

SASID – or the State Assigned Student/Staff Identifier – is a unique 10-digit numeric number that the Department of Education uses to assign to each student and staff in a PK-12 public institution. The establishment of the SASID system simplifies the Department’s data compliance with NCLB and ESEA Flexibility, streamlines information gathering and dissemination statewide, and systematizes efforts to track students and staff, programs and large-scale reform initiatives.

Accessing SASID

- You need to obtain an eRIDE account in order to access SASID. eRIDE is the Department’s Web-based Information Services portal. The public Web address for eRIDE is <http://www.eride.ri.gov/>.
- If you currently do not have an eRIDE account, you will need to contact your district IT or data administrator to request for a login account.
- Once your login account is established and activated, your district IT or data administrator will then connect you to SASID through the eRIDE portal.

Locating a SASID

- Login to eRIDE, click on SASID. For SASID Administrators, click on SASID Admin.
- Type the student or staff’s last name and/or first name, click on Find.
- Acceptable naming for locating the SASID for Michael Bates: ‘Bates’, ‘bates, m’, ‘bates, mic’.
- Unacceptable naming: ‘michael bates’, ‘bates,’ , ‘bates,m’, ‘bates,mic’.
- Click on ‘district-wide’ if you want to narrow the search to district-wide rather than state-wide.
- If more than one matches are found, verify by other key demographics, e.g., DOB.
- Always begin with last name and/or first initial of the first name.
- Always begin the search State-wide first.

Requesting for SASID

For newly enrolled or employed staff where SASIDs have not been assigned, you may request for SASIDs one at a time or in “Batch Mode”.

- To request for an ID one student at a time, click on ‘Request for a SASID’, complete the student information form, click on ‘Submit’. All fields are required.
- To request for a group of students, click on ‘Request for SASID in Batch’, and then follow the step-by-step instructions.
- All newly enrolled students or employed staff pending for SASID will be listed upon submission.
- Update or delete student records before they are processed for SASID.

Record Lay-out for Batch Request – all fields are required

Field Description	Field Name	Field Type	Length
Locally Assigned Student ID (or State Assigned Person ID for Staff)	LASID	TEXT	20
District Code (State assigned 2-digit code)	DISTCODE	TEXT	2
Last Name	LASTNAME	TEXT	50
First Name	FIRSTNAME	TEXT	50
Gender	SEX	TEXT	1
Date of Birth (e.g., 01/04/94 or 01/04/1994)	DOB	DATE	
Dwelling Address Zip Code	ZIPCODE	TEXT	5

Incorporating SASID in Local Systems

- Establish a SASID field in your student and staff information systems. The SASID field needs to be a 10-digit alphanumeric field. You may need to work with your system vendor to establish this field if it currently does not exist.
- Login to eRIDE, click on SASID.
- Click on 'download SASID for entire district', save the Excel document when prompted.
- If your browser does not prompt for download, you may simply copy the records and paste them in an Excel spreadsheet document and save the document;
- If you continue to have trouble downloading the records/file, please contact our SASID administrator (sasid@ride.ri.net), we will email you the file.
- Open and export the records (into a flat file, e.g.) that are acceptable to your system standards.
- Merge the records by the Locally Assigned Student/Staff Identifiers (LASID). Please note that while other student demographics and school information are provided in the downloaded file, you ONLY need to merge the SASID field to your information systems.
- For students and staff that are new to the district since the last data submission, their names may not be on the downloaded list. Here is how to handle these students:
 - If they are transfers from another district within the State, you may locate their SASIDs by following the instructions under 'Locating a SASID'.
 - If they are transfers from out of State, and they can not be located in the SASID Locator system, you need to request for new SASIDs for these students and staff (see following instructions on 'Requesting for SASID').

Generating and Authorizing SASID – Administrative Function

LEAs may appoint a SASID coordinator or administrator to be responsible to review the requests for new SASIDs and to generate IDs for immediate use. The State SASID administrator reviews the newly generated IDs to further ensure the ID uniqueness and accuracy.

To generate or locate a SASID or SASIDs for a group of students/staff:

- click on 'List Students Pending for SASID';
- review, verify list, make all necessary corrections/updates/deletions;
- click on 'batch-assign SASID' (this procedure automatically generates and assigns SASID for the bulk of students and staff on the SASID-pending list);
- click on 'assign ...' for each of the remaining students;
- click on 'transfer ...' if a match is determined to exist;
- click on 'assign ...' if otherwise.

Tips and Recommended Practices

- On the student enrollment registration form, we recommend that you add another text box for inputting the SASID.
- On the student transfer form, we recommend that you add and show the SASID for the student being transferred so that the student is ready to register at another district/school.
- We recommend districts start collecting students SSN in addition to SASID.
- We recommend districts continue to use their locally assigned ID (LASID) in addition to SASID.
- New district personnel must be properly trained before they are allowed to use the SASID system.