# Student End of Year
## SASID merges during Regular & Cross-LEA Phases

**COLORADO**
Department of Education

## Overview

At times a student may accidentally be assigned more than one State ID number. This could occur for a variety of reasons, but most commonly occurs when a student moves districts, and the receiving district requests a new SASID rather than retrieving the existing SASID from the Record Integration Tracking System (RITS). Sometimes this is due to a name change, slight misspelling of a name by either district, or other data inconsistency between the district's Student Information System and the name on file in the RITS system.

When a district or CDE staff believes a single student may have more than one State ID number (SASID) they should work with the RITS Coordinator ([RITS@cde.state.co.us](mailto:RITS@cde.state.co.us)) to request the SASIDs be merged. The RITS Coordinator will determine if a SASID merge should take place and which SASID will remain the active SASID for the student and which SASID will be merged and deactivated.

## Impact to SEY Collection

When a SASID merge occurs, districts are asked to update their files to report the correct SASID for a student. During the Regular & Cross-LEA phases of the SEY collection this is a simple update to Student Interchange files followed by a SEY snapshot creation. It is common for districts to receive one or more snapshot errors after updating their files to the new SASID. These errors are handled by submitting an exception request to the SEY Collection Lead. Please see the exception request template and directions posted on the [SEY website.](#)

- SE049 – this error triggers because the old merged SASID was used in the Student October collection and is no longer being reported in the SEY collection.
- SE060 – this error triggers on the updated SASID used by the district when the student's enrollment history begins prior to October $1^{st}$.
- SE404 – this error triggers for the old merged SASID when the student had School Exit Type 00 in the prior SEY collection since this merged SASID is no longer being reported by the district in the current SEY collection.

## Steps: Regular & Cross-LEA Phase

Important Note: These steps **DO NOT** apply to the Post-Cross LEA phase of the SEY collection.

1. Update the student's SASID in your Student Information System
2. Extract fresh Student Interchange, Title 1, and SPED Interchange files from your Student Information System *or* manually update your interchange files to reflect the updated SASID.
3. Upload the updated Interchange files to data pipeline.
   a. Address any Interchange level errors that arise on any of the interchange files.
4. Create a SEY Snapshot. This will remove the record with the merged SASID from the snapshot and insert the updated correct SASID into the SEY snapshot.
5. Review the SEY Snapshot errors.
6. Request an exception for any SE049, SE060, or SE404 errors that have arisen.
   a. See the exception request template and directions posted on the [SEY website.](#)