NJSLEDS How To: Associated Records

What does "Associated" Status Mean?

"**Associated**" status means NJSLEDS has identified a high-confidence match between your submitted record and an existing student or staff record. The record will not continue processing until it is **re-uploaded to NJSLEDS** using the associated information.

This status is assigned either automatically when the system detects a strong match of 95%, or manually by district users through ID Management. In the manual process, a district selects a record listed as a near match beneath their own record in ID Management and chooses "Associate" for a previously "Unresolved" entry. In both cases, districts must ensure identifying information is aligned, either by updating their local source system or by submitting an ID Management Field Change request to be completed by the NJSLEDS team. Then, districts will have to re-upload the record to NJSLEDS, so processing can continue.

How to Know When a Record Needs to be Re-Uploaded to Clear Associated Status

To review only records that require action, you can use the filters on the Student Management or Staff Management Submission Records page to isolate records with an Associated SID/SMID status.

1. From the Student Management or Staff Management Submission Records page, locate the filter panel on the left side of the screen.
2. Scroll down to the Record Status filter (near the bottom of the filter list).
3. Open the Record Status dropdown.
4. Select Associated SID or Associated SMID, depending on the submission you are reviewing.
5. The table will refresh automatically to display only records with the selected Associated status.
6. Click Export in the top-right corner of the page to download only these filtered records for review.
7. After exporting your Associated records, review the identifying information carefully.
8. Districts must align identifying information with the NJSLEDS ID Master by taking one of the following actions:
    a. **Update your local source system (SIS/HR system)** so the identifying information matches the existing NJSLEDS record, or
    b. **Request a correction to the NJSLEDS ID Master** by submitting an ID Management Field Change request (instructions located on [Key Documents](#)) if you believe the NJSLEDS information is incorrect.
9. Once the information is aligned, re-upload the corrected record to NJSLEDS.

Important Note: Records will not resolve or continue processing until a re-upload occurs.

Identifying Fields to Review (ID Master Matching Fields)

When reviewing Associated records, confirm that the following identifying fields are accurate and consistent.

Student Management		Staff Management	
✓ First Name	✓ Gender	✓ First Name	✓ Sex
✓ Middle Name	✓ City of Birth	✓ Middle Name	✓ Former Name
✓ Last Name	✓ Country of Birth	✓ Last Name	✓ Social Security Number
✓ Date of Birth		✓ Date of Birth	

Common Scenarios

Scenario 1: The LEA agreed with the NJSLEDS ID Master and no additional change is needed

If the LEA clicked "Associate" in ID Management because everything looked correct after reviewing an Unresolved record, the LEA must now:

- Update their local source system (SIS) so it matches what NJSLEDS shows
- Upload the individual's record again to NJSLEDS

Once your upload matches the updated NJSLEDS system data, including the new SID/SMID association, the "Associated" record status will be cleared and the record will proceed with processing.

Scenario 2: The LEA Associated the record, then asked for a Change Request

If the LEA first agreed with NJSLEDS system data and clicked "Associate" for an Unresolved record, but later realized something needed to be corrected, the LEA must now:

- Submit an ID Management Field Change Request
- Wait for NJSLEDS email confirming completion of the Change Request
- After receiving confirmation, upload the student or staff record again to NJSLEDS

Once your upload matches the updated NJSLEDS system data, including the new SID/SMID association, the "Associated" record status will be cleared and the record will proceed with processing.

Scenario 3: The LEA submitted a Change Request but has not received confirmation from NJSLEDS yet.

If the LEA is awaiting resolution of NJSLEDS system data, re-uploading the individual's record will not be effective at this time. Please wait until you receive confirmation via email that NJSLEDS has updated your information before you proceed.

Once you have received confirmation, re-upload the record to NJSLEDS with the new correct information, including the newly associated SID/SMID. The "Associated" record status will be cleared and the record will proceed with processing.

Scenario 4: The NJSLEDS system automatically Associated the record.

If there is a 95% match on ID Master fields, NJSLEDS may automatically associate the student or staff record you submitted with an existing one. In this case, the district doesn't need to confirm the match in ID Management but must still re-upload the record to NJSLEDS from the source system (SIS), including the newly associated SID/SMID. The "Associated" record status will be cleared and the record will proceed with processing.

Any Additional Questions?

Please contact the NJSLEDS Help Desk by clicking the "Contact Help Desk" button on the NJSLEDS system homepage or call 609-376-3970.