2026-2027 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:

- Changes compared to the prior year are emphasized with yellow shading.
- *Indicates primary key
- **Zero fill all non-applicable data fields**
- A header row is required for .csv and .xlsx files



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
Parent/Guardian 1 First Name	30	136	165	13	M2	Valid name	OPTIONAL FIELD
Parent/Guardian 1 Last Name	30	166	195	14	N2	Valid name	OPTIONAL FIELD
Parent/Guardian 2 First Name	30	196	225	15	O2	Valid name	OPTIONAL FIELD
Parent/Guardian 2 Last Name	30	226	255	16	P2	Valid name	OPTIONAL FIELD

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 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

Parent/Guardian 1 First Name

The thirty-character field contains the primary parent's (or guardian's) first name. This thirty-digit field is NOT REQUIRED and is used for informational purposes only.

Parent/Guardian 1 Last Name

The thirty-character field contains the primary parent's (or guardian's) last name. This thirty-digit field is NOT REQUIRED and is used for informational purposes only.

Parent/Guardian 2 First Name

The thirty-character field contains the secondary parent's (or guardian's) first name. This thirty-digit field is NOT REQUIRED and is used for informational purposes only.

Parent/Guardian 2 Last Name

The thirty-character field contains the secondary parent's (or guardian's) last name. This thirty-digit field is NOT REQUIRED and is used for informational purposes only.

Document Changes:

Date	Description of Change	Reason for Change	Element(s) Affected
03/10/2025	EDAC Review 25-26SY		N/A
02/24/2026	Include Parent/Guardian Data fields	Informational field additions	Parent/Guardian 1 First Name, Parent/Guardian 1 Last Name, Parent/Guardian 2 First Name, Parent/Guardian 2 Last Name