RITS Web Guide

As new students enroll, LEAs need to first search for existing SASIDs and ultimately request a new SASID if the student is new to Colorado and does not have a SASID already assigned in RITS. LEAs may also find they need to update the existing data within RITS for their students. This guide provides directions for each of these processes using RITS Web.

Searching for Existing SASIDs

Before submitting a student for a new SASID, always start with a broad search to determine if they have an existing SASID.

Student Search/Update

- A broad search means entering only part of the last name and first name.
    - Example: If the student's name is Test NMN Tester, DOB 5/23/2012, enter:
        - Last name: tes
        - First name: te
- A broad search helps you see all possible matching records.
    - In the example above, this search returns 44 records, which is expected.
- If the broad search gives too many results or you need to narrow it down, you can refine your search criteria afterward

Requesting New SASIDs

If a SASID is not found for a newly enrolled student, then a new SASID must be requested. There are two options for this process using RITS Web.

Add Single Student

- Fields with a red asterisk are required.
- Use the Comments field to give helpful information to the RITS Consultant if you think the record may need case review.
    - Examples:
        - "Verified birth certificate"
        - "Student moved from AZ"
- After clicking Add, you will see one of two outcomes:
    - A new SASID is assigned, or
    - The record is sent to Case Management for review.
- Click OK.
- To check the status of your submission, use the SASID Download Report.

Add Multiple Students

NOTE: USE "ADD MULTIPLE STUDENTS" IF YOU HAVE FEWER THAN 5 STUDENTS TO ENTER. IF YOU HAVE MORE THAN 5, CONSIDER USING RITS DATA PIPELINE.

- Add Multiple Students Screen
- Set Row Size to 10 or 20 (maximum is 20).
- District will auto-fill.

- School Type must be selected (defaults to Public/Detention Centers).
- School must be the same for all students you are entering.
- You cannot enter students from different schools in the same batch.

Important: If you change School Type or School after entering student data, all entered information will be lost.

Updating Existing SASIDs

If an update is needed for an existing record, such as name, gender, data correction, etc. the RITS record may be updated using RITS Web.

Student Search/Update

- Enter the SASID or the student's name Click Search.
- In the Student's Record, you can update **ONE** field at a time and click 'Update' each time.
- Continue until all necessary updates are completed.

Reports

There are up to four reports available for the RITS-2 (Admin User) role.

- SASID Download Report
- Student History Report
- Taken Student Report

SASID Download Report

When reviewing submitted records, you'll see three possible case types in the SASID Download Report. Each indicates what happened to the record in the system:

1. Review

- The record was routed to Case Management.
- A RITS Consultant must review and take action.
- These records will have a Case ID number assigned.

2. Update

- The record was matched to an existing SASID.
- The system updated that existing SASID.
- The record will show which SASID it was updated to.

3. Add

- The system created a new SASID.
- The record will show the newly assigned SASID.

Student History Report

- The Student History Report displays the history of a student as it pertains to your district for the last two years, upon entering the SASID and clicking submit.

- If the student has never attended your district, then you will not see any data when entering the SASID.
- The date updated is the date in which any district has updated the record in the RITS System. This could be your district or another Colorado District.

Taken Student Report

The Taken Students Report shows students who have been updated out of your district by another Colorado district.

- You can expand the Row Size from 10 up to 150 records.
- You may enter one SASID or use the Date Range to see all students updated since they left your district.
- Sort Order 1–4 lets you sort the results in different ways.
- If no other Colorado district has updated the student's record, the report will show no results.
- This includes students who moved out of state, enrolled in private school, or are homeschooled.