delete' and 'Download' buttons. The interface also includes pagination controls (Page 1 of 1), a dropdown menu set to 25, and the text 'Per Page' and 'Total No. of Records: 13'.

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date
<input type="checkbox"/>	12930	Training_RITS_Read_1550.xls	160	0	Yes		04/29/2013 12:29 PM
<input type="checkbox"/>	12928	Training_RITS_Read_1550.xls		0	Processing		04/29/2013 12:09 PM
<input type="checkbox"/>	12684	RITS_R1550.xls	160	0	Yes		04/22/2013 12:16 PM
<input type="checkbox"/>	12630	RITS_R1550.xls	872	0	Yes		04/19/2013 08:18 AM
<input type="checkbox"/>	12590	rr1550.05a_PK students.xls	322	0	Yes		04/17/2013 03:24 PM
<input type="checkbox"/>	12588	rr1550.04a_PK students.xls	322	966	Yes		04/17/2013 03:12 PM
<input type="checkbox"/>	12587	rr1550.04a_PK students.xls		0	No		04/17/2013 03:07 PM
<input type="checkbox"/>	12566	rr1550.03a.xls	931	0	Yes		04/17/2013 12:01 PM
<input type="checkbox"/>	12565	rr1550.03a.xls	931	0	Yes		04/17/2013 11:55 AM
<input type="checkbox"/>	11852	rr1550.03a.xls	931	0	Yes		03/26/2013 11:40 AM
<input type="checkbox"/>	11850	rr1550.02a.xls	931	0	Yes		03/26/2013 11:29 AM
<input type="checkbox"/>	11649	rr1550.01a.xls	931	0	Yes		03/18/2013 03:50 PM
<input type="checkbox"/>	11603	ri1550.10aPSDnosasids.xlsx	931	0	Yes		03/15/2013 10:08 AM

Page 1 of 1 25 Per Page Total No. of Records: 13

Delete **Download**

Validation Report

The Validation Report will show you what errors you have in your file. If there are no errors you will get a message telling you there are no errors in the batch. The following slide is an example in which the errors perpetuated themselves throughout the entire file. This report just shows you what the error is in the file. You cannot fix any errors in this report.

Validation Report

- File Upload

Batch Maintenance

Format Checker

Data File Upload

Validation Report

+ Student Profile

+ EDIS

+ RITS

+ Dataset Administration

+ Cognos Report

Logout

Validation Report

Dataset * RITS

File Type * RITS Read

School Year * 2012-13

Organization/LEA * 1550-POUDRE R-1

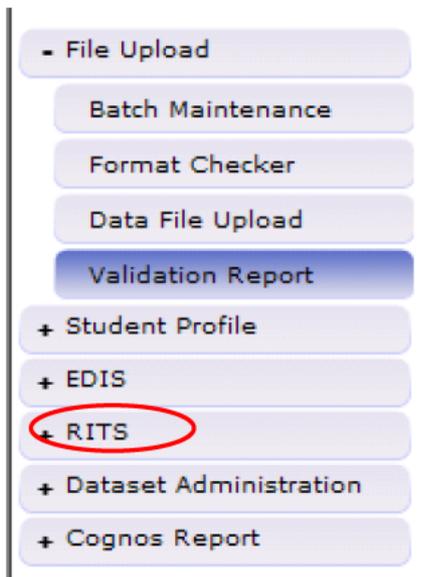
Batch Id * 12588 - 04/17/2013 03:12 PM

View Report

Error Code	Error Type	Error Message	Count
RT009	E	Invalid grade.	322
RT017	E	The code entered is not valid for Active Inactive Indicator	322
RT011	E	The code entered must be either 01 or 02.	322

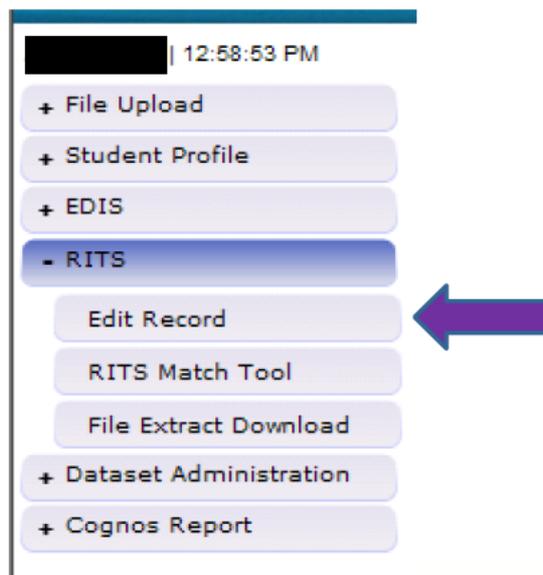
Edit Record—Fixing Errors in the File

1. Click on RITS



Edit Record—fixing errors in the file

2. Click on Edit Record



Edit Record

- **Choose File Type – RITS READ**
- **School Year – Current school year**
- **Organization – your district will auto populate**
- **Batch ID – Most current will be at the top of the list**
- **Error Records - All – selecting all will yield all of your file**
- **Yes – selecting Yes will yield only records with errors**
- **No – selecting No will yield records with no errors**

Edit Record

- + File Upload
- + Student Profile
- + EDIS
- RITS
 - Edit Record**
 - RITS Match Tool
 - File Extract Download
- + Dataset Administration
- + Cognos Report

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Logout

Edit Record

File Type* School Year*

Organization/LEA* Batch ID* Error Records

Fields marked with * are mandatory

Student's State ID (SASID)

Local ID (LASID)

Student's First Name

School Code

Student's Last Name

Student's Date of Birth



Edit Record

Apr 29, 2013 | 01:27:20 PM

- + File Upload
- + Student Profile
- + EDIS
- RITS
- Edit Record**
- RITS Match Tool
- File Extract Download
- + Dataset Administration
- + Cognos Report

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Logout

Edit Record

File Type*	RITS Read	School Year*	2012-13	Error Records	All
Organization/LEA *	1550-POUDRE R-1	Batch ID *	12930 - 04/29/2013 12:29 PM		
Fields marked with * are mandatory					
Student's State ID (SASID)	<input type="text"/>	School Code	All		
Local ID (LASID)	<input type="text"/>	Student's Last Name	<input type="text"/>		
Student's First Name	<input type="text"/>	Student's Date of Birth	<input type="text"/>		
<input type="button" value="Search"/>					

Using the search fields such as SASID, LASID, Student's First Name etc. you can find a record within your file.

Then click Search

Edit Record

- **Fields that have an error will show up in red. Errors must be corrected to submit to the RITS Match Tool.**
- **Fields that have a warning will show up in yellow.**
- **In the example on the next slide there are errors in the Date of Birth, Grade Level and Gender.**

Edit Record

April 20, 2010 10:12:00 AM

- + File Upload
- + Student Profile
- + EDIS
- RITS
 - Edit Record
 - RITS Match Tool
 - File Extract Download
- + Dataset Administration
- + Cognos Report

[LINKS] [LINKS] [LINKS] [LINKS]

[Logout](#)

Edit Record

Sort Order #1: Student's Last Name Sort Order #2: Student's State ID (SASID) Sort Order #3: Student's First Name [Sort Data](#)

Fields shown in RED have an error

Total # of Records : 22 [Go to Standard View](#)

Student's Middle Name	Student's Date of Birth	Grade Level	Student's Gender	Active/Inactive Indicator
	7032005	Select ...	Select ...	0-Active
	12212003	Select ...	Select ...	0-Active
	10291996	110-Grade 11	Select ...	0-Active
	2121998	Select ...	Select ...	0-Active
	9062000	Select ...	Select ...	0-Active
	6262003	Select ...	Select ...	0-Active
	7212002	Select ...	Select ...	0-Active
	9062007	Select ...	Select ...	0-Active



Edit Record

- The sort order 1, 2 and 3 contains the following fields to sort on:
 - Last Name
 - SASID
 - First Name
 - DOB
 - Grade Level

EDIT Record

File Upload
+ Student Profile
+ EDIS
- RITS
 Edit Record
 RITS Match Tool
 File Extract Download
+ Dataset Administration
+ Cognos Report

Logout

Edit Record

Sort Order #1: Student's Last Name
Sort Order #2: Student's State ID (SASID)
Sort Order #3: Student's First Name
Sort Data

Fields shown in RED have an error

Total # of Records : 22

Go to Standard View

Student's Middle Name	Student's Date of Birth	Grade Level	Student's Gender	Active/Inactive Indicator
	7032005	Select ...	Select ...	0-Active
	12212003	Select ...	Select ...	0-Active
	10291996	110-Grade 11	Select ...	0-Active
	2121998	Select ...	Select ...	0-Active
	9062000	Select ...	Select ...	0-Active
	6262003	Select ...	Select ...	0-Active
	7212002	Select ...	Select ...	0-Active
	9062007	Select ...	Select ...	0-Active

Edit Record

To fix the errors you need to click the box on the left side of the screen

To fix the errors you need to click the box on the left side

#	Student's State ID (SASID)	School Code	Local ID (
<input type="checkbox"/>	5	7610-SAND CREEK ELEMENTARY SCHOOL	0000485-
<input type="checkbox"/>	6	6396-NORTHEAST ELEMENTARY SCHOOL	0000484:
<input type="checkbox"/>	7	2230-DOUGLAS COUNTY HIGH SCHOOL	0000485:
<input type="checkbox"/>	8	7116-PONDEROSA HIGH SCHOOL	0000485:
<input type="checkbox"/>	9	3995-HOPE ON-LINE	0000485:
<input type="checkbox"/>	10	3241-FRONTIER VALLEY ELEMENTARY SCHOOL	0000485:
<input type="checkbox"/>	11	3241-FRONTIER VALLEY ELEMENTARY SCHOOL	0000485:
<input type="checkbox"/>	12	2232-ROCK RIDGE ELEMENTARY SCHOOL	0000485:

Page 1 of 1

Edit Record

- Fix the error(s) and click Save, you must click save before moving onto the next page if not your changes will not be saved.
- You may delete a record in this screen. Check the box on the record that you would like to delete, click delete. You will get a message saying the record deleted successfully.
- If you have many errors in the file it may be better to clean up all your errors in your file then resubmit the batch.
- Remember that you need to update/correct your data in your source system as well.

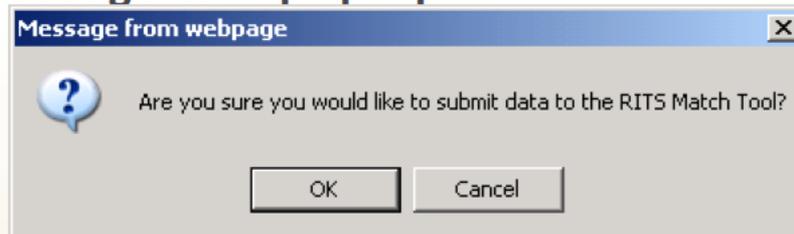
Submit to RITS Match Tool

Once your errors are resolved, you are ready to submit your file to the Match Tool. Click on the Submit to RITS Match Tool.

The screenshot shows a web application window titled 'Student History Detail' and 'Edit/View Record'. The main content area is titled 'Edit Record' and contains three dropdown menus for 'Sort Order #1', 'Sort Order #2', and 'Sort Order #3'. Below these is a red warning message: 'Fields shown in RED have an error'. A table below shows 8 records with columns for '#', 'Student's State ID (SASID)', 'School Code', and 'Local ID'. The 'Submit to RITS Match Tool' button is circled in purple.

#	Student's State ID (SASID)	School Code	Local ID
1	<input type="text"/>	Select...	15500021
2	<input type="text"/>	Select...	15500014
3	<input type="text"/>	Select...	15500032
4	<input type="text"/>	Select...	15500061
5	<input type="text"/>	Select...	15500071
6	<input type="text"/>	Select...	15500046
7	<input type="text"/>	Select...	15500022
8	<input type="text"/>	Select...	15500071

This message will pop up – click ok



Submitting to Match Tool

You will receive an e-mail along with this message on your screen:
“Data has been submitted to the RITS Match Tool.”

From here you would click on the RITS Match Tool

Navigation Menu:

- + File Upload
- + Student Profile
- + EDIS
- RITS
 - Edit Record
 - RITS Match Tool**
 - File Extract Download
- + Dataset Administration
- + Cognos Report

Main Content Area:

Edit Record

Data has been submitted to the RITS Match Tool.

Sort Order #1: Student's Last Name
Sort Order #2: Student's State ID (SASID)
Sort Order #3: Student's First Name

Sort Data

Fields shown in RED have an error

Total # of Records : 160

Go to Standard View

#	Student's State ID (SASID)	School Code	Local ID (LASID)	Student's Last
<input type="checkbox"/> 18		Select ...		

Submit to RITS Match Tool

- The Match Tool will show you the submitted record and the possible matches that are currently in the RITS System.

There are two choices:

- Submitted record - by choosing this record you are telling the system no match, give this student a new SASID (referred to as an 'add')
- Possible match - by choosing this record you are telling the system these are the same students and I want to update on the existing SASID (referred to as an 'update')
- You can enter a comment, do your investigation, then come back to these record(s) when you are ready to determine if there is a match or not.
- The system will allow you to submit a partially matched batch

RITS Match Tool

- Enter your current School year
- Your Organization will auto populate
- You most current batch will be at the top
- You can sort by % Matched - >50% or >75%
- Include Comments - All, Yes, and No
- Matched Records - All Yes or No
- Click search

RITS Match Tool

School Year*	<input type="text" value="2012-13"/>	Organization/LEA*	<input type="text" value="1550-POUDRE R-1"/>	Batch ID*	<input type="text" value="12930 - 04/29/2013 15"/>
% Match*	<input type="text" value="All"/>	Include Comments*	<input type="text" value="All"/>	Matched Records*	<input type="text" value="All"/>
SASID	<input type="text"/>	First Name	<input type="text"/>	Birth Date	<input type="text"/>
LASID	<input type="text"/>	Last Name	<input type="text"/>	School Building Code	<input type="text"/>
Submit Indicator	<input type="text" value="No"/>	Gender	<input type="text" value="Select..."/>	Grade	<input type="text" value="Select..."/>

Fields marked with a * are mandatory

Match Tool

- There are many ways in which to find a record if needed within the Match Tool
- SASID, LASID, First Name, Last Name, Gender, Birth Date, School Building Code and Grade are ways to pin down a record within your file.
- The Submit indicator lets you know if data was already submitted to RITS. So you may go in and submit the majority of your batch to RITS. Then you will want to go back and only look at records that have yet to be submitted to RITS. You can then put that indicator to 'No' and it will only display the records that have yet to be submitted to RITS. This can be used when you have some records that need to be researched but want to submit the records that have been resolved. The system allows you to submit a partial batch.

Match Tool

Logout

RITS Match Tool

School Year *	<input type="text" value="2012-13"/>	Organization/LEA*	<input type="text" value="1550-POUDRE R-1"/>	Batch ID*	<input type="text" value="12930 - 04/29/2013 12"/>
% Match *	<input type="text" value="All"/>	Include Comments*	<input type="text" value="All"/>	Matched Records*	<input type="text" value="All"/>
SASID	<input type="text"/>	First Name	<input type="text"/>	Birth Date	<input type="text"/>
LASID	<input type="text"/>	Last Name	<input type="text"/>	School Building Code	<input type="text"/>
Submit Indicator	<input type="text" value="No"/>	Gender	<input type="text" value="Select..."/>	Grade	<input type="text" value="Select..."/>

Fields marked with a * are mandatory

Match Tool

Once you click Search you will receive a list of records:

Search												
#	Submission/ Possible Match	% Match	SASID	Last Name	First Name	Middle Name	Date of Birth	Gender	Grade	LASID	Last Updated District	Last Updated School
<input type="radio"/>	1 Submission						03/14/2008	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER
<input type="radio"/>	Possible Match	85.185					03/14/2008	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER
<input type="radio"/>	2 Submission						08/30/2009	02 - Male	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER
<input type="radio"/>	Possible Match	85.185					08/30/2009	02 - Male	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER
<input type="radio"/>	3 Submission						01/19/2008	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER
<input type="radio"/>	Possible Match	85.185					01/19/2008	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER
<input type="radio"/>	4 Submission						01/13/2009	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER

Search												
Last Name	First Name	Middle Name	Date of Birth	Gender	Grade	LASID	Last Updated District	Last Updated School	Comments			
			03/14/2008	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER				
			03/14/2008	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER				
			08/30/2009	02 - Male	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER				
			08/30/2009	02 - Male	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER				
			01/19/2008	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER				
			01/19/2008	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER				
			01/13/2009	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER				
			01/13/2009	01 - Female	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER				
			02/07/2008	02 - Male	004		1550 - Poudre R-1	6008 - BASE CAMP/RED FEATHER				

Match Tool

Screen will show the collapsed view.

+ File Upload

+ Student Profile

+ EDIS

- RITS

Edit Record

RITS Match Tool

+ Dataset Administration

+ Cognos Report

RITS Match Tool

Warning: Changes (if any) made to records must be saved before proceeding to the next screen or next set of records.

Show Search Criteria

	#	Submission/ Possible Match	% Match	SASID	Last Name	First Name	Middle Name	Date of Birth	Gender	Grade	LASID	Last Updated District	Last U
<input type="radio"/>	1	Submission						09/19/2010	02 - Male	004		0180 - ADAMS-ARAPAHOE 28J	0000
<input type="radio"/>		Possible Match	37.931					09/19/2002	02 - Male	050		2010 - CREEDE SCHOOL DISTRICT	1962 - LAMB
<input type="radio"/>		Possible Match	25					09/19/2010	02 - Male	004		0180 - ADAMS-ARAPAHOE 28J	0000
<input type="radio"/>		Possible Match	19.54					06/04/1993	02 - Male	120		1550 - POUDRE R-1	7470 - ROCKY I
<input type="radio"/>	2	Submission						09/19/2011	02 - Male	002		0180 - ADAMS-ARAPAHOE 28J	0000
<input type="radio"/>		Possible Match	19.54					09/19/2002	02 - Male	040		2010 - CREEDE SCHOOL DISTRICT	1962 - LAMB
<input type="radio"/>		Possible Match	12.879					09/19/2011	02 - Male	002		0180 - ADAMS-ARAPAHOE 28J	0000

Match Tool

Once you click on Show Search Criteria, you sort option appear. This was done so you would be able to see more records on the screen.

- + File Upload
- + Student Profile
- + EDIS
- RITS
- Edit Record
- RITS Match Tool
- + Student Profile
- + EDIS
- RITS
- Edit Record
- RITS Match Tool
- + Dataset Administration
- + Cognos Report

RITS Match Tool

Warning: Changes (if any) made to records must be saved before proceeding to the next screen or next set of records.

Show Search Criteria

#	Submission/ Possible Match	% Match	SASID	Last Name	First Name	Middle Name	Date of Birth	Gender	Grade	LASID	Last Updated District	Last U
1	Submission						09/19/2010	02 - Male	004		0180 - ADAMS-ARAPAHOE 28J	000
	Possible Match	37.931					09/19/2002	02 - Male	050		2010 - CREEDE SCHOOL DISTRICT	1962 - LAM

RITS Match Tool

Warning: Changes (if any) made to records must be saved before proceeding to the next screen or next set of records.

School Year *

% Match *

SASID

LASID

Submit Indicator

Organization/LEA *

Include Comments *

First Name

Last Name

Gender

Batch

Matched Reco

Birth

School Building C

Gr

Search

#	Submission/ Possible Match	% Match	SASID	Last Name	First Name	Middle Name	Date of Birth	Gender	Grade	LASID	Last Updated District	Last
1	Submission						09/19/2010	02 - Male	004		0180 - ADAMS-ARAPAHOE 28J	000
	Possible Match	37.931					09/19/2002	02 - Male	050		2010 - CREEDE SCHOOL DISTRICT	1962 - LAM

Match Tool

Once you have gone through each record making your selection between the Submitted Record or the Possible Match, then the next step is to submit the batch to the RITS Web System. Your submission will populate the RITS Web System SASID Download Report.

Match Tool

You do this by clicking on the Submit to RITS button at the bottom of the screen:

<input type="radio"/>	97 Submission			10/11/2008	02 - Male	004		1550 - POUJRE R-1	0000-Non-Attending
<input checked="" type="radio"/>	Possible Match	85.185		10/11/2008	02 - Male	004		1550 - POUJRE R-1	0678 - BEATTIE ELEMENTARY SCHOOL
<input type="radio"/>	98 Submission			01/29/2009	02 - Male	004		1550 - POUJRE R-1	0000-Non-Attending
<input checked="" type="radio"/>	Possible Match	85.185		01/29/2009	02 - Male	004		1550 - POUJRE R-1	5014 - LAUREL ELEMENTARY SCHOOL
<input type="radio"/>	99 Submission			12/19/2007	02 - Male	004		1550 - POUJRE R-1	0000-Non-Attending
<input checked="" type="radio"/>	Possible Match	85.185		12/19/2007	02 - Male	004		1550 - POUJRE R-1	5196 - LINTON ELEMENTARY SCHOOL
<input type="radio"/>	100 Submission			08/01/2008	01 - Female	004		1550 - POUJRE R-1	0000-Non-Attending
<input checked="" type="radio"/>	Possible Match	85.185		08/01/2008	01 - Female	004		1550 - POUJRE R-1	6476 - O'DEA ELEMENTARY SCHOOL

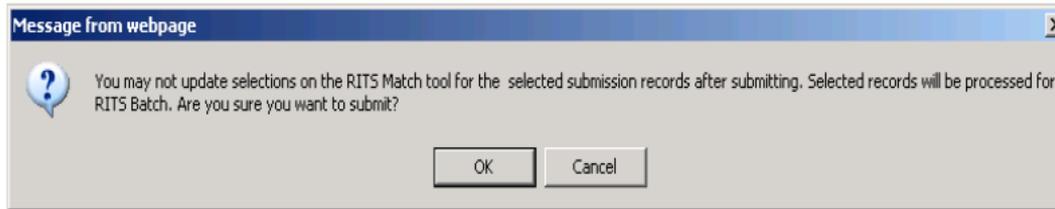
Page 1 of 2

You can expand your page through this dropdown (100 records per page)

04 15501550603163 1550 - POUJRE R-1 6476 - O'DEA ELEMENTARY SCHOOL

Page 1 of 2 100 Per Page

Submit to RITS



You will receive the above message – click ok

RITS Match Tool

The request for submitting data to RITS system has been accepted and is currently in progress

School Year*	2012-13	Organization/LEA*	1668-POUDRE R-1	Batch ID*	12930 - 04/29/2013 12:29 PM
% Match*	>75%	Include Comments*	All	Matched Records*	All
SASID	<input type="text"/>	First Name	<input type="text"/>	Birth Date	<input type="text"/>
LASID	<input type="text"/>	Last Name	<input type="text"/>	School Building Code	<input type="text"/>
Submit Indicator	No	Gender	Select...	Grade	Select...

Fields marked with a * are mandatory

The message in green is telling you that the submitted records are being processed. You will also get an e-mail.

RITS Web – SASID Download Report

- Proceed to the RITS Web System – Under Reports choose SASID Download Report

RITS User Guide

[RITS Add/Update Guide](#)

[RITS View User Guide](#)

Reports

[Student Activity Report](#)

[Taken Students Report](#)

[Student History Report](#)

[SASID Download Report](#)

[Case Report](#)

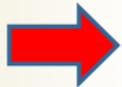
2. **Add Multiple Students**

This method allows the institution to submit a list of students via an or supplied back to the institution through a listing on the web site.

3. **ADE File Upload**

This method allows the sending institution the option of sending a large sending institution is able to receive the identifiers back via a similar A

For support or suggestions, please contact



SASID Download Report

This report will allow you to download in three different formats-

Fixed Length, CSV and Tab Delimited

You can also see the status of each record, under Case Type -

- **Add-** A new SASID was assigned to the record
- **Update-** Updated the submitted record on an existing record
- **Review-** The RITS Consultant will need to review the case. You may be asked to provide more information on the record

SASID Download Report

[Merge Students](#)

RITS User Guide

[RITS Add/Update Guide](#)

[RITS View User Guide](#)

Reports

[Student Activity Report](#)

[Taken Students Report](#)

[Student History Report](#)

[SASID Download Report](#)

[Case Report](#)

Case Maintenance

[Case Search](#)

Administration

[Configuration](#)

- **DOWNLOAD NOTE:** - If your PC is behind a server or firewall that restricts downloads your system administrator may need to configure such systems to allow full functionality of this site.

• **SASID REPORT DOWNLOAD SPECIFICATION**

District

POUDRE R-1

PRAIRIE RE-11

PRIMERO REORGANIZED 2

PRINCE STREET ACADEMY

ADE Batch ID & Date

R12630 - (05/01/13 (F))

R12930 - (05/01/13 (F))

R12684 - (04/22/13 (F))

R12590 - (04/17/13 (F))

Approx. Download Time

Speed	Min/Max/Secs
28,800 kbps	00.0 00.0 00.0
56 Kbps	00.0 00.0 02.0
512K	00.0 00.0 00.0

Approx. File Size: 25.5 KB

Download File Format

Fixed Length

Tab Delimited

CSV

Sort Order #1
District

Sort Order #2
Submitted Order

Sort Order #3
LASID

Sort Order #4
Last Name

Refresh Report

[100.00000%] of assigned SASIDs for ADE Batch ID R12630

SASID	Last Name	First Name	Middle Name	DOB	Gender	Last District to Update	LASID	Case Type	Case ID	Status
								Update		
								Update		
								Update		

Total number of records: 178

Contact Information

Should you have further questions please contact:

Debbie Puccetti
RITS Consultant
puccetti_d@cde.state.co.us
303-866-6612

This training as well as other information can be found at the following website:

http://www.cde.state.co.us/DataPipeline/yr_RITS.asp