

User Guide to NJSLEDS Course Roster Reports

Introduction

The New Jersey Department of Education (NJDOE) collects student-level transcript data from local education agencies (LEAs) through the New Jersey Statewide Longitudinal Data System (NJSLEDS) Course Roster Submission. The Course Roster submission is made up of two submissions: Staff Course Roster and Student Course Roster.

The NJDOE uses the information collected from LEAs through the Course Roster submission to link students and staff and calculate course participation information used for reporting in the School Performance Reports. This includes Advanced Placement (AP) and International Baccalaureate (IB) course enrollment, dual enrollment course participation, and also course enrollment in mathematics, science, social studies and history, world languages, computer science and information technology, and visual and performing arts courses.

LEAs can use the new NJSLEDS Course Roster Reports to view a summary of course participation data aligned with data reported in the School Performance Reports to help review and verify data before the August 3 deadline.

Course Roster Reports

The NJSLEDS Course Roster Reports include five separate reports accessible through tabs at the top of the page. The five reports available are:

- Course Summary;
- Course Participation;
- Visual Performing Arts;
- AP IB Dual SLE; and
- AP IB Courses.

Please note that the same reports are available to all LEAs; however, some reports may not apply to certain LEAs based on the grades served in the LEA. For example, an LEA serving grades kindergarten through 8 only will still see the “AP IB Dual SLE” and “AP IB Courses” reports, but since the LEA does not offer any high school grades, these reports will not show any course enrollment and will not be included in the School Performance Reports for the LEA.

Course Summary

The Course Summary report provides a summary of all courses reported in the Course Roster Submission based on the reported SCED code. The SCED code is formed by combining the reported two-digit subject area and three-digit course identifier. The [NJSLEDS SCED Course Code List](#) can be found on the [NJSLEDS Course Roster Resources page](#). If an LEA reports any subject area and course identifier combinations that are not found in the NJSLEDS SCED Course Code List, those records will not be included in the Course Summary Report.

The Course Summary report includes each unique SCED code reported by school and district, along with the SCED subject area name and course name. It includes the mapping of whether each course is identified as an Advanced Placement (AP) or International Baccalaureate (IB) course. If the course is included in one of the School Performance Reports Course Participation tables (mathematics, science, social studies and history, world languages, computer science and information technology (IT), or visual and performing arts), it will display the subject area or discipline in which the course will be included.

The report shows the number of students reported in each course for each grades pre-kindergarten (PK) through 12, as well as any unknown or missing grade levels. This report does not include adult high school students reported with a grade level of A1 or A2. The grade level used for this report is based on the student's grade level reported in Student Management, based on linking on state identification number (SID). If a student is reported in the Course Roster Submission but not in Student Management, the student will be included in the Course Roster Grade Unknown total.

The final column in the report shows the number of students reported as enrolled in dual enrollment for the given SCED code. This is based on the CourseType field in the Student Course Roster submission. Students reported with a CourseType = C (College level dual enrollment/dual credit course taught by staff assigned or not assigned to your district) are included as dual enrollment.

Please note that the mappings included in the NJSLEDS SCED Course Code List and this report are preliminary and are subject to change.

Course Participation

The Course Participation report is aligned with current reporting in the School Performance Reports, which include Course Participation for mathematics, science, social studies and history, world languages, and computer science and IT. For each table, unique counts of students are reported by grade level and subject area, along with the number of students reported in high school AP/IB or dual enrollment courses for each subject area.

Please note, the Course Participation report is **not a comprehensive report of all courses reported**, it only includes courses tied to Course Participation tables in the School Performance Reports. For example, the School Performance Reports do not include course participation for English Language Arts courses, so you will not see those courses in this table. To see a full list of courses that were reported, use the Course Summary report.

The Course Participation report will show rows for each school and the district overall with each Course Participation table and the corresponding subject areas. Each row will show the unique number of students reported for the given Course Participation subject area by grade level, along with the number of high school students reported in AP/IB or Dual Enrollment Courses.

If certain grade levels are not currently reported in the corresponding School Performance Reports Course Participation table, this report will show n/a. The grade levels reported in each of the School Performance Reports Course Participation tables are:

- Mathematics and World Languages: Grades 6-12
 - Grade KG through grade 5 will show as n/a
- Science and Social Studies/History: Grades 9-12
 - Grade KG through grade 8 will show as n/a
- Computer Science and IT: Grades KG-12
 - No grades will show as n/a

Please note that this report will show grades KG through 12 for all schools and districts. When data is compiled for the School Performance Reports, it will only show grades that are offered by the school or district.

Visual Performing Arts

The Visual and Performing Arts report shows the unique counts of students enrolled in Visual and Performing Arts courses by grade band (kindergarten to grade 5, grade 6 to grade 8, and grade 9 to grade 12). Totals are shown for each of the four arts disciplines (Dance, Drama, Music, and Visual Arts), as well as unique counts for any visual and performing arts course.

The counts in this table are unique, meaning that if a student was reported in more than one music course, they will just be counted once in the music total. If a student is reported as enrolled in both a music and visual arts course, the student will be counted once in both the music and visual arts totals, but only once in the Any Visual and Performing Arts total.

This table also shows an enrollment count for the given grade band based on active Student Management records and an estimated arts enrollment percentage for the grade band/discipline. These percentages are estimates based on preliminary snapshot data and may differ from the final percentages reported in the School Performance Reports based on data clean-up.

This report will show all grade bands for all schools and districts, so if a school or district does not offer grades within a grade band, it will show 0 enrollment. For the School Performance Reports, it will only show grade bands based on the grades offered in each school or district.

AP IB Dual SLE

The AP, IB, Dual Enrollment, and SLE report is aligned with data reported in the Advanced Coursework and Structured Learning Experiences dashboards in the School Performance Reports. The School Performance Reports currently report on the percentage of 11th and 12th graders who enroll in one or more AP or IB courses, one or more dual enrollment courses, or one or more structured learning experience (SLE) courses.

The AP, IB, Dual Enrollment, and SLE report shows, for each school and district and by student group, the number of high school students reported in AP, IB, Dual Enrollment, and Structured Learning Experiences (SLE) courses for each grade 9 through 12. It also shows total course enrollment for grades 11 and 12, which aligns with participation rates reported in the School Performance Reports. Enrollment counts for grades 11 and 12 based on active Student Management records are shown along with estimated participation for grades 11 and 12 is shown. These percentages are estimates based on preliminary snapshot data and may differ from the final percentages reported in the School Performance Reports based on data clean-up.

AP IB Courses

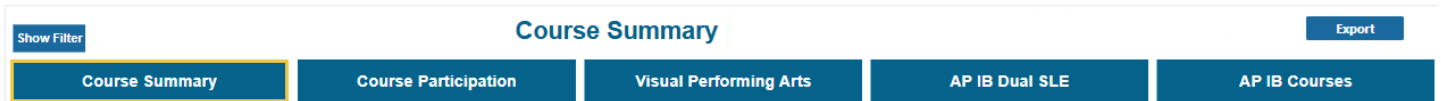
The School Performance Reports include a list of all AP and IB Courses in which students are reported as enrolled or in which students took corresponding AP/IB exams. The AP IB Courses report shows the list of all AP and IB Courses in which students are enrolled based on the Course Roster Submission data for each school and the district overall, along with the count of students in grades 9 through 12 who were reported enrolled in the course for the 2025-2026 school year.

The NJSLEDS SCED Course Code List shows the full universe of courses that are identified as AP or IB courses.

As a note, there are two Project Lead the Way (PLTW) courses that are aligned with AP courses. Students reported as enrolled in these courses will be included in the corresponding AP course enrollment in this report and the School Performance Reports. Students enrolled in PLTW Computer Science A (10014) will be included in the enrollment for AP Computer Science A (10157), and students enrolled in PLTW Computer Science Principles (10015) will be included in the enrollment for AP: Computer Science Principles (10019).

How to Run Course Roster Reports

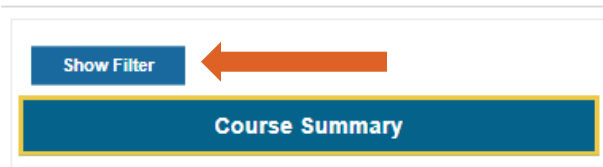
The Course Roster Reports are available to all users on the NJSLEDS Reports page. When an LEA opens the report, it will open on the Course Summary report, but the menu of tabs across the top of the page can be used to jump to the other available reports.



During the practice period and official submission period, the course enrollment data in the reports is refreshed nightly. Once data is uploaded into the Course Roster Submission, the Course Roster Reports will reflect that data the following day. The Visual Performing Arts and AP IB Dual SLE reports use linked Student Management data to determine a student’s grade level or student group or to calculate estimated enrollment totals so that estimated participation rates can be calculated. During the official Course Roster Submission window (July through August), Student Management end-of-year snapshot data is used. During the practice period (April through June), current Student Management records are used.

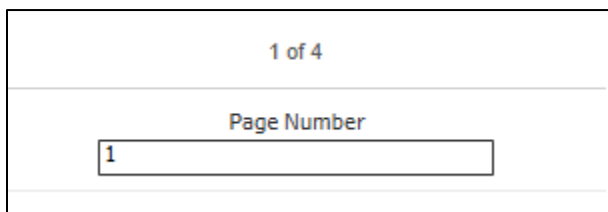
Filters

Each of the five reports has different filters available to refine the data available. By default the filters will be hidden, but users can click the “Show Filter” button at the top left of the screen to expand the filter menu.



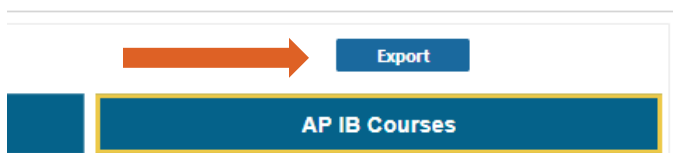
Each of the reports has an option to filter by school and other fields from the report. Use the drop down menus for each filter to select the desired options and then click Apply.

The report also defaults to showing the first 20 rows of the report. Below the report, it will indicate which page you are reviewing and the total number of pages in the report. Use the Page Number box at the bottom of the report to jump to other pages.



Exporting to CSV

Since the reports may have many pages of data, it may be easier to review the full report in a downloaded file. Each of the five reports can be exported to a CSV file. Click the export button at the top right of the page to export the current report that is being viewed. This will download a full CSV file of all the data in the report to your computer. You will need to download each of the five reports individually.



Using the Reports to review School Performance Reports data

These reports were designed to help LEAs review their Course Roster data before the snapshot deadline and ensure data is reported accurately in the School Performance Reports. We suggest that LEAs use these reports to ensure that:

- All courses are reported and include all students enrolled.
 - Review the Course Summary report to make sure it includes all courses that had students enrolled for the 2025-2026 school year and that the enrollment counts and dual enrollment counts reflect the correct number of students.
 - Check that course enrollment is reported in all offered grades for each school and the LEA. Remember that the Course Roster submission should cover all courses in all grades and subject areas.
- Appropriate SCED codes are used.
 - Review the AP IB Courses report to make sure that all AP and IB courses offered are included. If they are not, check that the correct SCED codes were used in the submission.

- Review the Course Participation and Visual Performing Arts reports to make sure that you see students included in subject areas and arts disciplines offered in your school.
- Dual enrollment students are reported correctly.
 - Review the Course Summary, Course Participation, and AP IB Dual SLE reports to make sure that dual enrollment is reflected in the appropriate subjects, courses, and grade levels.

If you see missing data for schools or courses that you believe were included in your course roster submission, make sure that all CDS codes, subject area codes, and course identifier codes include leading zeroes (e.g., “01” or “010”). If leading zeroes are not included in the submission files, schools or courses may not be included in the reports.

Resources

NJSLEDS Course Roster Submission resources, including the student and staff handbooks, FAQs, SCED Course Code List, and guidance specific to how course roster data is used in the School Performance Reports, are available on the [NJSLEDS Staff and Student Course Roster User Resources webpage](#).

Resources related to the School Performance Reports, including Data Quality Guidance and the detailed Reference Guide, are available on the [School Performance Reports Resources webpage](#).

For issues or technical questions when trying to use the NJSLEDS Course Roster Reports, contact the NJSLEDS Help Desk using the [NJSLEDS Help Desk Web Form](#) or by phone at 609-376-3970.

For questions about the data that appears in the Course Roster Reports, the School Performance Reports, or how course roster data is used for the School Performance Reports, contact reportcard@doe.nj.gov.