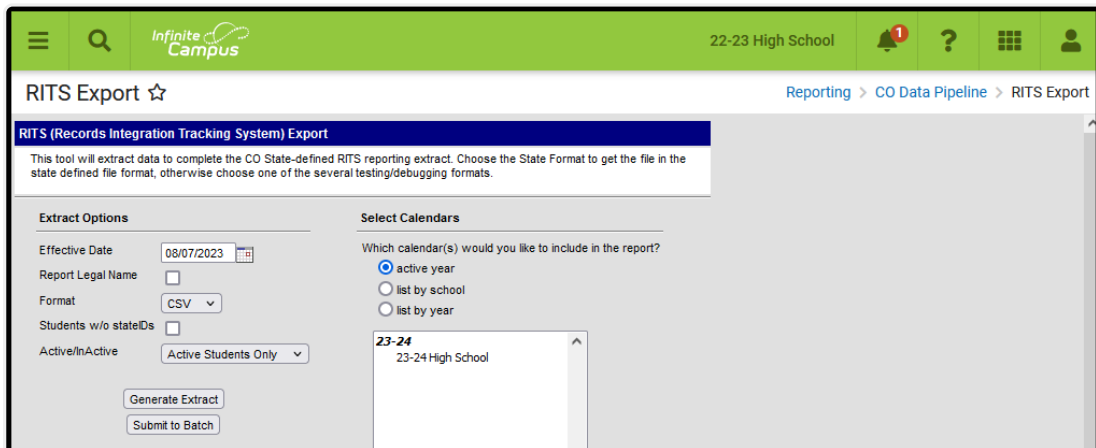# Data Pipeline RITS Export (Colorado)

Last Modified on 07/24/2025 3:34 pm CDT

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Tool Search: RITS Export

The Records Integration Tracking System (RITS) Export is used as a locating file for synching student state IDs. This report is an update to the existing RITS Export.

RITS Export Editor

> **Read** - Access and generate Data Pipeline RITS Export.
> **Write** - N/A
> **Add** - N/A
> **Delete** - N/A
>
> For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Report Logic

One record reports for each primary enrollment a student has in the selected calendar.

Students are not included when:

- Their enrollment record is marked as State Exclude or as No Show.
- The grade level of enrollment is marked as State Exclude
- The calendar or enrollment is marked as State Exclude.
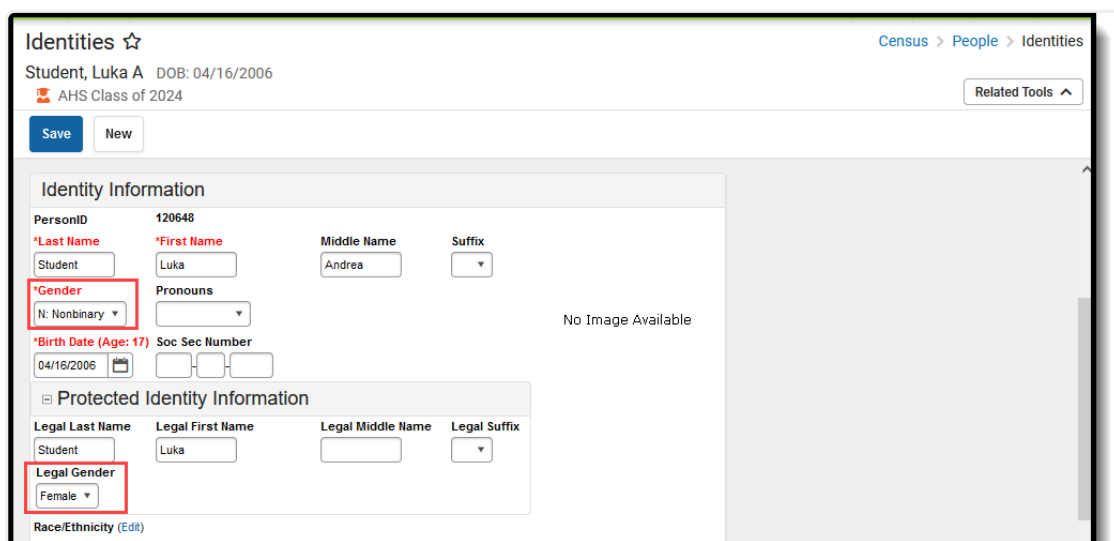- The enrollment is not a Primary enrollment.

Non-Binary Gender Reporting

Schools can assign students a gender of M: Male, F: Female or N: Non-binary. This is done on the

Data Pipeline Extracts and other required extracts use the Legal Gender field included in the Protected Identity Information to report student identity information.

To properly record a gender of N: Non-Binary, on the Identities tool:

1. Assign the **Gender of N: Non-Binary** in the standard identify fields.
2. Assign the **Protected Identity Information Legal Gender** field to M: Male, F: Female or N: Non-Binary.
3. Save the record when finished.

Gender and Legal Gender Assignment

Report Editor

Field	Description
Effective Date	Student enrollment records within the selected calendar(s) as of this date are included in the extract.
Report Legal Name	When marked, the student's name and gender reports from the Legal Name and Gender fields in the Protected Identity Information section of the Identities record.
Format	Selection indicates how the extract generates, either in CSV or HTML format.
Students without State IDs	When marked, ONLY students who are not currently assigned a state ID are included in the report.

Field	Description
Active/Inactive	Allows users to include or exclude students from reporting based on whether or not they have an active or inactive enrollment as of the Effective Date entered.
Calendar Selection	All calendars selected within this field are included in the extract.
Report Generation	The extract can be generated immediately using the **Generate Report** button. Or, use the **Submit to Batch** button to select when the report is generated. See the Batch Queue article for more information on this functionality.

Generate the Report

1. Enter the **Effective Date** of the report.
2. Mark the **Report Legal Name** checkbox, if desired.
3. Select the desired **Format**.
4. When only those students who do not have state IDs should be included in the report, mark the **Students without state IDs** checkbox.
5. Select the option to include **Active Students Only**, **Inactive Students Only** or **All Students**.
6. Select the calendar(s) from which to report the data.
7. Click the **Generate Extract** button or use the **Submit to Batch** option. The report displays in the selected format.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SASID	DistrictCode	SchoolCode	LASID	LastName	Suffix	FirstName	MiddleName	BirthDate	Grade	Gender	InactiveIndicator	
2	123456789	140	298	123456	Student		Amy	L	7232001	120	1	0	
3	234567890	140	298	234567	Student		Barney		1102001	120	1	0	
4	345678901	140	298	345678	Student		Constance		4032003	100	1	0	
5	456789012	140	298	456789	Student		DeWayne	R	5202004	90	1	0	
6	567890123	140	298	567890	Student	Jr	Erik	J	11232003	90	2	0	
7													
8													

RITS Export - CSV Format, with Student IDS and Inactive Students

RITS Extract Records: Records:2176

SASID	DistrictCode	SchoolCode	LASID	LastName	Suffix	FirstName	MiddleName	BirthDate	Grade	Gender	InactiveIndicator
123456789	0140	0298	123456	Student		Amy	L	07232001	120	01	0
234567890	0140	0298	234567	Student		Barney		01102001	120	01	0
345678901	0140	0298	345678	Student		Constance		04032003	100	01	0
456789012	0140	0298	456789	Student		DeWayne		05202004	090	01	0
567890123	0140	0298	567890	Student		Erik	J	11232003	090	02	0

RITS Export - HTML Format, without Student IDS and All Students

Report Layout

All name fields (student names, guardian names, staff names) and Course Names can only include alphabetic letters, numbers, periods, hyphens, and apostrophes. Any special characters (accent marks, etc.) will be removed and replaced with the corresponding letter.

Element	Description	Location
SASID	Reports the state-assigned student identifier. *Numeric, 10 characters*	Demographics > Person Identifiers > State ID Person.stateID
District Code	Reports the unique code indicating the reporting district. *Alphanumeric, 4 characters*	District Information > District Info > State District Number District.districtID
School Code	Reports the unique code indicating the reporting school. *Alphanumeric, 4 characters*	School Information > School Editor > School Detail > State School Number School.number
LASID	Reports the locally assigned Student ID. Reporting format is as follows: • District Code: digits 71-74 • Student Number: digits 75-84 *Alphanumeric, 10 characters*	District Information > District Info > State District Number District.districtID Demographics > Person Identifiers > Student Number Person.studentNumber
Last Name	Reports the student's legal last name. When the Report Legal Name checkbox is marked, the student's Last Name reports from the Legal Last Name field. *Alphanumeric, 30 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Protected Identity Information > Legal Last Name Identity.legalLastName

Element	Description	Location
Suffix	Reports the student's legal Suffix, when available (otherwise reports blank). When the Report Legal Name checkbox is marked, the student's Suffix reports from the Legal Suffix field. Punctuation is not accepted for this field. The value must be Jr, IV, etc. (no periods). *Alphanumeric, 3 characters*	Demographics > Person Information > Suffix Identity.suffix Identities > Protected Identity Information > Legal Suffix Identity.legalSuffix
First Name	Reports the student's legal first name. When the Report Legal Name checkbox is marked, the student's First Name reports from the Legal First Name field. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Middle Name	Reports the student's middle name. When the student does not have a middle name, a value of NMN is reported. When the Report Legal Name checkbox is marked, the student's Middle Name reports from the Legal Middle Name field. *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Identity.middleName Identities > Protected Identity Information > Legal Middle Name Identity.legalMiddleName
Birth Date	Reports the student's date of birth. *Date field, 8 characters*	Demographics > Person Information > Birth Date Identity.birthDate

Element	Description	Location
Grade	The student's grade level. A three digit grade level is reported. When the grade level selected has a Kindergarten Code applied to it, the Kindergarten Code is reported. Valid reporting options include: • 002: Infant • 004: Pre-Kindergarten (Preschool) • 006: Half Day Kindergarten (450+ academic instructional hours) • 007: Full Day Kindergarten (900}+ academic instructional hours) • 010: Grade 1 • 020: Grade 2 • 030: Grade 3 • 040: Grade 4 • 050: Grade 5 • 060: Grade 6 • 070: Grade 7 • 080: Grade 8 • 090: Grade 9 • 100: Grade 10 • 110: Grade 11 • 120: Grade 12 *Numeric, 3 characters*	Enrollments > General Enrollment Information > Grade Enrollment.grade --- Grade Levels Setup > Grade Level Editor > Kindergarten Code GradeLevel. kindergartenCode
Gender	Reports the student's gender. • 01 = Female • 02 = Male • 03 = Non-Binary When the Report Legal Name checkbox is marked, the student's Gender reports from the Legal Gender field. *Numeric, 2 characters*	Demographics > Person Information > Gender Identity.gender --- Identities > Protected Identity Information > Legal Gender Identity.legalGender

Element	Description	Location
Active/Inactive Indicator	Indicates the student has an active or inactive enrollment record as of the Effective Date entered on the report editor. Valid reporting options include: • 0 = Active • 1 = Inactive *Numeric, 1 character*	Enrollments > Start Date, End Date Enrollment.endDate Enrollment.startDate