

2017-2018 RITS READ AND RITS BATCH FILE LAYOUT

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
STUDENT FILE							
<p>* Indicates required field</p> <p>You may name your file anything that works for you; however the system will not allow spaces in the file name.</p> <p>When submitting CSV or Excel you must include a header row with titles in the fields.</p>							
Student's State ID (SASID)*	10	1	10	1	A2	1000000001	If known, enter the CDE generated student ID, otherwise enter 10 spaces
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 First Name*	30	59	88	6	F2	Valid name	REQUIRED FIELD
Student's Middle Name*	30	89	118	7	G2	Valid name	REQUIRED FIELD If no middle name enter NMN (no middle name)
Student's Date of Birth (DOB)*	8	119	126	8	H2	12311995	REQUIRED FIELD Format is MMDDYYYY
Grade Level*	3	127	129	9	I2	004	REQUIRED FIELD Grade must be valid for the school the student is attending
Student's Gender*	2	130	131	10	J2	01	REQUIRED FIELD Female=01, Male=02



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Active/Inactive Indicator*	1	132	132	11	K2	0	REQUIRED FIELD Active=0, Inactive=1
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This file layout is the same for both RITS batch submission to add and update student records **OR** RITS READ to find the current location of a student.

BACKGROUND INFORMATION

SASID Number – Is a **unique** ten-digit numeric field containing the ten digit value assigned by CDE to the student whose record is being submitted for processing. Note: A value of ten spaces can be placed in this field if the data being submitted is for a new student who has not been assigned a student identification number by CDE.

District/BOCES Code – Is 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 http://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 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 contain the month, day, and year on which an individual was born (i.e. 09151989).



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The date must be a valid date in the form of MMDDYYYY. This eight digit field is REQUIRED and if left blank will result in an error

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.

Gender – A two digit numeric field containing the value of the student’s gender. There are only two valid codes for this field. This two digit numeric field is REQUIRED and if left blank will result in an error.

01	Female
02	Male

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.

0	Active
1	Inactive

