

Record Integration Tracking System (RITS)

Frequently Asked Questions

Pipeline and Web Application

Question: Will we be able to review previously submitted batches?

Yes you can go to the Batch Maintenance Screen to see all the batches that have been submitted. Once the batch is submitted to the Download Report you will not be able to open the batch that you submitted.

Question: What is the difference between a RITS Read Batch and a RITS Batch?

A RITS Read batch is submitted when you want to search to see if there is an existing SASID already in the system. The RITS Read submission allows you to search for many possible matches in the system, rather than looking for one single student at a time. A RITS Batch submission will allow you to submit records that already have a SASID for updating the RITS system.

Question: Would you fix the error in the file submission in RITS before fixing in the source system?

It does not matter which system you correct first your student information system or RITS, just as long as they have the data tied to the students record.

Question: Can we continue to use the RITS Web system for a small number of requests?

Yes you may continue to use add a single student as well as add multiple students through the RITS Web System. Please make sure that you are searching first to see if your student already has a SASID in the system.

Question: If you submit a RITS Read batch with no errors will you still need to submit to the match tool?

Yes the match tool is not a place to check for errors, rather a user friendly interface for making matches to records that were submitted to verify if a SASID match already exist in the system.

Question: Does the Match Tool show when the record was last updated?

No to see when a record was last updated in the master student index MSI you would need to go to the RITS Web system and enter the SASID. This would yield the date the record was last updated in the system.

Question: What do I when I get a message saying the grade level does not match student's age

RITS is programmed with set age ranges for each grade. If you have a student whose age is outside of the usual range for the grade they are in, please contact the RITS consultant so that

the grade range can be temporarily adjusted to allow the record to be submitted without triggering the error

Question: What does this message mean “Invalid SASID for district”?

Occasionally a SASID used in an interchange will trigger an error message that says ‘SASID must be a valid SASID as reported by your district.’

The problem could be that the information stored in your districts information system for this SASID (first, middle, last name, date of birth, gender) doesn’t match what is stored in the RITS system for this SASID. To troubleshoot search for the SASID in RITS, pull up the student detail, and compare the data in RITS to the data in your student information system. Whatever is stored in your student information system is what you have likely used in the data collection. You’ll need to update the information in RITS to match what you have in your student information system, or vice versa, depending on which is most accurate.

Another cause for triggering the error message is that the student has never been ‘claimed’ in RITS by your district. When the collections validate a SASID with the data in RITS, it compares names, date of birth, gender, *and* school district. If a student was only enrolled in your district for a short time, you may not have updated them in RITS with your district’s information. As a result, when the collection tried to match the student’s SASID to your district, it couldn’t find a match on school district code. To fix the problem go to the RITS Web System, pull up the student, and update them using the school name as “non-attending” in your district. Once the district code becomes part of the student’s historical record, the next time you submit your data the above error should go away

Question: How do I take care of a name change for student in RITS?

If a student enrolled in your district has a legal name change, you can make the update to the associated record in RITS if you have the level of access that allows you to update student records. You do not need to notify CDE of the name change. On the RITS Web System, click on the Student Search link; enter the SASID and click on the search button to go to the Student Detail screen. In the student detail screen you can make changes to the name field(s). After each field change, click the update button. If changes are made to multiple fields before clicking the update button, the record will not be saved. Your updated record could possible go into case management for review by the RITS Consultant. This is a safeguard against anyone inadvertently or intentionally updating one student’s information with that of another student. You will see a pop-up box notifying you to contact CDE. If you notice a student name change has occurred in RITS for a student that used to be enrolled in your district but who has since enrolled in another district, and you want to confirm that it’s a legal name change before you make the update in your district’s student information system, simply contact the RITS user for the district where the student is enrolled to confirm the name change.