Field Change, Merge and Delete Requests

Submitting and Tracking Through the NJSLEDS Help Desk

NJSLEDS Team
Office of Information Technology

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nj.gov/education/sleds

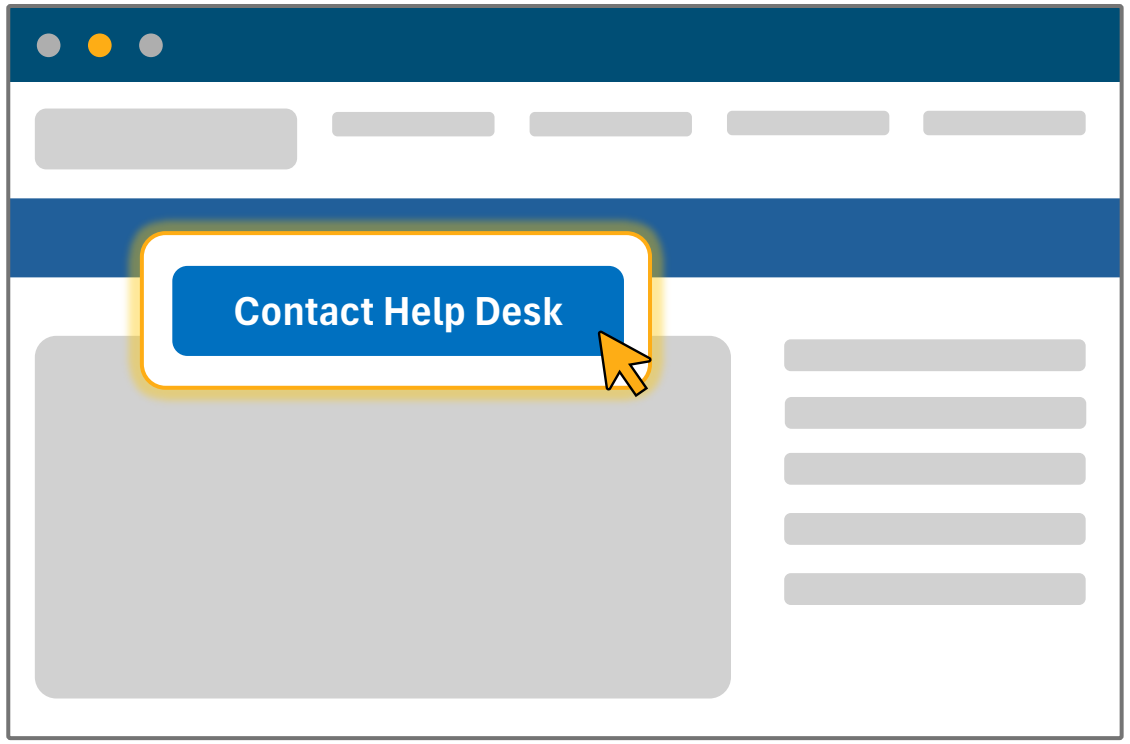
Introduction and Choosing the Correct Request

Use this guide to choose the correct request, create a case through the secure NJSLEDS Help Desk form, upload the required CSV UTF-8 file and track the file through processing.

Submit each request type separately
Use a separate case and request file for field changes, merges and deletions. Multiple records for the same request type should be included in one correctly completed template.

Request	Use it when
Field change	Key fields already stored in NJSLEDS for a student and staff member associated to their SID or SMID need correction.
Merge	Two or more SIDs or SMIDs are in the system for the same person and need to be combined into one record. Merges can only be requested for Student Management or Staff Management records.
Delete	A record or file was submitted in error and should not exist in NJSLEDS.

Before You Begin

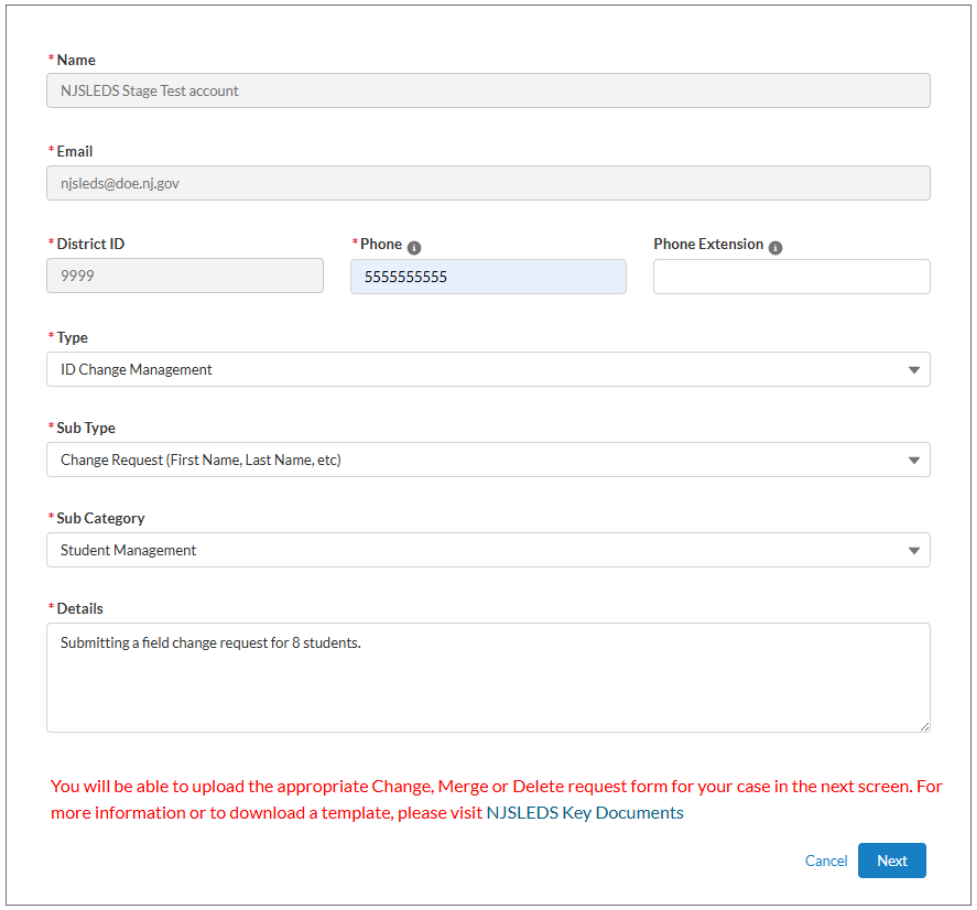


Access the Help Desk form:

Use Steps 1 and 2 in How to Submit an NJSLEDS Help Desk Case. If the Known Issue page screen appears, select None of the above, then select Next. Continue below when the Help Desk form opens.

- Review the request-specific instructions and download the correct template. Field change, merge and delete request templates will only be accessible to download through the Web to Case form for personally identifiable information security.
- Complete the template in Excel, then save the template as a CSV UTF-8 (comma delimited) (*.csv) file.
- Keep personally identifiable information inside the secure NJSLEDS case and file upload process. Do not send a request through regular email under any circumstances.
- Confirm the request is accurate before submitting. Merges and deletions are permanent once processed.

Step 1: Complete the Case Form



Your name, email address and district ID populate from your NJSLEDS account. Enter your phone number and extension, if applicable.

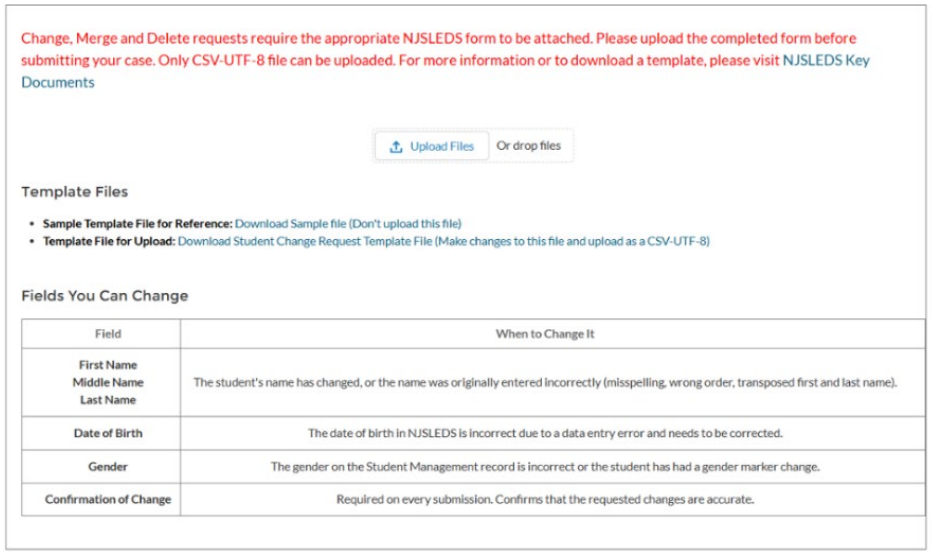
Use the dropdown menus to route the request. Choose the options shown below, then enter a short description in Details. The completed template contains the record-level information required for processing.

You want to request a	Type to select on the form	Sub Type	Sub Category
Field change	ID Change Management	Change Request (First Name, Last Name, etc.)	Student Management or Staff Management
Merge	ID Change Management	Merge Request	Student Management or Staff Management
Delete	Delete Record	Select the submission type for the record or file	No additional selection

Step 2: Download and Upload the Request Template

The next screen displays the case number and the file upload area.

- If needed, download the Sample Template File for Reference to see a completed example.
- Download the Template File for Upload that matches the request and submission type. Please do not use an old template as it will be rejected.
- Complete the template according to its instructions, then save the required template as a CSV UTF-8 file.
- Select Upload File or drag and drop the completed CSV file into the upload area.



Change, Merge and Delete requests require the appropriate NJSLEDS form to be attached. Please upload the completed form before submitting your case. Only CSV-UTF-8 file can be uploaded. For more information or to download a template, please visit NJSLEDS Key Documents

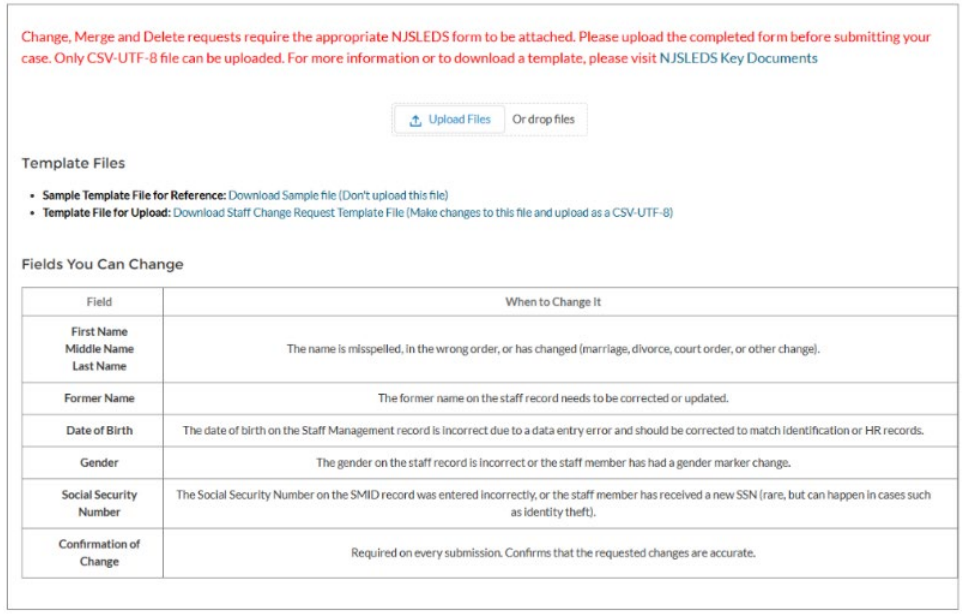
Upload Files | Or drop files

Template Files

- **Sample Template File for Reference:** Download Sample file (Don't upload this file)
- **Template File for Upload:** Download Student Change Request Template File (Make changes to this file and upload as a CSV-UTF-8)

Fields You Can Change

Field	When to Change It
First Name Middle Name Last Name	The student's name has changed, or the name was originally entered incorrectly (misspelling, wrong order, transposed first and last name).
Date of Birth	The date of birth in NJSLEDS is incorrect due to a data entry error and needs to be corrected.
Gender	The gender on the Student Management record is incorrect or the student has had a gender marker change.
Confirmation of Change	Required on every submission. Confirms that the requested changes are accurate.



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Template Files

- **Sample Template File for Reference:** Download Sample file (Don't upload this file)
- **Template File for Upload:** Download Staff Change Request Template File (Make changes to this file and upload as a CSV-UTF-8)

Fields You Can Change

Field	When to Change It
First Name Middle Name Last Name	The name is misspelled, in the wrong order, or has changed (marriage, divorce, court order, or other change).
Former Name	The former name on the staff record needs to be corrected or updated.
Date of Birth	The date of birth on the Staff Management record is incorrect due to a data entry error and should be corrected to match identification or HR records.
Gender	The gender on the staff record is incorrect or the staff member has had a gender marker change.
Social Security Number	The Social Security Number on the SMID record was entered incorrectly, or the staff member has received a new SSN (rare, but can happen in cases such as identity theft).
Confirmation of Change	Required on every submission. Confirms that the requested changes are accurate.

Step 2: Download and Upload the Request Template

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Template Files

- **Sample Template File for Reference:** Download Sample file (Don't upload this file)
- **Template File for Upload:** Download Student Merge Request Template File (Make changes to this file and upload as a CSV-UTF-8)

Common Reasons for a SID Merge

- A student transferred between districts and the receiving district created a new SID instead of using the existing one.
- A student's name changed (adoption, court order, marriage in adult education) and a new SID was created instead of updating the existing record.
- A student enrolled in multiple programs (such as preschool and K-12) under different districts without linking to the original SID.
- A user accidentally selected "Create New SID" instead of matching to the existing SID in search results.
- Data entry errors in date of birth, gender, or name spelling prevented the matching system from finding the existing SID.

Fields on the Template

Field	What to Enter
Date of Request	The date you are submitting the request, in YYYYMMDD format.
First Name **Last Name**	The student's legal first and last name.
SID #1, #2, #3, #4 **District Code #1, #2, #3, #4**	Each SID and its associated district code. SID #1 and #2 are required. SID #3 and #4 are only required if more than two SIDs exist for the same student.
SID to KEEP	The SID that will be retained after the merge. All historical data from the retired SIDs will move to this SID.
Cohort Year	Required for high school students only. The student's expected graduation cohort year.
Comments	Required on every submission. Confirms that the SIDs listed belong to the same student and acknowledges that the merge cannot be undone.

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Template Files

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- **Template File for Upload:** Download Staff Merge Request Template File (Make changes to this file and upload as a CSV-UTF-8)

Common Reasons for an SMID Merge

- A staff member moved to a new district (or works in multiple districts) and the new district created a new SMID instead of using the existing one.
- A staff member's name changed (marriage, divorce, court order) and a new SMID was created instead of updating the existing record.
- A staff member works in a charter school, private provider, or shared service arrangement and a new SMID was created instead of linking to the existing one.
- Data entry errors in name, date of birth, or Social Security Number prevented the matching system from finding the existing SMID.

Fields on the Template

Field	What to Enter
Date of Request	The date you are submitting the request, in YYYYMMDD format.
First Name **Last Name**	The staff member's legal first and last name.
SMID #1, #2, #3, #4 **District Code #1, #2, #3, #4**	Each SMID and its associated district code. SMID #1 and #2 are required. SMID #3 and #4 are only required if more than two SMIDs exist for the same staff member.
SMID to KEEP	The SMID that will be retained after the merge. All historical data from the retired SMIDs will move to this SMID.
Comments	Required on every submission. Confirms that the SMIDs listed belong to the same staff member and acknowledges that the merge cannot be undone.

Step 2: Download and Upload the Request Template

Change, Merge and Delete requests require the appropriate NJSLEDS form to be attached. Please upload the completed form before submitting your case. Only CSV-UTF-8 file can be uploaded. For more information or to download a template, please visit NJSLEDS Key Documents

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Required Fields on Every Delete Template

Every record deletion template has three required fields that control how your deletion is processed. The column letters and one DeleteFlag value vary by submission type, but the fields work the same way across all templates.

Field	What It Does
DeleteFlag	Tells NJSLEDS whether you are deleting a single record or every record from a file.
FileID	Required only when DeleteFlag is set to **"Entire File."** Enter the original File ID from your Submission History in NJSLEDS. When DeleteFlag is a record-level value, leave this column blank.
DeletionReason	Required on every row. Select the reason that matches your situation from the below table. Requests submitted without a Deletion Reason will not be processed.

Template Files

- **Delete Request Instructions for Reference:** Delete Requests in NJSLEDS
- **Template File for Upload:** Download Student Management Delete Request Template File (Make changes to this file and upload as a CSV-UTF-8)

Template Field Reference

Field	Column	Valid Values
DeleteFlag	Column DA	Record | Entire File
FileID	Column DB	Required when DeleteFlag = "Entire File". Otherwise leave blank.
DeletionReason	Column DC	Enter one of the reason from below. * A student record was created in the SIS but the student never attended or enrolled. * A student was pre-registered but did not enroll in the district. * A student was reported with the wrong State Identification Number (SID). * A student was reported through system or data entry error. * A student was pre-registered but has never been enrolled in New Jersey. * An entire file was uploaded in error and needs to be removed.

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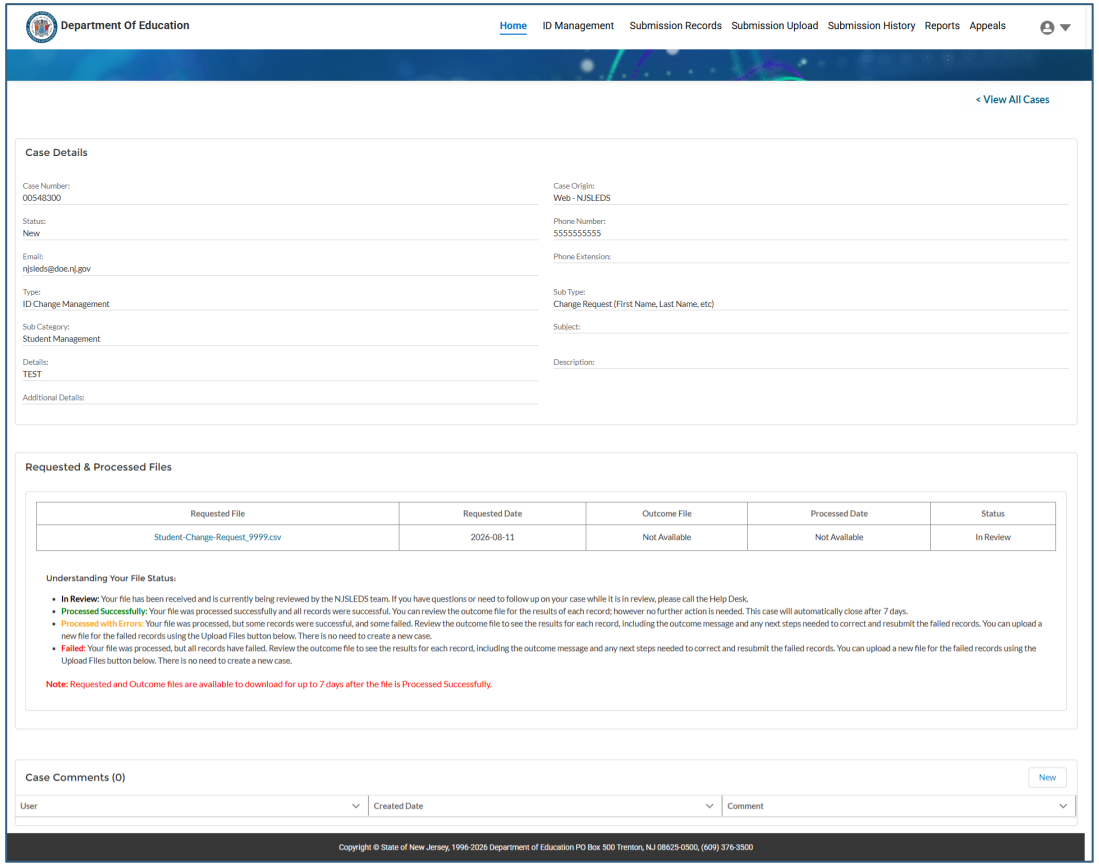
Template Field Reference

Field	Column	Valid Values
DeleteFlag	Column CH	Record | Entire File
FileID	Column CI	Required when DeleteFlag = "Entire File". Otherwise leave blank.
DeletionReason	Column CJ	Enter one of the reason from below. * A staff record was created in the source system but the staff member never worked for or was employed by the district. * A staff member was pre-hired but did not begin employment with the district. * A staff member was reported with the wrong Staff Member Identifier (SMID). * A staff member was reported through a system or data entry error. * A staff member was pre-hired but has never been employed in New Jersey. * An entire file was uploaded in error and needs to be removed.

Step 3: Track the request and review the Outcome File

From the NJSLEDS Home page, select View All Cases and open the case number. The Requested and Processed Files table shows the uploaded file, requested date, Outcome File, processed date and current file status.



Status	What it means
In review	The file was received and is being reviewed by the NJSLEDS team. No action is needed unless the team contacts you.
Processed Successfully	All records were successful. Review and save the Outcome File. No further action is needed. The case will close automatically after seven days.
Processed with Errors	Some records succeeded and some failed. Review the Outcome File to see which files or records you need to resubmit in order to process successfully. Correct the records and upload a new file in the same case.
Failed	All records failed. Review the Outcome File, correct the records and upload a new file in the same case.

After Processing and Related Resources

Review the Outcome File even when the request is processed successfully. It provides the result for each submitted record.

- If the file is Processed Successfully, save the Outcome File. No further action is needed in the case.
- If the file is Processed with Errors or Failed, correct the failed records and upload a new file in the same case. Do not create a second case for these records.
- After a field change or merge is confirmed, update your local source system as needed before your next NJSLEDS submission upload so the records remain aligned.

Related NJSLEDS resources

- How to Submit an NJSLEDS Help Desk Case
- Field Change Requests in NJSLEDS
- Merge Requests in NJSLEDS
- Delete Requests in NJSLEDS
- NJSLEDS Key Documents page