RITS Guide for Higher Education Users

RITS Data Match Process

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Overview

Definitions

RITS – Record Integration Tracking System, assigns each student in the state of Colorado a unique student ID, known as a SASID.
SURDS - In Colorado, SURDS, or the Student Unit Record Data System, is a data collection system used by the Colorado Department of Higher Education (CDHE). It collects detailed information about students enrolled in Colorado's public and participating private postsecondary institutions. This data is used for various purposes, including reporting on enrollment numbers, student characteristics, and credit hours attempted and completed.
LEA – Local Access Manager. Assigns access permissions for various CDE applications, including RITS Web and the Data Pipeline. For the purposes of this usage agreement, access permissions are limited to:

APPLICATION: Pipeline
COLLECTION: RITS
ROLE: IHEUSER

IHE – Institute of Higher Education

Use and Access

Typically, at the beginning of the school year, Institutes of Higer Education (IHE's) use the Data Pipeline to search for SASIDs for their students for Student Unit Record Data System (SURDS) reporting.
To search for SASIDs, IHE users will need access to CDE's Data Pipeline. Access is granted by the Local Access Manger (LAM). For IHE users, the LAMs are CDHE staff members Chris Ammons and Maggie Yang (as of 10/2026). Please reach out to them if you need access to the Data Pipeline.

Process

Create File

To create a file for the Data Pipeline RITS Higher Ed (Match Tool) upload use the RITS Data Pipeline File Upload Template located on CDE's RITS: Record Integration Tracking System website under the *RITS Data Pipeline* heading. For the Higher Education Match Process, you will leave the SASID field blank. The rest of the data fields cannot be blank and must be correctly formatted, otherwise the file will fail to upload.
For information on how to correctly format the data, please see the RITS File Layout and Definitions for the most recent school year, located on CDE's RITS: Record Integration Tracking System website under the *RITS Data Pipeline* heading.

SASID File Format Quick Reference Table

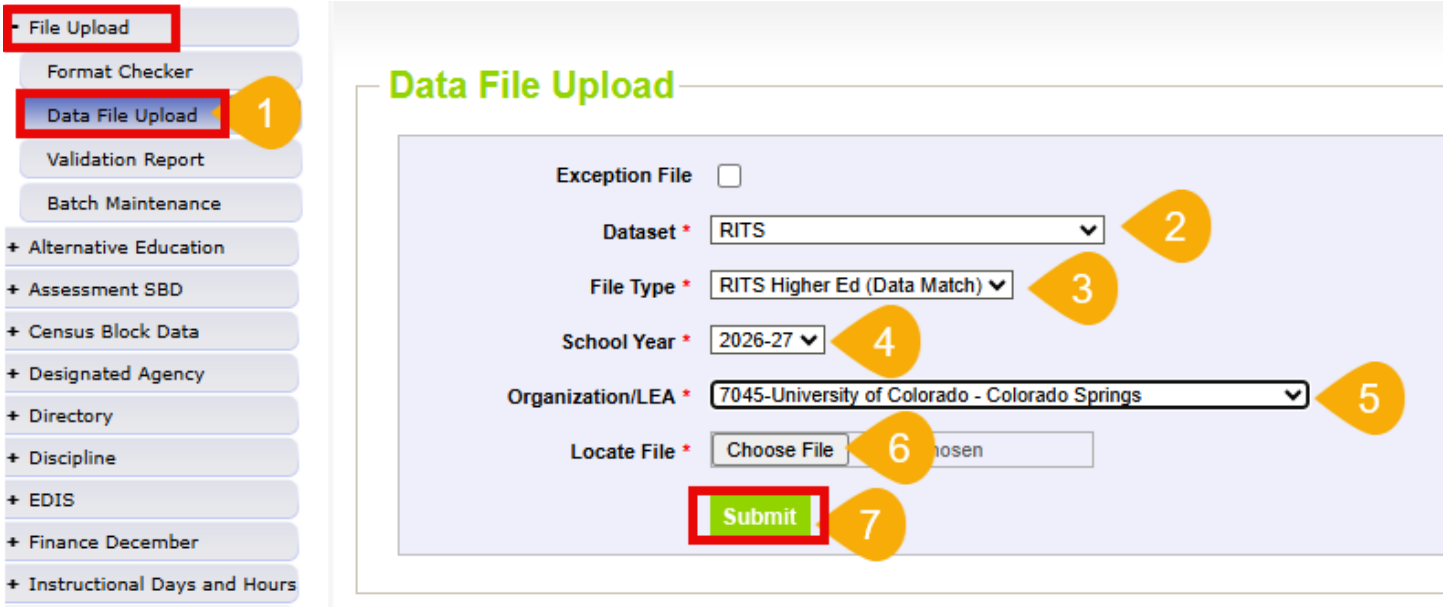
SASID	Leave blank for Higher Ed Match Process/	**Last Name***	Student's last name.
District Code*	Four-digit code.	**Suffix**	Jr, II-VII, Sr
School Code*	Four-digit school code.	**First Name***	Student's first name.
LASID*	School/district assigned code. Does not impact SASID validations/rules.	**Middle Name***	Student's middle name. If middle name unknown, use **NMN.**
Date of Birth*	**MMDDYYYY** – no dashes, spaces, or slashes. Use a leading 0 for single digit months.	**Gender***	Gender, 2-digits, use leading 0: **01** Female **02** Male **03** Non-binary
Grade*	**3-digits – 120 -** 12th grade. All students in the Higher Ed file upload will have 120 for their grade, regardless of student age.	**Active/Inactive***	Student status (no leading zeros): **0** Active **1** Inactive

Data Pipeline Process

Note and link to Data Pipeline and reminder of LAM and access permissions.

Upload Data File

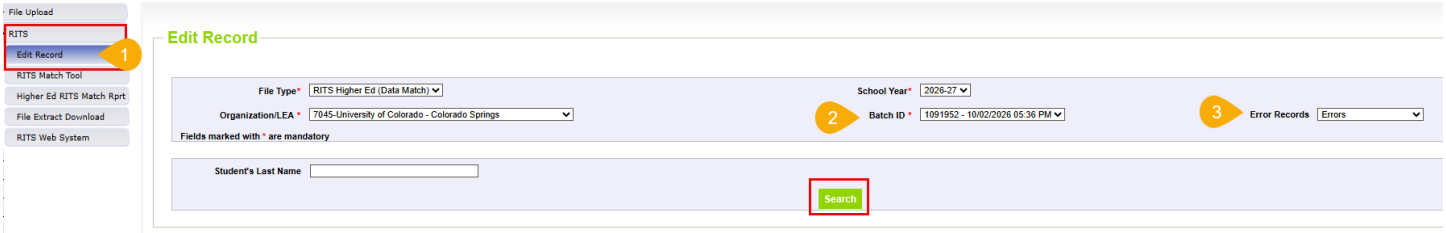
1. Login to Data Pipeline
2. Under the File Upload heading select Data File Upload
    a. Dataset: RITS
    b. File Type: RITS Higer Ed (Data Match)
    c. School Year: *Select current school year*
    d. Organization/LEA: *This should be auto populated to your Institutes of Higher Education.*
    e. Locate File: *Browse for the data file you created.*
3. Click 'Submit'
4. Monitor your email inbox for an email from CDE Production. This email will let you know if your file was processed or not and how many errors, if any, your file has. If the email says that your file failed to upload check the formatting in your file. It is common for leading 0's to be dropped in Excel and the file upload frequently does not process if the data is not formatted correctly (example: MMDDYYYY for DOB ***not*** MM/DD/YYYY; gender coding is always two digits – 01,02, or 03).
5. If your file has upload, regardless of if there are errors or not, you can move to the next step.



RITS: Edit Record

The Edit Record screen is a necessary step, even if your file does not have errors.
On the left side menu, under the 'RITS' collection heading, select 'Edit Record'.

a. File Type: RITS Higher Ed (Data Match) – should auto populate.
b. School Year: Select current school year.
c. Organization/LEA: Your Institute of Higher Education – should auto populate.
d. Batch ID: You can find the Batch ID in the CDE Production email. Otherwise, the most recent file upload will be at the top of the Batch ID dropdown list.
e. Error Records: Since you cannot move on to the next step until errors are corrected, select 'Errors' and click 'Search'. This will pull up all of the records that have errors needing correcting. If your file has no errors, you can skip to the last step of this section.

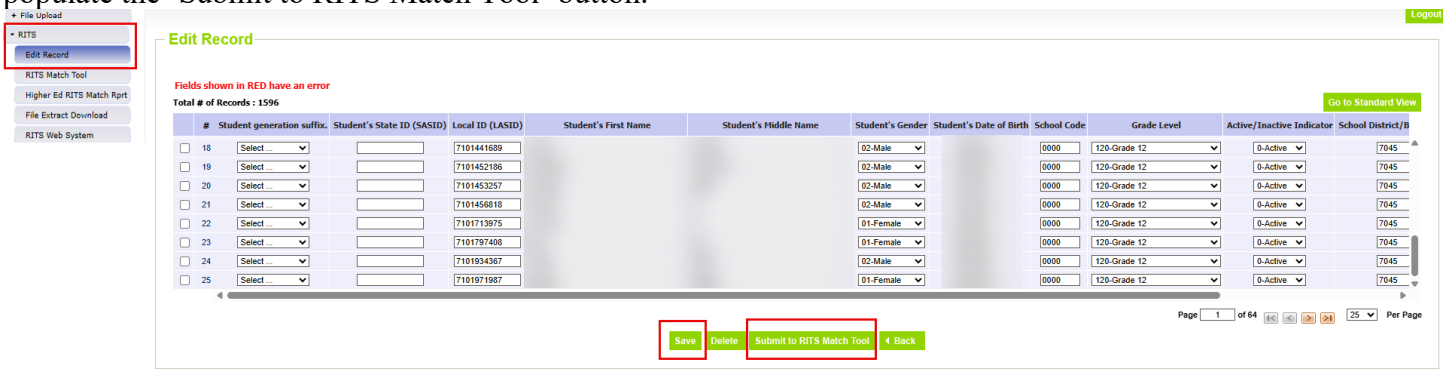


Correcting Errors

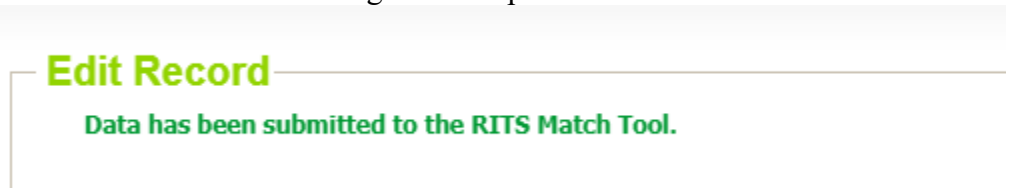
In the Edit Record screen, fields triggering errors will be highlighted in red. To clear the error, update the information in the Edit Record screen. Click the box next to the record you are updating and then click 'Save'. This will overwrite the data in the Data Pipeline and clear the error.
If you have many of the same errors in one field, it might be quickest to update the data in the source file and upload that new/updated file to the Data Pipeline, beginning the process over.
For example, if all unknown middle name fields are blank, it would be easier to sort by 'blank' cells in the Middle Name field of the file and add 'NMN' to all blank fields, and re-upload the file. Simple changes that can be done in the Edit Record screen include updating Suffix, which sometimes gets lost during the file upload process.

Submit to RITS Match Tool

Once the file is error free click the 'Submit to RITS Match Tool'. If you do not have errors, you will need to select 'All' from the 'Error Records' field and click 'Search'. This will show all of the submitted records and populate the 'Submit to RITS Match Tool' button.



You should see a new message at the top of the screen:



RITS: Higher Ed RITS Match Report

The next step is to review the matched SASIDs using the 'Higer Ed RITS Match Rprt'.
On the left side menu, under the 'RITS' collection heading, select 'Higer Ed RITS Match Rprt'.

a. School Year: Select current school year.
b. Organization/LEA: Your Institute of Higher Education – should auto populate.
c. Batch ID: The most recent file upload will be at the top of the Batch ID dropdown list.
d. % Match: The system default is >79%. These records will be the students for whom the system found matching records and SASIDs. Any records with a below 79% match rate will not return a SASID.



Download Match Report

Once you have clicked 'Search' the system will return the names of student's submitted in the data file along with matching SASID information, when applicable.
To save these results, click the *Download Page Results* or *Download ALL Results* options at the bottom of the screen. This will prompt an Excel download with the student names as submitted in the data file along with], when applicable, the SASID and name associated with the SASID.

Requesting New SASIDs

Institutes of Higher Education may request that a new SASID be assigned to a student who does not have an existing SASID. This can be done *only* if there is funding associated with the SASID need and if the student can provide proof of graduation from a Colorado High School or GED/HSED program.
Emails RITS@cde.state.co.us for information on how to request new SASIDs for post-secondary students.