New Jersey Department of Education

Introduction to NJSLEDS

New User Training

Office of Data Management
June 2025
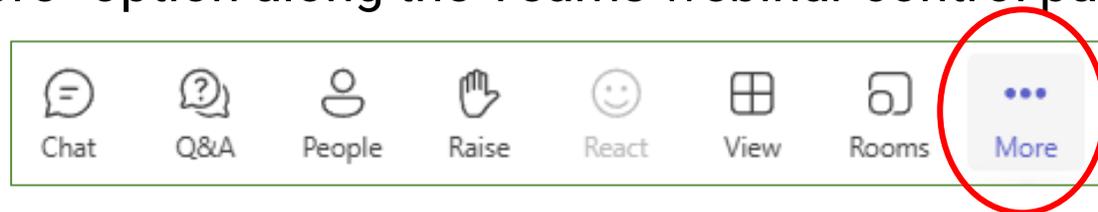
SLEDS
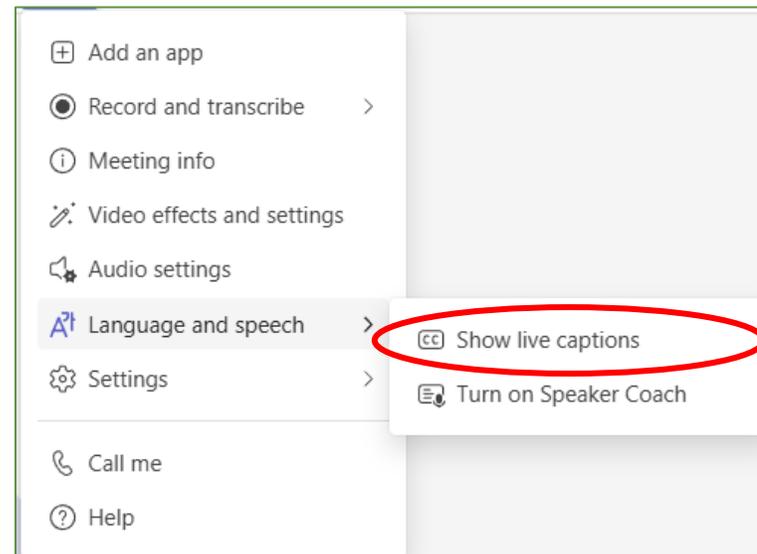NJ Statewide Longitudinal Education Data System

Webinar Live Captioning

To use live captions during this webinar:

1. Click on the "More" option along the Teams webinar control panel (top of your screen).

2. Click on "Language and speech" and then "Show live captions."

Agenda

1. Notes on Q&A

2. Introduction to NJSLEDS

3. Key Differences in NJSLEDS vs. NJ SMART

4. Transition Timeline

5. Soft Launch Overview

6. System Access and Navigation

7. Submission Workflows

8. System Support and Resources

9. Next Steps

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Activity Session

Which statement best describes your experience with data submission?

1. I have uploaded data in NJ SMART.

2. I have never uploaded data.

3. I have used another data submission system outside
    of an NJDOE-based system.

Activity Session

If you've uploaded in NJ SMART, which data submission(s)?

1. SID Management

2. SMID Management

3. Special Education

4. State Assessment Registration (SAR)

5. Performance Report

6. Career and Technical Education (CTE)

7. Staff Course Roster

8. Student Course Roster

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Introduction to NJSLEDS

What is NJSLEDS?
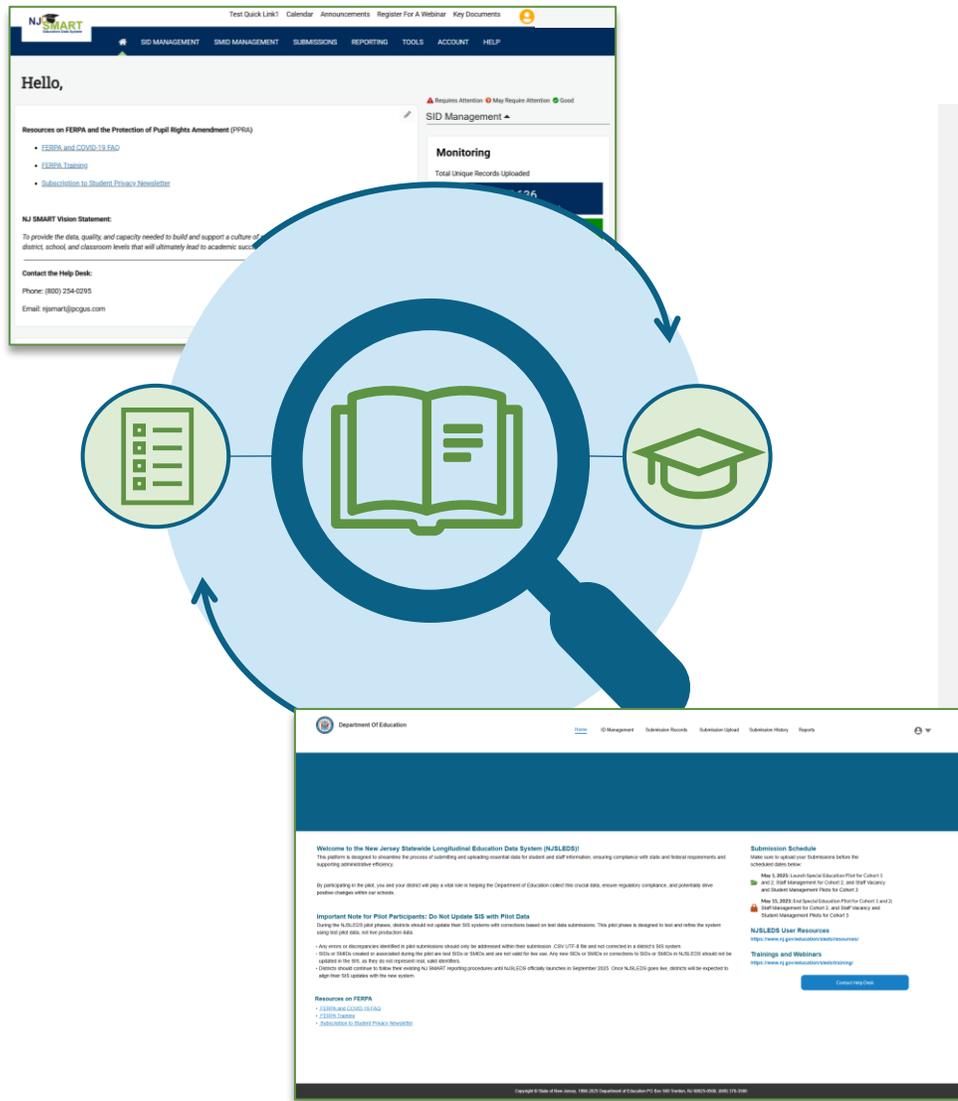
The New Jersey Department of Education (NJDOE) is transitioning from the current NJ SMART system to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS) as part of a strategic effort to enhance statewide data management, ensure long-term sustainability, and align with evolving education policies and technology standards.

Why The Transition?

Improved Data Management: Strengthens the state's ability to maintain and analyze education data efficiently.

Shift to Source-Based Data Integrity: Enforces best practices by requiring data corrections at the source—improving auditability, data governance, and alignment with federal reporting models.

Long-Term Sustainability: Ensures direct ownership and adaptability to meet future policy and compliance needs.
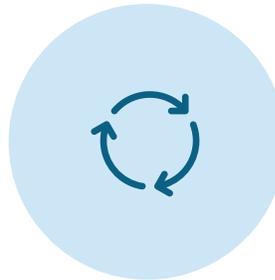
Foundation for Future Integration: While current uploads still rely on .CSV UTF-8 files, NJSLEDS is being built to eventually support direct system-to-system integration via API, reducing manual work and improving accuracy in the long-term.

NJSLEDS will continue to provide the data necessary to monitor student progress, support decision-making, and secure funding for New Jersey's school districts. Districts are encouraged to submit data regularly to maintain an up-to-date and impactful system.

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Transition Goals and Processes

Our goal: Support a smooth and stable transition to NJSLEDS while laying the groundwork for future improvements in data management.
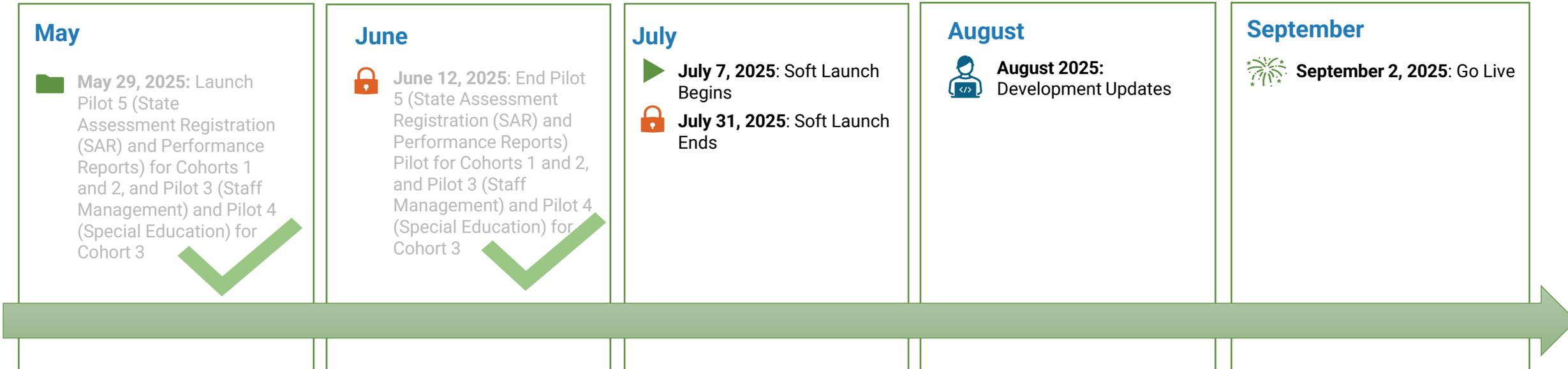
How We're Doing It:

- Migrating to a modern, cloud-hosted platform managed by NJDOE

- Preserving familiar file submission layouts to reduce disruption

- Improving infrastructure reliability and performance

- Enabling faster turnaround for fixes and updates

What This Means for Users:

- Minimal changes to your existing data preparation processes

- Better system responsiveness and support

- More consistency across submissions

- A platform designed for long-term sustainability and adaptability to future policy needs

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Transition Timeline: May through September

May	June	July	August	September
May 29, 2025: Launch Pilot 5 (State Assessment Registration (SAR) and Performance Reports) for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3	**June 12, 2025**: End Pilot 5 (State Assessment Registration (SAR) and Performance Reports) Pilot for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3	**July 7, 2025**: Soft Launch Begins **July 31, 2025**: Soft Launch Ends	**August 2025:** Development Updates	**September 2, 2025**: Go Live

- The final pilot window closed on June 12, 2025, concluding all pilot testing phases.

- The NJSLEDS soft launch will be open to all districts, running from July 7 to July 31, 2025.

- From August 1 through 29, NJDOE will use your feedback to finalize the NJSLEDS system through logic refinements, interface updates, and Help Desk readiness

- The official statewide launch of NJSLEDS will occur on September 2, 2025.

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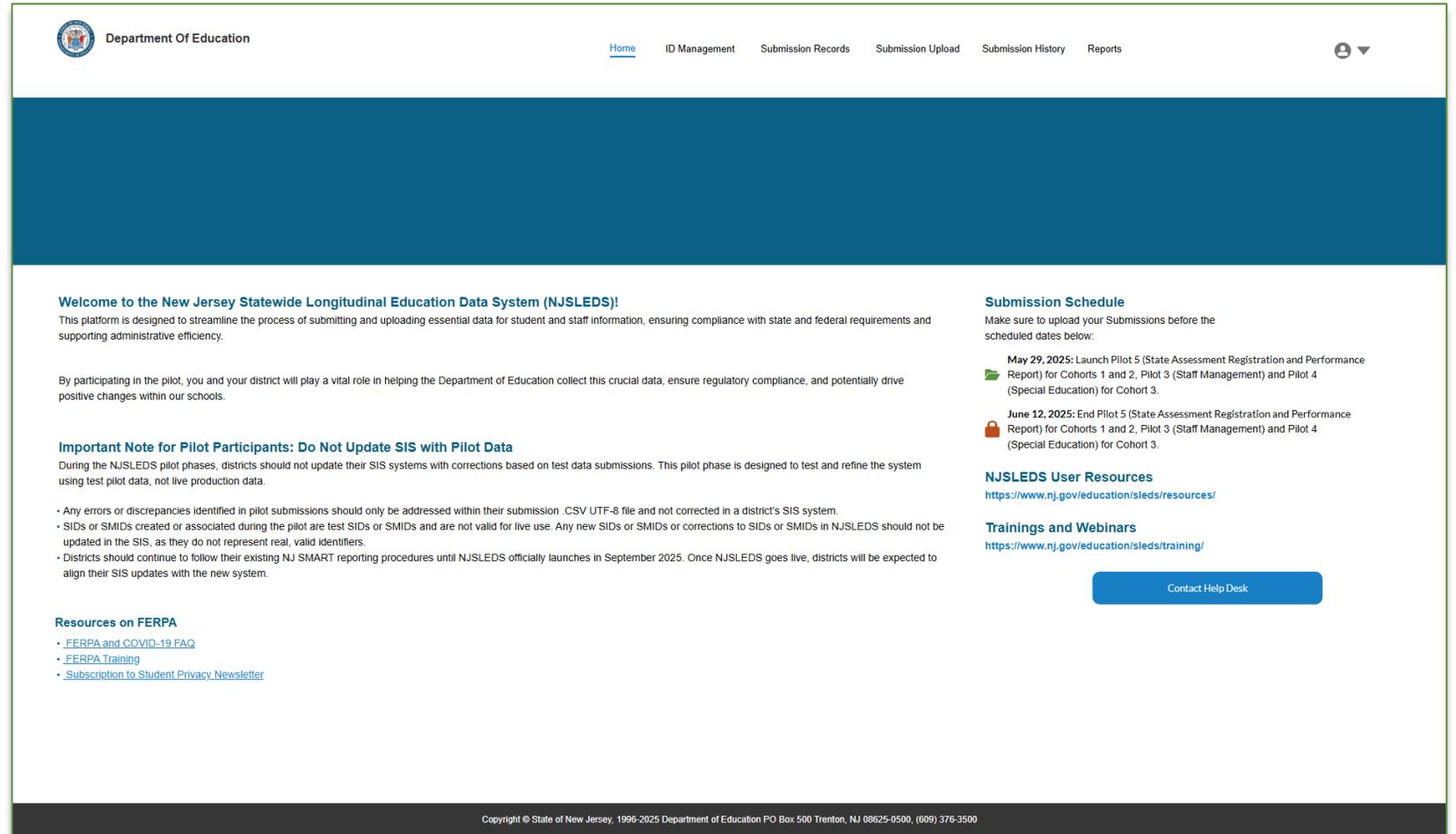
Key Differences in NJSLEDS

New User Interface

NJSLEDS features a redesigned user interface with updated navigation and layout.

What you'll notice:

- A new log in experience

- A new homepage with submission and training links

- Tabs for uploading files, viewing records, and checking submission history

- Clear submission status updates after each upload

We'll walk through each tab in detail later in this presentation.

Where to Find User Resources

Previously, you downloaded submission materials from the "Documents for Download" section of NJ SMART, under Resources and Trainings. Now, all NJSLEDS handbooks, templates, layouts, and guidance are available on our new website: nj.gov/education/sleds

Use the User Resources tab to navigate by submission type.

Be sure to also check out the Trainings and Webinars tab for additional support.

We will walk through each page of the new website later in this presentation.

New Jersey Statewide Longitudinal Education Data System

NJSLEDS Home 🏠   User Resources ▾   Trainings and Webinars ▾   Key Documents   News

Home / New Jersey Statewide Longitudinal Education Data System / NJSLEDS Home

NJSLEDS Home

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) User Resources website provides updates, helpful tools, and essential information to support your use of the NJSLEDS system.

Visit regularly to stay informed and access tools designed to help your district's data management and reporting efforts.

Explore NJSLEDS Resources

User Resources
Access data handbooks and downloadable tools per submission.
Browse Resources »

Trainings and Webinars
Find upcoming live sessions and PDFs to support your NJSLEDS readiness.
See Trainings »

Key Documents
Download essential lists, policy guides, and statewide documentation.
View Documents »

Latest News
Stay up to date on system updates, feature releases, and announcements.
Visit News »

Frequently Asked Questions
Find answers to frequently asked questions (FAQs).
Browse FAQs »

Submission Calendar
View key windows and download the full calendar for all NJSLEDS submissions.
Open Calendar »

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Contact Us

NJSLEDS Help Desk
Office of Information Technology
P.O. Box 500
Trenton, NJ 08625-055

Phone: 609-376-3970
Email: NJSLEDS@doe.nj.gov

How to Contact the Help Desk Securely

If your message to the Help Desk includes any of the following, request a secure email first:

- Personally identifiable information (PII), including (but not limited to) a student's name, SID, or date of birth.
- A file attachment.

Secure Email Process:

1. Email the Help Desk at helpdesk-sleds-staging@doe.nj.gov to request a secure email.
2. You'll receive a notification from MOVEit Transfer with a username, temporary password, and link.

Account Permissions

What's Different in NJSLEDS

- Only designated Submission Points of Contact (POCs) will have NJSLEDS accounts

- Each district is currently limited to 4 active NJSLEDS users due to licensing constraints*

- Web User Administrators (WUAs) do not automatically get access

- WUAs must have submitted a completed POC form to NJDOE

- POCs = System Users – these are the only users with login credentials

- Districts cannot create or manage accounts—user account setup is managed by NJDOE

Why This Is Important

NJSLEDS uses role-based access and individual user authentication. This structure is designed to:

- Ensure only authorized individuals access district data

- Protect login credentials and maintain clear audits

- Support secure communication, system activity tracking, and compliance with privacy requirements.

Because the system contains sensitive staff and student data, we take access control seriously to reduce risk and prevent data breaches.

Each use must have a district-issued, individually named email address that is:

- Tied to the staff member (ex., janedoe@district.k12.nj.us)

- Not shared or generic (ex. admin@district.org, info@school.net)

- Not reused across districts

*NJDOE is working to expand access over time to up to 8 accounts per district

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Error Management and Upload Behavior

- NJSLEDS is a target system, not a workspace

- You cannot edit records directly in NJSLEDS

- All corrections must be made in your local source system once the system is live in September

Upload Behavior

- Upload any number of records at any time

- Reuploads overwrite matching records—no duplicates

- No more "full" vs. "partial" file types

- No more adding individual records within in the system

- Upload only what you need to correct

Error Management

- Errors appear in your downloadable Error Report after each upload

- Fix errors in your .CSV (during the soft launch) or source system (once live)—not in NJSLEDS

- Save as a .CSV UTF-8 and reupload to resolve

- Deletion via upload is under development and will be announced when available

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Conflict-Owning / Conflict-Claiming → Transfer Requests

What Changed in NJSLEDS

In NJ SMART (Old Terms)

- A Conflict occurred when two LEAs reported the same student as active

- First LEA = Conflict-Owning

- Second LEA = Conflict-Claiming

In NJSLEDS (New Terms)

- First LEA = Associated District

- Second LEA = Requesting District

- Both districts receive an email with:

  - Last 4 digits of the SID

  - Contact info for the other LEA

- The issue appears as a Transfer Request in the Error Report

Conflict-Owning / Conflict-Claiming → Transfer Requests

What Each LEA Should Do

If You're the Associated District

- **Accept the request**

  - Inactivate the record in your SIS or source system

  - Reupload with DistrictStatus and SchoolStatus = "I"

- **Reject the request**

  - Contact the Requesting District directly

  - No data change is needed unless you agree to release the record

If You're the Requesting District

- **Request the transfer**

  - Contact the Associated District

  - Wait for them to inactivate the record

  - Then reupload your record as Active

- **Dismiss the request**

  - If you made an error, fix your data (e.g., mark as Inactive)

  - Reupload to clear the issue

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Pilot Recap

Pilot Overview and Submissions

The NJSLEDS pilot included three cohorts and six submission types.

- Pilots ran from February through June 2025

- Each cohort tested a subset of available submissions

Submissions tested during the pilot:

Staff Vacancy	Student Management	Staff Management
Special Education	State Assessment Registration (SAR)	Performance Report

Feedback from pilot users directly informed system updates, handbooks, and training.

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Pilot Participation and Feedback

The NJSLEDS pilot directly informed system development and user support.

Pilot Participation Highlights

- 273 users from districts across the state

- 6 submissions tested

- 767 Help Desk tickets submitted; 764 resolved by June 12

- Feedback gathered via surveys, Help Desk cases, and internal testing

Enhancements Based on Feedback

- Some business rules retained, others updated to reflect new logic

- Improved data sorting through column header filters

- Unique File ID added for tracking uploads

- Delete flag under development to allow for record removal

- Reporting and record view updates in progress

- Long-term goal: API integration

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Soft Launch Overview

What is the Soft Launch?

A statewide sandbox testing window for all districts.

- Runs July 7 through July 31, 2025

- Open to all districts, not just pilot participants

- Uses 2024-2025 test data only

- Upload files, review errors, and test workflows

- No data will be retained or used for reporting

This is your opportunity to get hands-on experience with the NJSLEDS platform before the September 2, 2025 go-live.

What To Do During the Soft Launch

Use this time to explore NJSLEDS and prepare for full implementation.

- Build confidence using NJSLEDS before it becomes the required system

- Upload test files for any available submission

- Review error messages and file validation behavior

- Learn how to resolve issues by fixing data in your local files

- Test submission workflows using your local source system (SIS, HR, etc.)

- Check formatting, submission layout, and record display

- Use Help Desk Office Hours to ask questions or troubleshoot

- Share feedback that helps NJDOE improve the system before go-live

This is a learning window. You are not expected to resolve every error.

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What's Available by Submission

All files must use 2024-2025 test data. No submission data will be retained after the soft launch.

Submission	Data to Use	User Resources Link
Student Management	2024-2025 End of Year	[Student Management Resources](#)
Staff Management	2024-2025 End of Year	[Staff Management Resources](#)
Special Education	Fall 2024 Snapshot	[Special Education Resources](#)
State Assessment Registration (SAR)	2024-2025 End of Year	[SAR Resources](#)
Performance Report	2024-2025 End of Year	[Performance Report Resources](#)
Staff Vacancy **(New!)**	2024-2025 School Year Data	[Staff Vacancy Resources](#)

Start with submissions you know. Be sure to test Staff Vacancy.

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System Access and Navigation

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Empowering New Jersey's Education Future: Your Guide to Data Modernization

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) portal allows educational institutions to submit, store, and analyze individual student data over an extended period of time, tracking their academic progress, demographics, and other relevant information across multiple years. Additionally, the portal offers links to valuable resources and training materials designed to assist districts in navigating and fulfilling the data reporting requirements efficiently throughout the school year.

NJSLEDS User Resources

Visit the NJSLEDS User Resources Website for access to handbooks, templates, key documents, and other tools to support your work in NJSLEDS.

Accessing Your Account

To access your account, enter your username and password below and select Log In. If you do not have an account but need access to the NJDOE SLEDS Portal, or if you've forgotten your password, please reach out to the Help Desk at helpdesk-sleds-staging@doe.nj.gov.

| Username |
| Password |

Log in

Remember! If you edit or change the email associated to the user account, this may affect roles, permissions, and login access to other applications. If you have a special situation and need to update your email address connected to your account, please reach out to the Help Desk.

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Welcome Message: Introduces NJSLEDS and outlines the purpose of the soft launch testing window.

Soft Launch Note: Reminds users to use 2024-2025 test data only and not to update SIS based on soft launch results.

Submission Schedule (Right Sidebar): Lists important soft launch and go-live dates.

User Resources and Trainings: Links to submission handbooks, templates, and webinar PDFs and registrations.

Contact Help Desk Button: Click to fill out a web form to our Help Desk.

Top Navigation Bar: Navigate to ID Management, Submission Records, Submission Upload, Submission History, and Reports (coming soon).

Welcome to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS)!

This platform is designed to streamline the process of submitting and uploading essential data for student and staff information, ensuring compliance with state and federal requirements and supporting administrative efficiency.

By participating in the pilot, you and your district will play a vital role in helping the Department of Education collect this crucial data, ensure regulatory compliance, and potentially drive positive changes within our schools.

Important Note for Pilot Participants: Do Not Update SIS with Pilot Data

During the NJSLEDS pilot phases, districts should not update their SIS systems with corrections based on test data submissions. This pilot phase is designed to test and refine the system using test pilot data, not live production data.

• Any errors or discrepancies identified in pilot submissions should only be addressed within their submission .CSV UTF-8 file and not corrected in a district's SIS system.
• SIDs or SMIDs created or associated during the pilot are test SIDs or SMIDs and are not valid for live use. Any new SIDs or SMIDs or corrections to SIDs or SMIDs in NJSLEDS should not be updated in the SIS, as they do not represent real, valid identifiers.
• Districts should continue to follow their existing NJ SMART reporting procedures until NJSLEDS officially launches in September 2025. Once NJSLEDS goes live, districts will be expected to align their SIS updates with the new system.

Resources on FERPA

• FERPA and COVID-19 FAQ
• FERPA Training
• Subscription to Student Privacy Newsletter

Submission Schedule

Make sure to upload your Submissions before the scheduled dates below:

May 29, 2025: Launch Pilot 5 (State Assessment Registration and Performance Report) for Cohorts 1 and 2, Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3.

June 12, 2025: End Pilot 5 (State Assessment Registration and Performance Report) for Cohorts 1 and 2, Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3.

NJSLEDS User Resources

https://www.nj.gov/education/sleds/resources/

Trainings and Webinars

https://www.nj.gov/education/sleds/training/

Contact Help Desk

Student Management

Staff Management

Search

Date Uploaded	SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District
05/27/2025		BAD0002	JESSE	AARON	PINKMAN	19790827	M			A	
05/27/2025		FR0002	PHEOBE		BUFFAY	19630730	F			A	
05/27/2025		GG0008	SOOKIE		ST. JAMES	19700826	F			A	
05/27/2025		GOLDEN003	SOPHIA	ESTELLE	PETRILLO	19330725	F			I	
05/27/2025		FR0006	ROSS		GELLER	19661102	M			A	

Why Use This Tab

- Create new SIDs or SMIDs when no match is found

- Associate a record with an existing ID based no matching fields

- Required for resolving "Unresolved" records flagged during upload

Unresolved Records Panel

Displays records that could not be matched to an existing SID or SMID (Records missing a State ID or with unmatched details)

Match Confidence %

Helps guide the decision to associate or create a new ID

Action Buttons

- **Create New:** Assigns a new SID or SMID

- **Associate:** Matches the record to an existing ID

- **Cancel:** Returns to the Unresolved Records list

Note for Soft Launch Users: Test this workflow using 2024-2025 data only. These records will not be retained after the soft launch ends.

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Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

Student Management
Staff Management
Special Education
State Assessment Registration
Performance Report
CTE
Staff Course Roster
Student Course Roster
Staff Vacancy

Error Report >

X Student Management Current Records

Data Source
- Current Records
- Snapshot Records

File ID
a11co000000dGPtAAM

LID
(All)

SID
(All)

Export

LID	SID	First Name	Middle Name	Last Name	Date Of	el	District Status	School Status	School Code Attending	Upload Date	Record Status
PARKS0001	4034617479	RONALD	MAURICE	SWANSON	2012050		A		001	5/15/2025	Error
PARKS0002	1904809181	BENJAMIN	ADAM	WYATT	2011111		A		001	5/15/2025	Error
PARKS0003	5368117820	LESLIE	BARBARA	KNOPE	2009011		A		001	5/15/2025	Error
PARKS0004	5740357357	ANN	MEREDITH	PERKINS	20140720	F	06	A		001	5/15/2025	Error
PARKS0005	5906298577	APRIL	ROBERTA	LUDGATE-DWY..	20120413	F	08	A		001	5/15/2025	Error
PARKS0006	7107154834	SIR ANDREW	MAXWELL	DWYER	20100101	M	10	A		001	5/15/2025	Error

Select and View

- Choose the submission type from the dropdown (Student, Staff, Special Education, etc.)
- The dashboard updates automatically based on your selection
- Only displays data for the submissions you have access to

Monitor and Troubleshoot

- Review record counts, statuses, and file history
- Click to open the associated Error Report
- Filter or download data for internal tracking

Navigate with Confidence

- Move easily between dashboards and error reports
- Use built-in links to return to your upload history
- Clear system messages will guide you if data can't load

X State Assessment Registration Record Level Errors

[Error by Type]   [Export]

File ID: a11co000000e5IIAAA		Level	Error Type	Data Element	Testing Site District	Testing Site School	SID	LID	First Name	Middle Name	Last Name	Grade Level	State Assessment Name	Test Code	Staff Member Assigned	School Year	Error Count
		Field	Format	DATEOFBIRTH	009999	001	1225213919	PARKS0001	RONALD	MAURICE	SWANSON	08	1	ELA08		2024-2025	1
Level: Field		Field	Format	DATEOFBIRTH	009999	001	1605205971	PARKS0009	CHRISTOPHER		TRAEGER	11	1	SC11		2024-2025	1
		Field	Format	DATEOFBIRTH	009999	001	1650822398	PARKS0003	LESLIE	BARBARA	KNOPE	11	1	SC11		2024-2025	1

X State Assessment Registration Error By Error Type

[Record Level]   [Export]

File ID: a11co000000e5IIAAA	Level	Error Type	Data Element	Description	Error Count
	Field	Format	DATEOFBIRTH	This data element must be YYYY-MM-DD	13
Level: Field	Field	Required	EXEMPTFROMPASSING	This data element is required and cannot be blank or NULL if State Assessment Name has a value of 1 or 5	12

View Your Errors Through Submission Records

- Click the Error Report link in the top right of the Submission Records tab

- View all validation errors across your uploaded files for that submission

- This is not tied to just one file—you'll see errors from multiple uploads

Filter and Review

- Use filters on the left-hand side to sort by multiple field types

- Toggle between Record Level, Errors by Type, and Error Detail views

- Click any error row to see detailed information

Export for Troubleshooting

- Export includes any filters applied

- Open in Excel to sort and compare

- Use this to identify issues, correct your file, and reupload

Home   ID Management   Submission Records   **Submission Upload**   Submission History   Reports

Choose the Submission Type

Select the Submission type you would like to upload from the drop-down menu below. Add any comments you would like to make and select Next.

*Submission Type

Select an Option ▼

Comments

Enter your comments

Next

Upload the Submission File

Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.

⬆ Upload File   Or Drop File

Previous

Choose Submission Type

- Use the dropdown menu to select a submission

- Your permissions determine what appears in the dropdown

- Once selected, click Next.

Upload the File

- Drag and drop your file, or click Upload File to browse locally

- Upload begins automatically as soon as you select the file

- Only .CSV UTF-8 files are accepted

- You'll see the file name appear below the upload zone once it's validated

System Feedback

- If the file type or layout is incorrect, you'll get an error message.

- If the upload succeeds, you'll be redirected to the Submission History tab where the file will show as In Process

Test and Explore

- Reupload corrected files to see how updates process

- Use this time to understand matching, validation, and error handling

- Files uploaded during soft launch will not be saved

Submission History List View

Submission History

All ▼

🔍 Search by file name

File Name ⌄	Submission Type ⌄	Record Count ⌄	Valid ⌄	Errors ⌄	Warnings ⌄	Status ⌄	File ID ⌄	Created Date ⌄	Last Modified Date ⌄
Student_Management_9999	Student Management	13	0	13	0	Processed	a11co000000dGPtAAM	05/15/2025, 12:08:19 PM	05/15/2025, 12:20:35 PM
Student_Management_9999	Student Management	13	3	10	0	Processed	a11co000000dGOHAA2	05/15/2025, 12:07:26 PM	05/15/2025, 12:20:35 PM
Student_Management_9999	Student Management	13	10	3	0	Processed	a11co000000dF5dAAE	05/15/2025, 10:28:33 AM	05/15/2025, 10:35:25 AM

Previous   Page 1 of 1   Next

Track Your Uploads

- View all submission files you've uploaded

- Includes: file name, submission type, record count, error count, file ID, created date, last modified date

- Sort or search using column headers

Understand File Statuses

- In Process: File is being validated

- Processed: File completed with or without errors

- Unsuccessful: File failed due to field type/length errors

- Email confirmation includes status, record counts, and error/warning summary

System Feedback

- Click a file name to open its Submission Details page

- See full summary including status, comments, and validation details

- Navigate back to Submission History at any time

Soft Launch Reminder

- You can test multiple uploads during the soft launch

- Use this tab to confirm how your changes processed

- Files submitted between July 7-31 will not be saved

Reports

Access student-level and summary reports based on your most recent data uploads.

▶ **Student List**   View and filter a list of currently enrolled students by grade, demographics, or program participation.

▶ **Student Record**   View the full history of an individual student, including demographics, enrollment, assessments, and program participation.

▶ **Special Education Report**   View students receiving special education services by classification, service, and placement.

▶ **Out-of-District Report**   View students placed in educational settings outside of their home district, including classification and placement information.

▶ **Graduation Cohort Profile**   Summary of district-level graduation outcomes across 4-, 5-, and 6-year cohorts.

▶ **Graduation Student-Level Report**

Student-level report of graduation status, pathway used, diploma type, and cohort year.
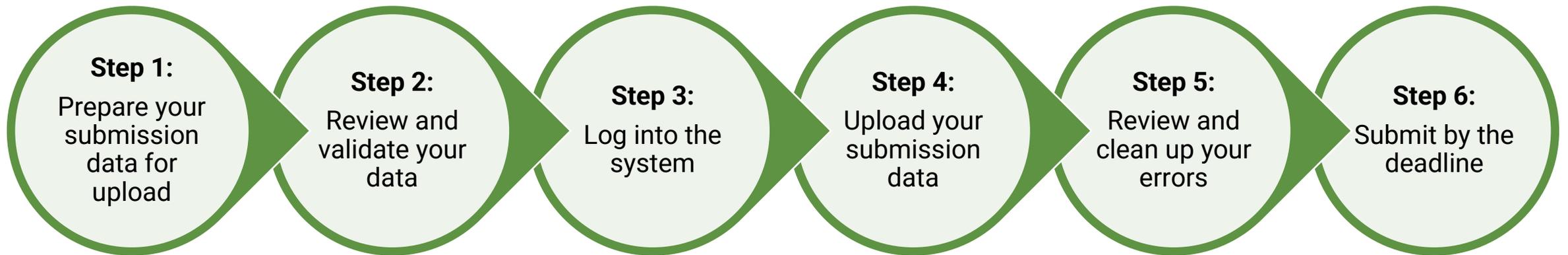
Tips and Reminders

- Data reflects your most recent valid NJSLEDS upload
- Errors must be resolved in NJSLEDS for data to appear correctly in reports
- Reports update nightly

Submission Workflows

General Submission Workflow

Most submissions will follow these six steps:

Step 1: Prepare your submission data for upload

Step 2: Review and validate your data

Step 3: Log into the system

Step 4: Upload your submission data

Step 5: Review and clean up your errors

Step 6: Submit by the deadline

Refer to submission-specific handbooks and webinars for detailed instructions, including any variations in process.

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Preparing Your Data for Submission
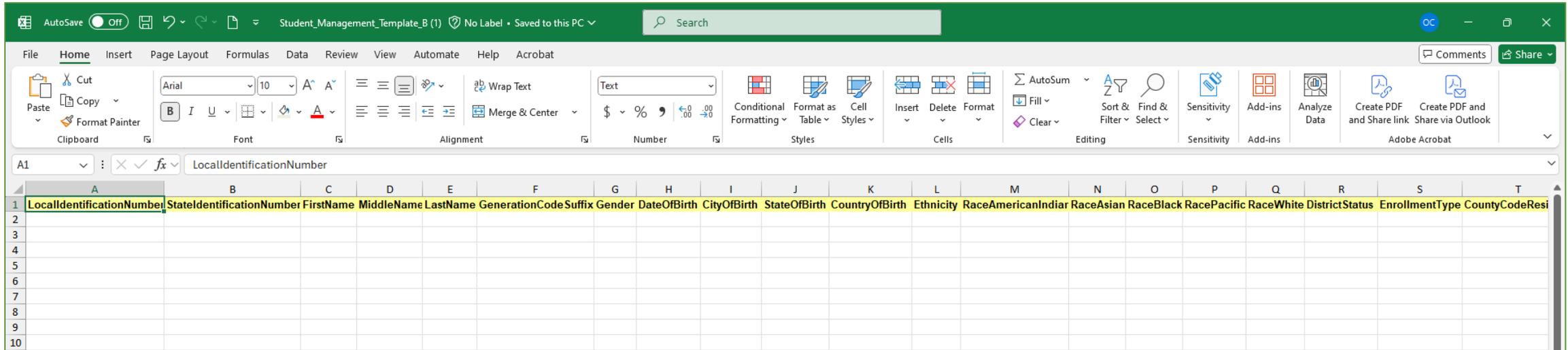
Get Your File Ready

- Each submission has a defined file layout, available on the NJSLEDS User Resources website

- Follow the data submission handbook for required fields

- Export your file in .CSV UTF-8 format

Check Your Source Data

- Make sure key values (e.g., SID, SMID, Program Codes) are accurate

- Confirm field types and formats match submission rules

- Use test reports or preview tools in your source system, if available

Common Issues to Avoid

- Missing required fields

- Incorrect field lengths or types

- Using outdated code values

- Reusing old files from previous years

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Uploading a File in NJSLEDS

Choose the Submission Type

Select the Submission type you would like to upload from the drop-down menu below. Add any comments you would like to make and select Next.

* Submission Type

Select an Option ▾

Comments

Enter your comments

Previous   Next

Upload the Submission File

Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.

⬆ Upload File   Or Drop File

Previous

1. Choose Your Submission

- Select the submission type from the dropdown menu (e.g., Student Management, Staff Vacancy)

- You'll only see submissions your account has access to

2. Upload Your File

- Select your .CSV UTF-8 file or drag and drop it into the square

- Each upload must be a single file

- Soft launch files should reflect 2024-2025 End of Year or Fall Snapshot (Special Education) data

3. View Confirmation

- After upload, the system displays:
  - Total records
  - File ID
  - Submission Status

- You'll also receive a confirmation email with details

4. Next Steps

- Click into Submission Records or the Error Report

- Begin reviewing errors or checking record-level data

- Upload corrected files as needed

Reminder: Files uploaded during the soft launch are not retained and are for practice only.

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Error Reporting and Management

NJSLEDS handles errors differently than NJ SMART. Here's what to expect:

- Errors are displayed in a downloadable report after each upload

- You'll fix errors in your file or SIS, then reupload to resolve

- There's no editing in the system—NJSLEDS reflects your source data

- Reuploads overwrite matching records—no need for full file reloads

- Deletion via upload is in development and will be announced once available

Use your Error Report and Submissions Record tab together to:

- Filter for error status

- Identify specific records

- Make corrections in your export

- Reupload only what you need to correct

This approach supports consistency, supports local workflows, and keeps your reporting aligned with source-of-truth systems.

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Error Reporting and Validation

Where to Find It

- Access the Error Report from the top right corner of the Submission Records tab

- The report shows all current errors for that submission type

- Not tied to one specific file—reflects all uploads to date

What You'll See

- Record-level errors including SID/SMID, Rule ID, and error message

- Filter errors by multiple categories depending on submission type

- Three views: Record Level View, Errors by Type, Error Detail

How to Use It

- Export a filtered version to help resolve issues in your source file

- Use File ID and Rule ID to troubleshoot specific uploads

- Return to the report after reuploading to confirm resolution

Testing Error Resolution During Soft Launch

No In-Platform Edits

- NJSLEDS does not allow users to fix errors directly within the system

- All soft launch corrections should be made in your submission file

- Reupload a new file after making changes

Steps to Test Error Fixing During Soft Launch

1. Filter submission records to show only those with an error status

2. Export both your filtered submission file and your error report

3. Compare files side-by-side to find the issue in each record

4. Correct errors in the export of your submission file—not in your source system

5. Save as a .CSV UTF-8 and reupload to NJSLEDS

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Reuploading and Overwriting Files

Choose the Submission Type

Select the Submission type you would like to upload from the drop-down menu below. Add any comments you would like to make and select Next.

*Submission Type

Select an Option ▼

Comments

Enter your comments

Next

Upload the Submission File

Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.

⬆ Upload File   Or Drop File

Previous

No Need for Full Uploads

- NJSLEDS accepts partial files

- You can upload only the corrected records

- There's no need to reupload your full dataset unless desired

How Overwriting Works Works

- New uploads replace any matching records from prior files

- Records are identified by key fields

- No duplicate entries are created

Use During Soft Launch

- Try reuploading just a few rows after error resolution

- Check Submission Records to confirm the update

- You can repeat the process as many times as needed—nothing is final

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No Editing in NJSLEDS: Source vs. Target Systems

- In NJ SMART, users could add records and fix errors right in the platform.

- In NJSLEDS, this is no longer possible.

NJSLEDS is a target system, not a working data tool. It reflects your data—it does not generate or manage it.

Source System: SIS or data collection system		Target System: NJSLEDS
• **The foundation:** Where data originates and is maintained. • **Editable:** Updates should always be made here first. • **Feeds into the target system:** Ensures consistent and accurate data.	**vs.**	• **The reporting destination:** Where data is submitted for state reporting. • **Not editable:** Changes cannot be made directly here. • **Designed for scalability:** Supports longitudinal tracking over time.

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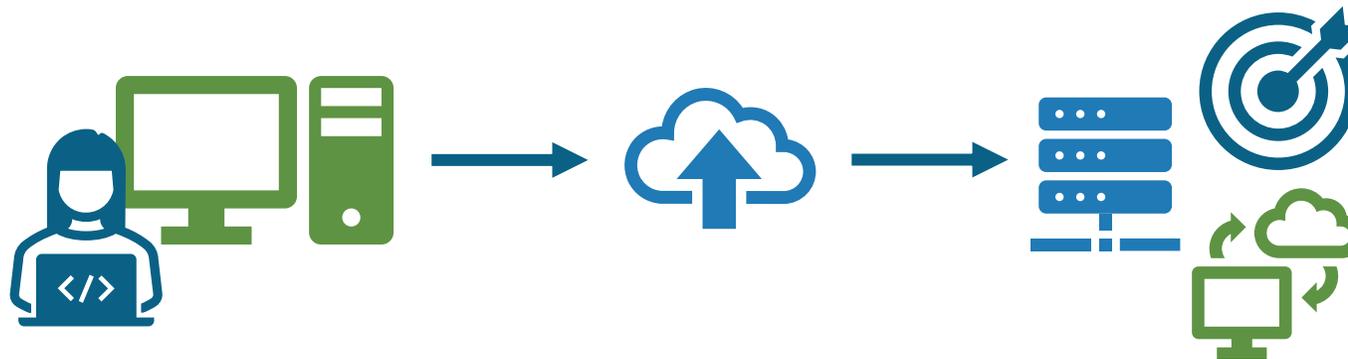
Why this Change Matters

Editing data at the source is a best practice.

This shift supports:

- **Data quality:** One source of truth—no conflicts or overrides

- **Accountability:** Matches how we report to the federal government

- **Scalability:** Sets the foundation for future automation

- **Security:** Reduces risk of data errors from in-system edits in the future

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System Support and Resources

New Jersey Statewide Longitudinal Education Data System

Home / New Jersey Statewide Longitudinal Education Data System / NJSLEDS Home

NJSLEDS Home

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) User Resources website provides updates, helpful tools, and essential information to support your use of the NJSLEDS system.

Visit regularly to stay informed and access tools designed to help your district's data management and reporting efforts.

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Contact Us

Explore NJSLEDS Resources

📖 User Resources

Access data handbooks and downloadable tools per submission.

Browse Resources »

🖥 Trainings and Webinars

Find upcoming live sessions and PDFs to support your NJSLEDS readiness.

See Trainings »

📁 Key Do...

Download...
and state...

View D...

📰 Latest News

Stay up to date on system updates, feature releases, and announcements.

❓ Frequently Asked Questions

Find answers to frequently asked questions (FAQs).

📅 Submis...

View key...
calendar...

This is the official homepage of the NJSLEDS User Resources website.

From here, you can:

• Access the full User Resources section

• View submission schedules and major updates

• Read DOE announcements on the News tab

• Get direct links to webinars, handbooks, templates, and the Help Desk

https://nj.gov/education/sleds

Home / New Jersey Statewide Longitudinal Education Data System / User Resources

User Resources

Welcome to the NJSLEDS User Resources

Everything you need to navigate your data submissions, organized by submission type and designed for clarity, accuracy, and ease of use.

Whether you're new to longitudinal data reporting or an experienced data manager, this page gives you direct access to the most current tools, templates, and guidance for every step of the submission process.

Each submission area includes handbooks, reporting responsibilities, file templates, and data layout specifications.

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Contact Us

NJSLEDS Help Desk
Office of Information Technology
P.O. Box 500

Explore Available Submission Resources

🎓 Student Management >

Tools for submitting student data, managing transfers, and maintaining enrollment accuracy.

👥⚙ Staff Management >

Guidance for reporting core staff information, including SMID assignment and more.

👉 Spe...

Reso...
relat...

💼 Staff Vacancy >

✏ State Assessment Registration >

📈 Performance Reports >

The User Resources page links to all current NJSLEDS support materials, organized by submission.

- Download handbooks, templates, and file layout documentation

- Access the latest versions of each submission's resources

- Updated regularly—check back often during the soft launch

○ A file attachment.

NJSLEDS Home 🏠   User Resources ▾   **Trainings and Webinars** ▾   Key Documents   News   FAQs

Trainings and Webinars

The NJDOE offers NJSLEDS trainings and webinars on a range of topics to support users in managing submissions effectively. Below, you'll find links to recorded training sessions, descriptions, and details on how to join live webinars. Live sessions will be available throughout the school year.

For additional documented resources, visit the **User Resources** tab.

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NJSLEDS Help Desk

Webinar Registration

To register for an online webinar, click the registration link for your desired session below. Pre-registration is re~~q~~ details.

On the registration page, complete all required fields and click Register. You'll get a confirmation email with you~~r~~

You may join up to 10 minutes before the start time. Late registrations are not permitted, and sessions with no cancelled.

Upcoming Webinars

Introduction to NJSLEDS

Join NJDOE for a live training webinar ahead of the Soft Launch. We'll cover system access, navigati~~on~~ key resources.

Use the Trainings and Webinars page to register for upcoming NJSLEDS training sessions.

- Live walkthroughs of system features and submission workflows

- Q&A with the NJSLEDS project team

- Includes sessions for general onboarding and individual submissions

- PDF versions will be posted after each session

◦ A file attachment.

2025 Trainings and Webinars

PDF versions of past webinar slides are available in this section.

If you are looking for information on upcoming webinars and training sessions, please visit the Overview tab of the Trainings and Webinars page.

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Training Materials and Webinars

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NJSLEDS Help Desk

🎓 Student Management

- Student Management Submission Pilot in NJSLEDS (PDF) (Last updated May 6, 2025)

👨‍🏫 Staff Management

- Staff Management Submission Pilot in NJSLEDS (PDF) (Last updated May 28, 2025)

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📋 State Assessment Registration (SAR)

- SAR Submission Pilot in NJSLEDS (PDF) (Last updated May 20, 2025)

📈 Performance Report

- Performance Report Submission Pilot in NJSLEDS (PDF) (Last updated May 22, 2025)

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The page includes downloadable copies of all NJSLEDS webinar decks.

- Available in PDF format for reference and printing

- Updated as new sessions are delivered

- Includes general information, submission-specific trainings, and pilot lessons

- Great for reviewing content after a session or sharing with others

Home / New Jersey Statewide Longitudinal Education Data System / Key Documents

Key Documents

The NJDOE's NJSLEDS Key Documents page is your primary resource for accessing essential materials related to the system. This page provides direct access to key guidance materials, including comprehensive information on data submission requirements, important codes lists, and more. This page ensures districts have the tools needed to navigate and fulfill their data reporting obligations effectively and efficiently.

Looking for submission-specific guidance? Check out the User Resources and Trainings and Webinars tabs for more resources.

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NJSLEDS Help Desk

County District School (CDS) List

Comprehensive information about public districts, schools, agencies, and placements.

Download Excel

Point of Contact (POC) List

District staff responsible for NJSLEDS submissions and communications.

Download Excel

The Key Documents page houses foundational reference materials for NJSLEDS.

- Includes submission requirements, code lists, and key reference documents

- Ensures districts have what they need to report accurately and efficiently

- Includes documents such as the CDS list, Point of Contact list, Job Codes list, and more

- For submission-specific help, visit the User Resources or Trainings and Webinars tabs

Home Language Codes List

Standardized codes for students' primary languages.

Download Excel

World Language Codes List

Codes for Seal of Biliteracy language assessments.

Download Excel

Student Management Reporting   Staff Management Reporting   Student Attendance Reporting

NJSLEDS Home 🏠　　**User** Resources ▾　　Trainings and Webinars ▾　　Key Documents　　**News**　　FAQs

Home / New Jersey Statewide Longitudinal Education Data System / News / NJSLEDS News and Announcements

NJSLEDS News and Announcements

Welcome to the NJSLEDS News and Announcements page—your go-to hub for system updates, feature releases, resource links, and upcoming training events. Bookmark this page and check back frequently to stay informed and get the most out of NJSLEDS.

Latest News

📢

Announcing the NJSLEDS Soft Launch: Begins July 7, 2025

Our statewide Soft Launch runs July 7–31, 2025. In this sandbox window, districts can upload practice file
hands-on with the new platform before the official Sept 2 transition. No errors will count against you—it's a

Learn More »

Past News and Announcements

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The News Page highlights important updates from NJDOE about NJSLEDS.

- Find recent announcements, memos, and reminders

- Review system changes and soft launch communications

- Use this page to stay informed throughout the transition

- New updates are added regularly—check back often

○ A file attachment.

Home / New Jersey Statewide Longitudinal Education Data System / FAQs

FAQs

Welcome to the NJSLEDS Frequently Asked Questions (FAQs) Page!

Find clear, practical answers to the most common questions about system access, user roles, and submission expectations, organized by submission type for quick reference.

This page supports users during the soft launch (July 7-31, 2025) and into the full system rollout on September 2, 2025. All answers reflect the current soft launch environment unless otherwise noted.

If you're looking for training materials, templates, or handbooks, please visit the User Resources or Trainings and Webinars pages.

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Explore FAQs by Submission Category

Browse common questions organized by topic.

General Access and System Use »

Login credentials, user roles, access policies, and general system questions.

Student Management »

Enrollment, transfers, conflict resolution, and student identifiers (SIDs)

Staff Management » (coming soon)

Spe... soo...

The Frequently Asked Questions (FAQs) page answers common questions about NJSLEDS system access, submissions, and troubleshooting, including topics like:

• Soft launch participation

• Transfer Requests

• File upload behavior

• Submission-specific guidance

Updated regularly based on user feedback and Help Desk trends.

○ A file attachment.

User Support and Communications

Support is available through multiple channels to help districts prepare, submit, and troubleshoot during the NJSLEDS transition.

Communication Channels

- Regular email updates with deadlines and reminders

- Webinars and meetings for user groups and stakeholders

- Dedicated website with timelines, user resources, and key documents

- Broadcasts sent through NJDOE and official DOE channels

Trainings and Resources

- Submission-specific handbooks and file templates

- Introduction to NJSLEDS and submission webinars

- Quick reference guides and FAQs

Help Desk

- Centralized support via email and phone

- Live Office Hours for one-on-one assistance

- Ticketing system for issue tracking and follow-up

- Escalation process for urgent or complex questions

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How to Contact the Help Desk

Email helpdesk-sleds-staging@doe.nj.gov or call 609-376-3970.

Provide your full name, district/school code, and reason for inquiry.

Refer to your case number and confirmation email sent by NJSLEDS.

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Secure File Transfer (MOVEit) and PII

If your message to the Help Desk includes any of the following, please request a Secure Email before sending:

1. Personal Identifiable Information (PII) i.e. Student's name, SID number, and/or DOB

2. A file attachment

Our email encryption process:

The NJDOE uses the MOVEit Transfer, a secure file transfer server/service for sharing and transferring files and data.

| The NJSLEDS help desk will send you a request through MOVEit to send a file | You will receive an email notification containing a secure Username and Temporary Password and a link to the MOVEit platform. | Click on the URL at the bottom of the email. This will open your browser. | In the opened browser, fill in the previously provided Username and Temporary Password. | Reply to the secure email with your inquiry. |

Call the Help Desk if you need further assistance.

Next Steps

What Districts Should Do Now

Continue using NJ SMART for official reporting until NJSLEDS fully launches in September 2025.

- This includes
  - SID and SMID submissions through June 30th
  - Course Roster and CTE submissions through August 2nd.
  - Graduation Snapshot on August 29th
- Do not enter soft launch data into SIS or source system or NJ SMART.
- Use the soft launch to test submissions and workflows, but not for finalizing corrections.

Get ready for the full NJSLEDS launch on September 2, 2025, by preparing just as you would for NJSMART.

- Test all submissions during the soft launch (July 7th-July 31st)
- Review handbooks, templates, attending or reviewing webinars
- Be sure to whitelist our email address to ensure you receive all important communications without interruption

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Key Dates

June 2025

Jun 30: NJ SMART End of Year Snapshot

July 2025

Jul 2: NJ SMART CTE and Course Roster Submissions Begin

Jul 7: NJSLEDS Soft Launch Opens

Jul 31: NJSLEDS Soft Launch Closes

August 2025

Aug 1: NJ SMART CTE and Course Roster Closes

Aug 29: NJ SMART Graduation Snapshot Closes at 5pm

Aug 29: NJ SMART Closes

Aug 1 – Aug 29: NJSLEDS Development Updates

September 2025

Sep 2: NJSLEDS Launches for 2025-2026 School Year

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Where to Get Help

Need help during the soft launch? Here's where to start:

🖥️	**User Resources Website:** Handbooks, file layouts, templates, and webinar available at nj.gov/education/sleds

👥❓	**Help Desk:**	**Email**: helpdesk-sleds-staging@doe.nj.gov* **Phone**: 609-376-3970 Scheduled Office Hours

|	
📁🔍	**Error Report and System Feedback:** Use in-system tools to identify and correct issues. Follow up with the Help Desk if something seems off

📣	**Broadcasts and Announcements:** Watch your inbox from emails from NJDOE and visit the News Page for key updates

*The Help Desk email address will change in September

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Help Desk Office Hours

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 11:00am-12:00pm 1:30pm-2:30pm	9 11:00am-12:00pm 1:30pm-2:30pm	10 11:00am-12:00pm 1:30pm-2:30pm	11	12
13	14	15 11:00am-12:00pm 1:30pm-2:30pm	16 11:00am-12:00pm 1:30pm-2:30pm	17 11:00am-12:00pm 1:30pm-2:30pm	18	19
20	21	22 11:00am-12:00pm 1:30pm-2:30pm	23 11:00am-12:00pm 1:30pm-2:30pm	24 11:00am-12:00pm 1:30pm-2:30pm	25	26
27	28	29 11:00am-12:00pm 1:30pm-2:30pm	30 11:00am-12:00pm 1:30pm-2:30pm	31 9:00am-5:00pm		
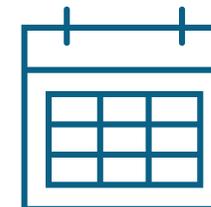
Helpdesk Phone:
609-376-3970

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Thank You!

New Jersey Department of Education

nj.gov/education

New Jersey Department of Education

@newjerseydoe

@NewJerseyDOE

New Jersey Department of Education

New Jersey Department of Education

@newjerseydoe

Questions? Email Helpdesk-sleds-staging@doe.nj.gov

Interested in NJSLEDS Governance? Email: NJSLEDS@doe.nj.gov

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