RITS Data Pipeline 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 Data Pipeline.

Searching for Existing SASIDs & Requesting New SASIDs (SASID Request (RITS Read))

As enrollment opens for the new school year, districts must look up existing SASIDs for incoming students and request new SASIDs for students who are new to the state or to public education. Both actions—searching for existing SASIDs and requesting new ones—are completed through the same file upload process in the Data Pipeline.

Using the SASID Data Pipeline File Upload Template (XLSX), fill out all required fields **except** the SASID field. Make sure data is correctly formatted and that leading zeros are preserved. If a student has no middle name, enter **NMN**. An example of a completed record in the template is below.

SASID	DISTRICT CODE	SCHOOL CODE	LASID	LAST NAME	SUFFIX	FIRST NAME	MIDDLE NAME	DOB	GRADE	GENDER	ACTIVE/INACTIVE
	9998	1234	123456789	Doe	Jr	John	NMN	02212020	007	02	0

Data Pipeline Steps

1. Login to Data Pipeline
2. Data File Upload Process (tab on the left-hand navigation screen):
    a. Complete the Data File Upload form:
        i. Dataset: RITS
        i. File Type: SASID Request (RITS Read)
        ii. School Year: Current School Year
        iii. Organization/LEA: Your district information
        iv. Locate File: Choose the file
        v. Click ‘Submit’
    b. The file will process in Data Pipeline and there are two options to verify:
        i. An email from CDE Prod will be sent to the LEA submitter
        ii. In the File Upload -> Batch Maintenance, it will display Yes for Processed and have a Batch # to reference
3. RITS Process (tab on the left-hand navigation screen):
    a. Select Edit Record
        i. File Type: SASID Request (RITS Read)
        ii. School Year: auto populated
        iii. Organization/LEA: auto pop
        iv. Batch ID: select the batch id/date of the file uploaded
        v. Click Search; correct any records with errors highlighted in red
        vi. Click ‘Submit to RITS Match Tool’ when ready
    b. Select RITS Match Tool
        i. School Year: auto populated
        ii. Organization/LEA: auto pop

iii. Batch ID: select the batch id/date of the file uploaded

c. Review each record and manually select the radio button that best matches the student record uploaded in your data file.
d. If there are no records that match your student record, select the radio button for the record uploaded without a SASID.
e. **SAVE each page at the bottom BEFORE moving to another page** or navigating away from Data Pipeline.
f. Once completed, click 'Submit to RITS'
g. Select 'RITS Web System' on the left-hand navigation screen under the RITS tab

4. RITS Web System Process (a new webpage will open)
    a. Choose the SASID Download Reports link on the left-hand side
        i. District = Your district information
        ii. Case Type = Read
        iii. Batch ID = select the batch id/date of the file uploaded
        iv. This file can be downloaded and sorted depending on preferences.

Updating Existing SASIDs (SASID Updates (RITS Batch))

On the occasion a student updates their information, the LEA will also need to update the information in RITS. The process to update multiple students is completed through the file upload process in Data Pipeline using the SASID Updates (RITS Batch) file. The Data Pipeline steps are the same, however the file type selected differs.

Using the SASID Data Pipeline File Upload Template (XLSX), fill out all required fields **including** the SASID field. Make sure data is correctly formatted and that leading zeros are preserved. Remember, you are updating a student record, which is why a SASID is included.

Data Pipeline Steps

1. Login to Data Pipeline
2. Data File Upload Process (tab on the left-hand navigation screen):
    a. Complete the Data File Upload form:
        i. Dataset: RITS
        ii. File Type: **SASID Updates (RITS Batch)**
        iii. School Year: Current School Year
        iv. Organization/LEA: You district information
        v. Locate File: Upload the file
        vi. Click 'Submit'
    b. The file will process in Data Pipeline and there are two options to verify:
        i. An email from CDE Prod will be sent to the LEA submitter
        ii. In the File Upload -> Batch Maintenance, it will display Yes for Processed and have a Batch # to reference
3. RITS Process (tab on the left-hand navigation screen):
    a. Select Edit Record
        i. File Type: **SASID Updates (RITS Batch)**
        ii. School Year: auto populated
        iii. Organization/LEA: auto pop

iv. Batch ID: select the batch id/date of the file uploaded
v. Click Search; correct any records with errors highlighted in red

b. Click 'Submit to RITS' when ready
c. Select 'RITS Web System' on the left-hand navigation screen under the RITS tab

4. RITS Web System Process (a new webpage will open)
   a. Choose the SASID Download Reports link on the left-hand side
      i. District = Your district information
      ii. Case Type = Batch
      iii. Batch ID = select the batch id/date of the file uploaded
   b. This file can be downloaded and sorted depending on preferences

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.

Communicating About Records Under Review

Records in Review status have a Case ID. If you need to follow up, you may reference the case ID in an email. Examples:

- "Please expedite case 34769958; needed for testing."
- "Case 34769957 — DOB is 09/08/2011; please adjust."
- "Case 34769949 needs to be removed from case management."

IMPORTANT: DO NOT INCLUDE ANY PII (PERSONALLY IDENTIFIABLE INFORMATION) IN EMAILS.