

Resolving Unresolved Records in NJSLEDS

This document provides detailed guidance on resolving unresolved records in NJSLEDS using the NJSLEDS platform and their source systems. It outlines procedures for handling discrepancies between source system data and NJSLEDS longitudinal data, including steps for associating records, submitting field change forms, and reuploading corrected data.

Scenario 1: Source System Has Incorrect Data

In cases where the source system contains inaccurate data and the NJSLEDS longitudinal data is correct, users should associate the record in question. Upon association, the longitudinal data will overwrite the submitted record in the following key fields:

Key fields for SID:

- First Name
- Middle Name
- Last Name
- Gender
- Date of Birth
- City of Birth
- Country of Birth

Key fields for SMID:

- First Name
- Middle Name
- Last Name
- Gender
- Date of Birth
- Social Security Number

Steps to resolve:

1. Correct the key fields in the source system.
2. Reupload the corrected record to NJSLEDS.
3. The unresolved error will be cleared once the data matches the longitudinal record.

Scenario 2: Longitudinal Data Is Incorrect

If the longitudinal data is incorrect (e.g., spelling errors, transposed numbers, name or gender marker changes), users must submit a field change form to the NJSLEDS team. Although users can associate the records, the incorrect longitudinal data will overwrite the submitted data in the key fields.

Steps to resolve:

1. Submit an NJSLEDS Web-to-Case form using the [SID](#) or [SMID](#) Change/Merge/Delete Instructions found on the NJSLEDS [Key Documents](#) page.
2. NJSLEDS developers will correct the key fields in the longitudinal data.
3. Once corrected, the Help Desk will inform you to then reupload the record(s) from your source system.
4. The unresolved error will be cleared once the data matches the updated longitudinal record.

Scenario 3: Functionally Equivalent Key Fields

In cases where key fields are functionally the same (e.g., 'Twp.' vs 'Township', 'Manhattan' vs 'New York City'), users have two options:

Option 1:

1. Associate the records.
2. Update the source system to match the longitudinal data.
3. Reupload the corrected record to NJSLEDS.

Option 2:

1. Submit an NJSLEDS Web-to-Case form using the [SID](#) or [SMID](#) Change/Merge/Delete Instructions found on the NJSLEDS [Key Documents](#) page.
2. NJSLEDS developers will correct the key fields in the longitudinal data.
3. Once corrected, the Help Desk will inform you to then reupload the record(s) from your source system.
4. The unresolved error will be cleared once the data matches the updated longitudinal record.

Tips & Reminders

- Always update your source system after resolving SID or SMID assignments in NJSLEDS.
- **Never leave the SID or SMID field blank on a future upload once it's been assigned.**
- Use caution if you are manually typing in SIDs or SMIDs, it is best to copy them directly from the download file.
- Use caution when creating new SIDs or SMIDs. Creating a new SID or SMID when one already exists for the student may result in duplicate records.
- If you're unsure whether a match is correct, pause and confirm with your data team or reach out to the Help Desk for assistance.