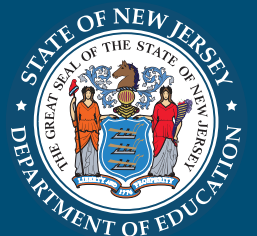




Staff and Student Course Roster Submission in NJSLEDS

NJSLEDS Project Team
Office of Data Management

Updated: March 2026



Webinar Housekeeping

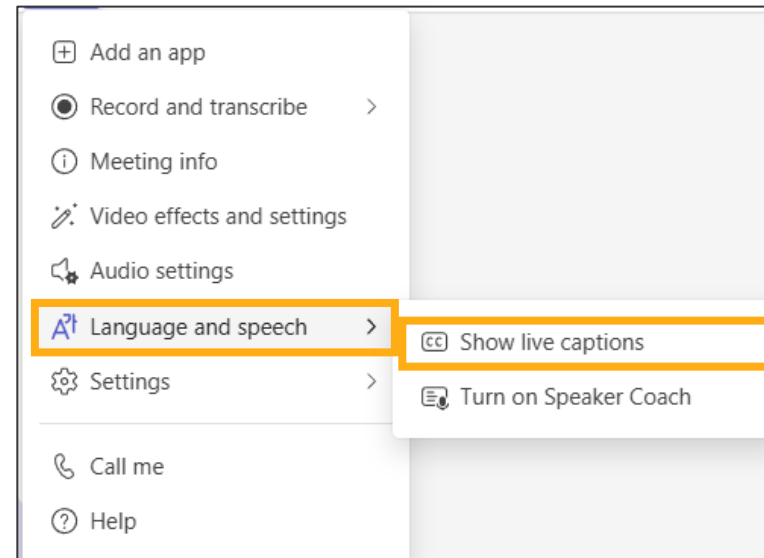
Our goal is to make sure you can actively participate and have your questions answered.

How to ask a question:



To use live captions:

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



- Key Resources and Overview of Course Roster Submissions
- Understanding Course Roster Requirements
- Course Roster Submission Process
- Errors and Resolution



NJSLEDS Resources for Course Roster Submissions



Where to Find Resources



The NJSLEDS Homepage links users to important updates and information occurring within NJSLEDS.



The NJSLEDS User Resources Page is a comprehensive hub for managing data submissions effectively. Detailed resources are available on individual submission pages.



The NJSLEDS Trainings and Webinars Page provides links to recorded training sessions, descriptions, and details on how to join live webinars. Live sessions will be available throughout the school year.



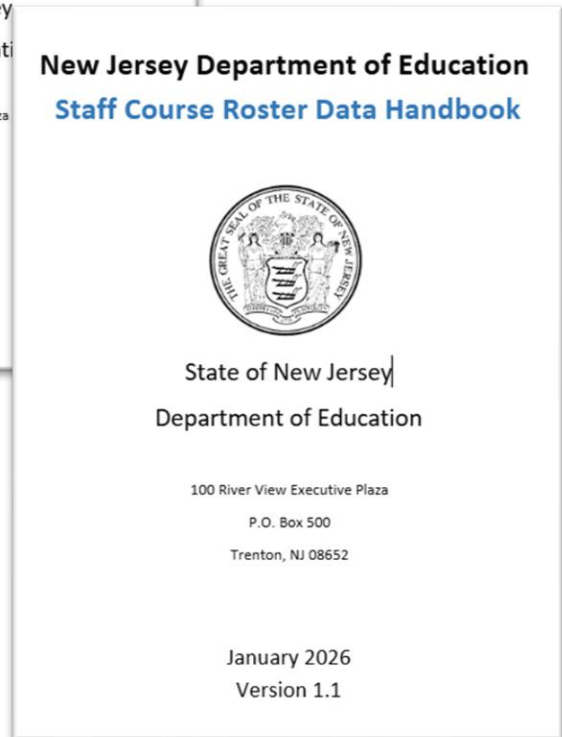
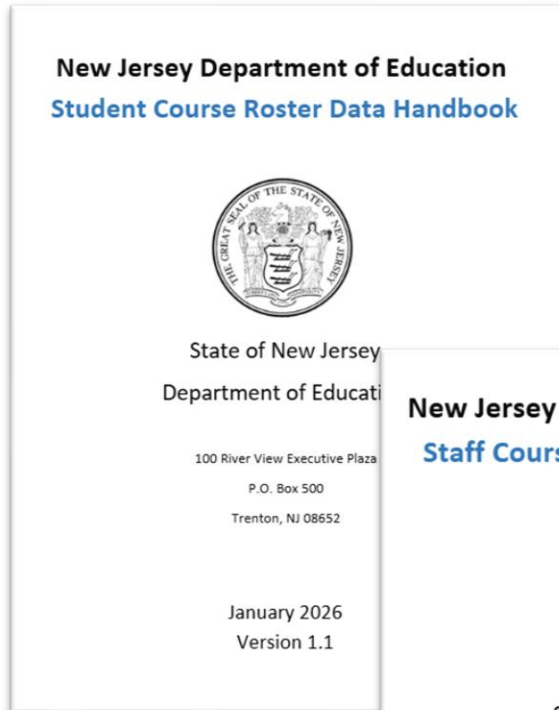
The NJSLEDS Key Documents Page is the primary resource for accessing essential materials related to the system. This page ensures districts have the tools they need to navigate and fulfil their data reporting obligations effectively and efficiently.



The NJSLEDS News Page keeps you informed on the latest developments, key milestones, and updates.



Student and Staff Course Roster Submission Data Handbooks



The Student Course Roster Submission Data Handbook and Staff Course Roster Submission Data Handbook are required resources available on the NJSLEDS User Resources website. All districts must refer to it when preparing submissions.

Before submitting:

- Review all definitions, notes, and common errors.
- Understand that not every data element is required for every submission.
- Be clear on how each element should be implemented.

To support accurate, compliant data submissions:

- Share the handbook with your data coordinator or data administrator.
- Ensure that the data you collect aligns with NJDOE requirements.
- Review your data for accuracy—clean data now means fewer errors and saved time later.

If a definition is unclear or difficult to apply in your context, please contact the NJSLEDS Help Desk by using the "Contact Help Desk" button on the NJSLEDS system homepage. We're here to help.



Course Roster Templates

The Student and Staff Course Roster templates are a key component of the data reporting processes.

The purpose is to help you manage and report data to meet state and federal requirements.

We provide these templates to collect core data for course roster submissions and ensure that districts report consistent and accurate data in compliance with the law.

These templates can be found under the Course Roster User Resources on the NJSLEDS User Resources website. Please note these templates must be saved as .CSV UTF-8 files to be uploaded into NJSLEDS.



How to Contact the Help Desk



The NJSLEDS Help Desk is available Monday through Friday from 8:00 AM to 5:00 PM at (609) 376-3970.



Web Form: *Preferred* Use the Contact Help Desk button in the NJSLEDS system homepage to submit a web form ticket.



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



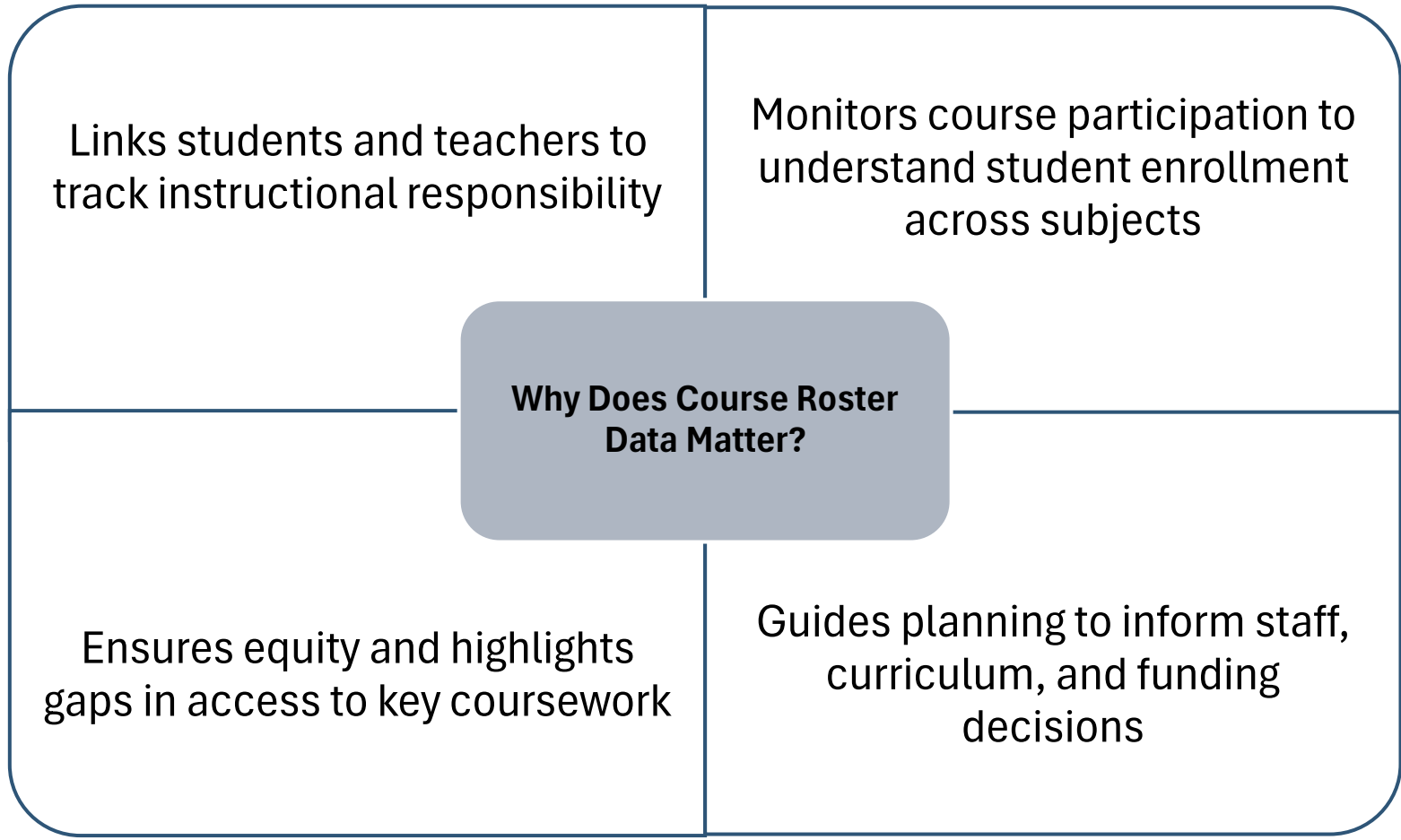
Refer to your case number and confirmation email sent by NJSLEDS.



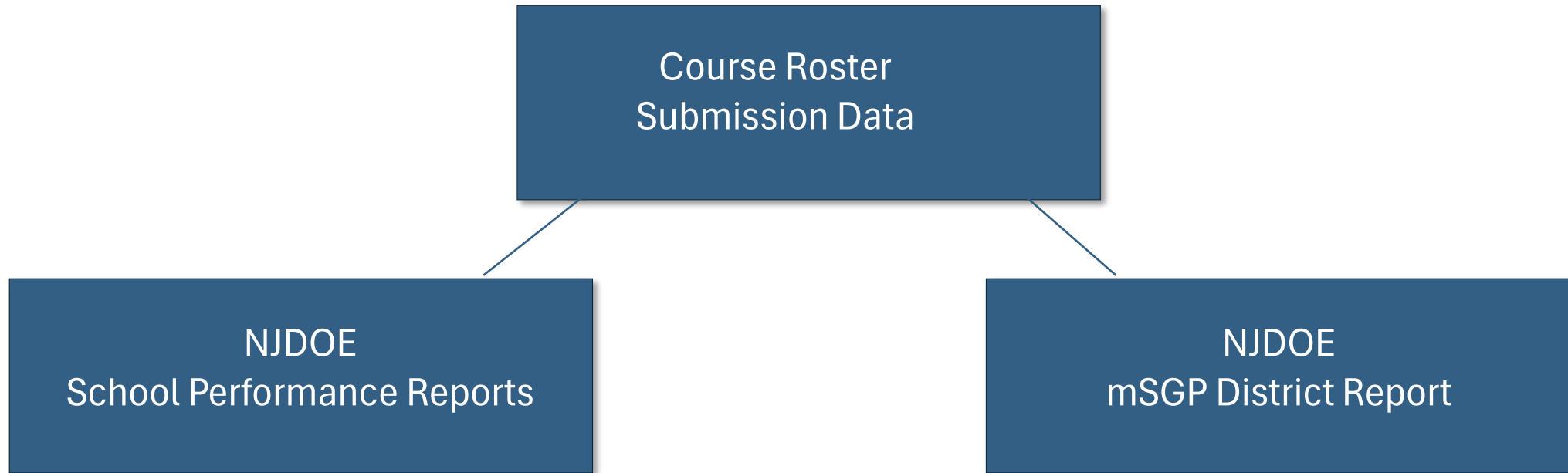
Course Roster Submissions Overview



Course Roster Overview



Course Roster Submission Data Usage



Course Roster Submission Overview

NJSLEDS collects one Course Roster Submission per school year and is submitted after the close of the school year from July 2-August 2, 2026.



Both the Staff and Student Course Roster data should reflect all courses taught during the school year



All Local Education Agencies (LEAs) must submit: Student Course Records for all students attending their district **AND** Course Records for Teachers/Co-Teachers of Record assigned to their district



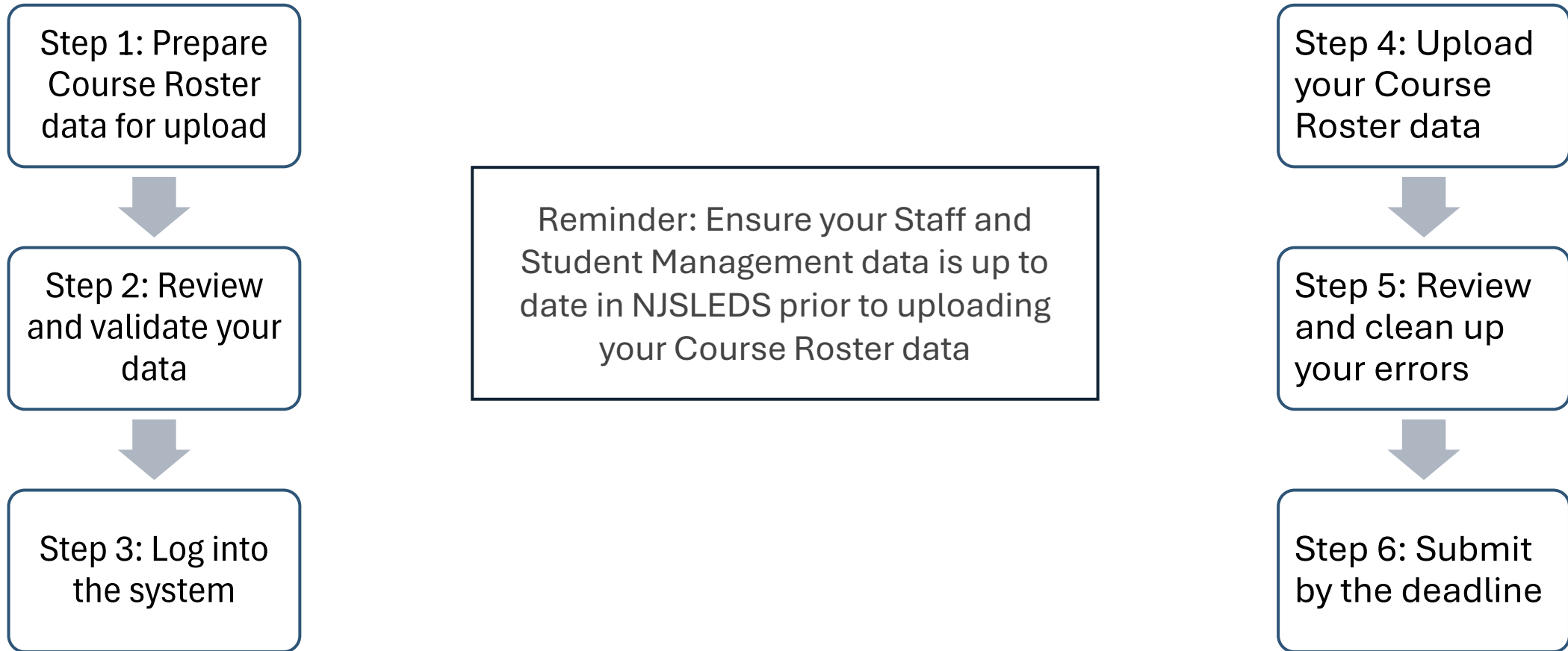
Course Roster Submission Dates and Deadlines

School Year 2025-2026	Action
April 1, 2026-June 30, 2026	Practice Submission Period
July 2, 2026-August 2, 2026	Official Course Roster Submission Period

**** After the practice period is over, we will clear any practice data on June 30th at 5:00 pm. If users are confident with their data, they can export their file and then re-upload during the official submission period.**



Submission Process Overview



Course Roster Submission Overview

- For the 2025-2026 Course Roster Submission, a district should only submit information for courses taught in the 2025-2026 School Year
- All staff submitted to Staff Course Roster **MUST** appear in current Staff Management records
- All attending students in your district **MUST** be submitted to Student Course Roster regardless of whether your district reports the student in the Student Management Submission
- Both active and inactive student and staff records are reported to the Course Roster Submission



Understanding Course Roster Data and Reporting Requirements



Course Roster Submission Reporting Requirements:

Special Schools & Agencies

The Course Roster Submission has specific reporting requirements for special schools and agencies as outlined below:

Required to Submit:

- Special Services School Districts (SSSDs)

Not Required to Submit:

- Approved Private Schools for Students with Disabilities (APSSDs)
- Nonpublic Locations
- Educational Services Commissions (ESCs)
- Department of Children and Families (DCF)



Course Roster Submission Reporting Requirements

The following types of courses must be reported, based on who teaches the course and where instruction takes place.

Collected Courses

- Standard courses taught by a single teacher assigned to your district
- Standard courses taught by co-teachers assigned to your district
- Remote courses physically attended by students off-site (location other than at another LEA) that are taught by staff **not** assigned to your district
- College level dual enrollment/dual credit courses taught by staff **not** assigned to your district
- College level dual enrollment/dual credit courses taught by staff assigned to your district
- Online courses taught by staff **not** assigned to your district



Creating the Student-Teacher Link

To correctly link students and teachers in the Course Roster Submission, follow these steps:

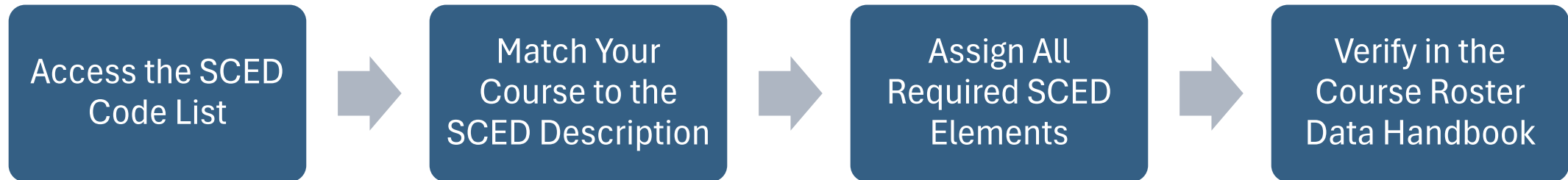
- 1) Map all courses in your Student Information System (SIS)
- 2) Make sure the teacher and all students in a course share the same course identifiers, including: Local Course Code, Course Title and Section, NSLEDS SCED code, Course Level, Grade Span and Course Sequence
- 3) Confirm the assigned teacher/co-teacher is fully responsible (100%) for the course
- 4) Report every student enrolled in that course section using the same matching identifiers

When all course identifiers match, the system can successfully create the student-teacher link.



How to Determine a SCED Code for a Course

Use the [NJSLEDS SCED Code and SCED Course Identifier List](#)



Course Reporting Guidelines

Transcript Data

- If a course appears on a student's transcript/report card and offers credits, then it must be reported.
- Courses that don't clearly fit one subject area can usually be found in the Miscellaneous section of the SCED codes manual
- For Secondary Courses where students do not receive a grade, report the Available Credit as 0.000
- AP and IB courses have their own specific SCED codes and must be reported using those codes
- Structured Learning Experiences (SLEs) should be reported using a SCED Course code that ends with 48 or 98



Additional Course Roster Considerations

Reporting Students Who Leave My District Without Completing a Course

- Inactive student records are allowed in the Course Roster Submission
- Students who left the district before completing a course do not have to be reported, unless the district chooses to include them (report “NG” -no grade- in the Completion Status field)
- Important: Any Inactive students who completed a course must be reported even if they are no longer enrolled in the district

Teacher on Leave and Substitutes

- If a teacher goes on temporary leave (illness, sabbatical, maternity leave, etc.) and a long term or permanent sub comes in, both the teacher on leave and the substitute should be reported to the Course Roster Submission
- Long-term substitutes are certified by the state (Standard/CE/CEAS) and work in place of a teacher for 20 or more consecutive days
- When reporting a teacher who leaves a course section due to temporary leave, be sure to include the Section Exit Date



Grade Span Field and Self-Contained Classes

Grade Span and Subject Area Basics

- Grade Span is required for all Prior-to-Secondary courses
- 4-character alphanumeric code (no decimals)
- Shows the intended placement of the course, not student grade levels:
 - Ex. K-1 course KG01
 - Ex. Grade 2 only 0202
- Self-Contained K–5 Courses with no single subject Subject Area 73



Section Entry Date and Section Exit Date

- All student and staff members should have a Section Entry Date and a Section Exit Date
- These dates are specific to the unique student / staff member

Example of a Staff leaving Mid-Year

Teacher A	How to Report
Enters Course: September 2nd	Section Entry Date: 20240902
Exits Course: December 2nd	Section Exit Date: 20241202

Example of a Staff member returning in May

Teacher A	How to Report
Enters Course: May 1st	Section Entry Date: 20250501
Exits Course: June 18th	Section Exit Date: 20250618

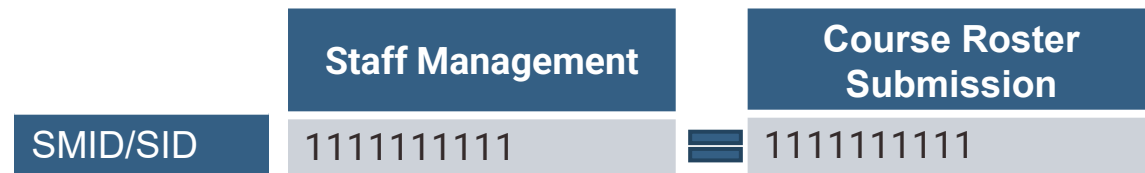
Report each entry and exit date, not just the most recent. We should be tracking the entire journey.



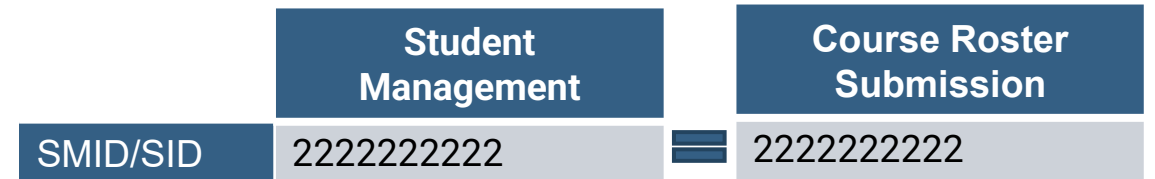
Combination Errors

Certain required fields in Student Management/Staff Management must match in the Course Roster Submission, or the record will error.

Staff File



Student File



The assigned school also should match the correct school in Student Management:

CountyCodeAttending;DistrictCodeAttending; SchoolCodeAttending

(For Staff Management, we also look at CDS codes for alignment)



Course Roster Submission Steps



Ensure Student and Staff Management matches Course Roster Data

Before submitting your Course Roster file, you must ensure a current Student and Staff Management file is in NJSLEDS.

Instructions

- Pull current Student and Staff Management records for all students and staff who will be reported for Course Roster.
- Ensure that the Student and Staff Management files match your Course Roster file, **PRIOR** to submitting your Course Roster file.

Why this matters:

- Course Roster records are validated against what's currently in Student and Staff Management.
- Missing or outdated Student and Staff Management records will result in submission errors.



Preparing Your Course Roster Upload

Templates are provided on the NJSLEDS website to help districts accurately format and submit Staff and Student Course Roster data. Select the template that aligns with your source information system (SIS).

- [Staff Course Roster Template A \(with headers and dropdowns\)](#)
- [Staff Course Roster Template B \(headers only\)](#)
- [Student Course Roster Template A \(with headers and dropdowns\)](#)
- [Student Course Roster Template B \(headers only\)](#)



Submission Uploads

The **Submission Upload tab** allows users to quickly and securely upload data files directly into the system.

Department Of Education

Home ID Management Submission Records **Submission Upload**

Choose the Submission Type

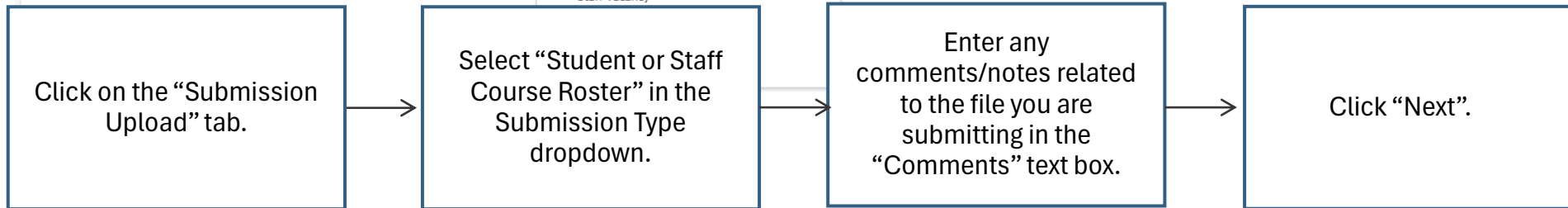
Select the Submission type you would like to upload from the drop-down menu below. Add any comments you would like to make and select Next.

*Submission Type

Select an Option

- CTE
- Graduation Appeals
- Performance Report
- Special Education
- Staff Course Roster**
- Staff Management
- Staff Vacancy

Next

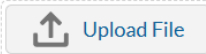


Submission Uploads



Upload the Submission File

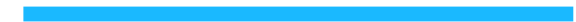
Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.

 Upload File Or Drop File

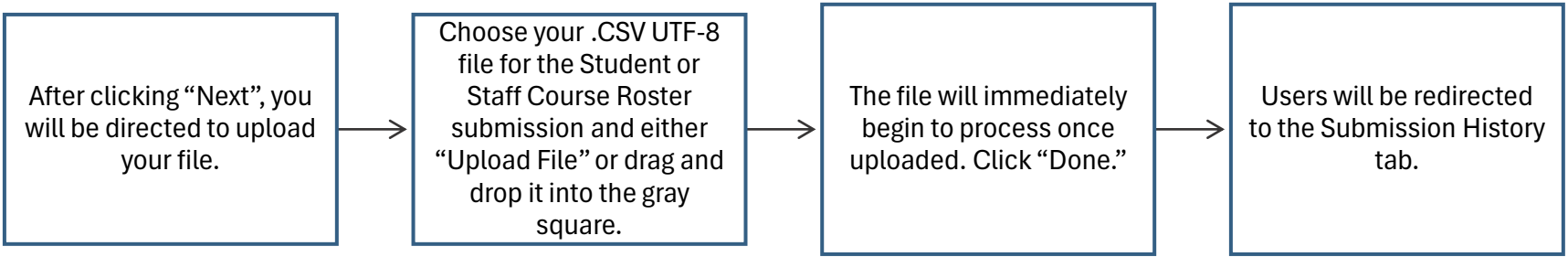
[Previous](#)

Upload File

StudentCourseRoster.csv
1.35 KB



Done



NJSLEDS Submission History Tab



The **Submission History tab** allows users to view the status and details of their submission uploads, including errors and/or warnings during validation.

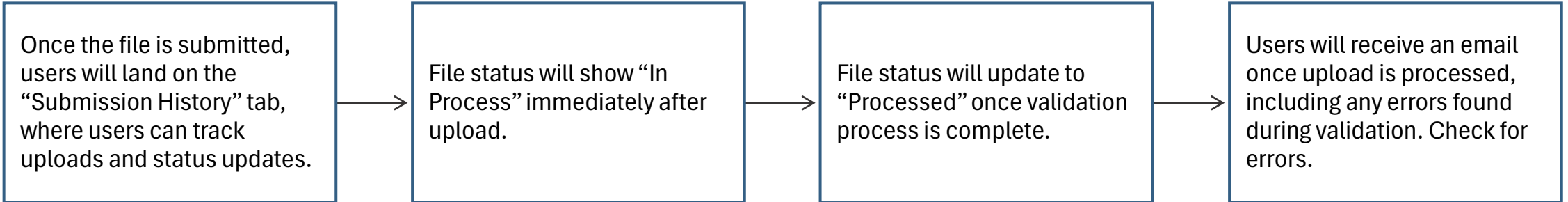
Submission History List View

Submission History: Recently Viewed

Search by file name

File Name	Submission Type	Record Count	Valid	Errors	Warnings	Status	File ID	Created Date	Last Modified Date
State-Assessment-Registrat...	State Assessment Registrati...	13	0	13	0	Processed	a11co000000e5IIAAA	05/21/2025, 06:28:02 PM	05/21/2025, 06:35:33 PM
Staff-Management_Submis...	Staff Management	12	11	1	0	Processed	a11co000000e5dhAAA	05/21/2025, 06:09:03 PM	05/21/2025, 06:15:54 PM
Student_Management_999...	Student Management	13	0	13	1	Processed	a11co000000e3X3AAI	05/21/2025, 04:44:08 PM	05/21/2025, 04:55:19 PM
Student_Management_999...	Student Management	13	0	13	1	Processed	a11co000000e2G1AAI	05/21/2025, 03:33:03 PM	05/21/2025, 03:45:17 PM
Student_Management_999...	Student Management	13	6	7	0	Processed	a11co000000e29ZAAQ	05/21/2025, 03:14:11 PM	05/21/2025, 03:20:36 PM

Please note: This tab only displays the details/status of submission uploads whereas the Submission Records tab provides a historical view of all submitted records.





Student Management

Staff Management

Special Education

State Assessment Registration

Performance Report

CTE

Staff Course Roster

Export

The Submission Records tab enables users to view, filter, and export records submitted by themselves or other users in the district.

Student Course Roster Current Records

Data Source
 Current Records
 Snapshot Records

File ID
 a11co00000VrJAAU

LID
 (All)

SID
 (All)

First Name
 (All)

Last Name
 (All)

Date Of Birth
 (All)

School Code Assigned
 (All)

Section Entry Date

LID	SID	First Name	Last Name	Date of Birth	School	Section	Section Exit Date	Subject Area	Course Identifier	Course Level	Gradespan	Course Sequence	Local Course
7090005		STEVEN	HYDE	20140530	8	Student Course Roster				Null	Null		
9021004		ERIN	SILVER	20150129	7	Staff Vacancy				Null	Null		
9021005	1622223432	ADRIANNA	TATE-DUNCAN	20150430	7					Null	Null		
90210012	1770270582	RAJ	KHER	20150806	7					Null	Null		
EDU003	4359211998	OTIS	MILBURN	20130508	8					Null	Null		
GG0001		ZACK	VAN GERBIG	20061205	5					Null	Null		
GG0009		LOGAN	HUNTZBERGER	20080815	6					Null	Null		
GLEE0002	2798802247	KURT	HUMMEL	20171002	7					Null	Null		
GLEE0004	3184223416	RACHEL	BERRY	20171118	7					Null	Null		
GLEE0008	3234032521	TINA	COHEN-CHANG	20171102	7					Null	Null		
GLEE0009	3350699736	BRITTANY	PIERCE	20180609	7					Null	Null		
GLEE0016	3443217934	RYDER	LYNN	20171230	7					Null	Null		
GLEE0018				20180410						Null	Null		
GLEE0024				20180720						Null	Null		
HS0006				20090723						Null	Null		
MFAM0001				20070123						Null	Null		
MFAM0002				20110310						Null	Null		

Click on the "Submission Records" tab and select "Student or Staff Course Roster".

Users can use filters on the left navigation to sort and filter the data displayed.

Users can download the report using the "Export" button. The export will include any filters that were applied.

Identifying and Resolving Submission Errors



Steps to Fix Errors

Filter to Error Records: In the NJSLEDS system, go to the “Submission Records” tab and filter your records to show only those with an “Error” status.

Export and Review: Export both your filtered Submission Records view and the Error Report. Use them together to identify which records need to be corrected.

Correct the Data in Your Source System: Log into your student information system (SIS) or other local source system and make the necessary data corrections at the source.

Re-Export Your Submission File: After corrections are saved in your source system, generate a new .CSV UTF-8 file.

Re-Upload the Correct File to NJSLEDS: Upload the updated file in the “Submission Upload” tab to confirm that the errors are resolved.

Repeat (*if needed*): Continue this process until all errors are cleared and your file has successfully processed.





The Submission Records tab allows users to export error reports and download onto their device if their submission contains errors.

X Student Course Roster Record Level Errors Error by Type **Export**

File ID	Level	Error Type	Data Element	LID	SID	First Name	Last Name	School Code Assigned	Subject Area	Course Identifier	Grade Span	Local Section Code	School Year	Error Count
a11co00000ivRjAAU	Field	Format	LASTNAME	GLEE0022		JESSE	ST. JAMES	7					2024-2025	1
	Field	Format	LASTNAME	PLL0010		MAYA	ST. GERMAIN	11					2024-2025	1
	Field	Format	LASTNAME	PLL0017		NATHAN	ST. GERMAIN	11					2024-2025	1
	Field	Required	COURSEIDENTIF..	70S0001		DONNA	PINCIOTTI	8					2024-2025	1
													2024-2025	1

Export- Student Course Roster Record Level Errors.xlsx
55.7 MB • 42 minutes ago

Click on the “Export” button within the Error Report.

The export will include any filters that were applied.

Check your “Downloads” folder on your device to open export.

Please note: The error report layout will be different than the submission layout. It should only be used as a guide.



The Error Report allows users to view and sort errors by type or level.

X Student Course Roster Record Level Errors Error by Type Export

File ID	Level	Error Type	Data Element	LID	SID	First Name	Last Name	School Code Assigned	Subject Area	Course Identifier	Grade Span	Local Section Code	School Year	Error Count
a11co000000VrJAAU	Field	Format	LASTNAME	GLEE0022		JESSE	ST. JAMES	7					2024-2025	1
	Field	Format	LASTNAME	PLL0010		MAYA	ST. GERMAIN	11					2024-2025	1
	Field	Format	LASTNAME	PLL0017		NATHAN	ST. GERMAIN	11					2024-2025	1
	Field	Required	COURSEIDENTIF..	70S0001		DONNA	PINCIOTTI	8					2024-2025	1
	Field	Required	COURSEIDENTIF..	70S0002		ERIC	FORMAN	8					2024-2025	1
	Field	Required	COURSEIDENTIF..	70S0003		JACKIE	BURKHART	8					2024-2025	1
	Field	Required	COURSEIDENTIF..	70S0004		MICHAEL	KELSO	8					2024-2025	1
	Field	Required	COURSEIDENTIF..	70S0005		STEVEN	HYDE	8					2024-2025	1
	Field	Required	COURSEIDENTIF..	70S0006		LAURIE	FORMAN	8					2024-2025	1
	Field	Required	COURSEIDENTIF..	90210001		LIAM	COURT	7					2024-2025	1

The error report automatically sends users to the record level view.

→

Users can use filters on the left navigation to sort and filter errors.

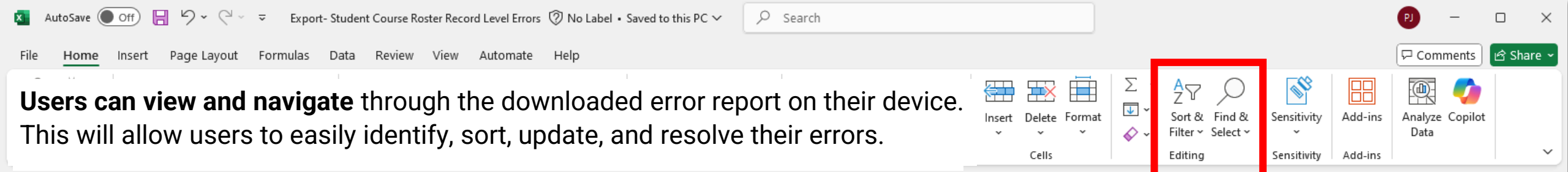
→

To see details about a specific error, click on any record on the error report.

X Student Course Roster Record Level Error Detail Error by Type Record Level Export

File ID	Level	Error Type	Data Element	Value	Description
a11co000000VrJAAU	Field	Format	LASTNAME	ST. JAMES	This data element cannot contain special characters except for apostrophes and hyphens

1 of 1



LID	First Name	Last Name	SchoolCode	SubjectArea	Course	Grade	Span	Local	Sectic	School	Yea	Level	Error Type	Data Elem	Value	Description
GLEE0022	JESSE	ST. JAMES	7							2024-2025	Field	Format	LASTNAME		This data element cannot contain special characters except for apostrophes and hyphens	
PLL0010	MAYA	ST. GERMA	11							2024-2025	Field	Format	LASTNAME		This data element cannot contain special characters except for apostrophes and hyphens	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	SUBJECTAREA		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	STATEIDENTIFICATION		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	SECTIONEXITDATE		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	SECTIONENTRYDATE		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	LOCALSECTIONCODE		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	LOCALCOURSETITLE		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	LOCALCOURSECODE		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	COURSETYPE		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	COURSESEQUENCE		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	COURSELEVEL		This data element is required and cannot be blank or NULL	
70S0001	DONNA	PINCIOTTI	8							2024-2025	Field	Required	COURSEIDENTIFIER		This data element is required and cannot be blank or NULL	

Access your Downloads Folder on your device and open the file.

Click on Sort & Filter button to add filters on columns.

Navigate through sorted data to easily identify and resolve errors. Apply these changes to your SIS and re-pull your submission.

Please note: The error report layout will be different than the submission layout. It should only be used as a guide.

Follow Us



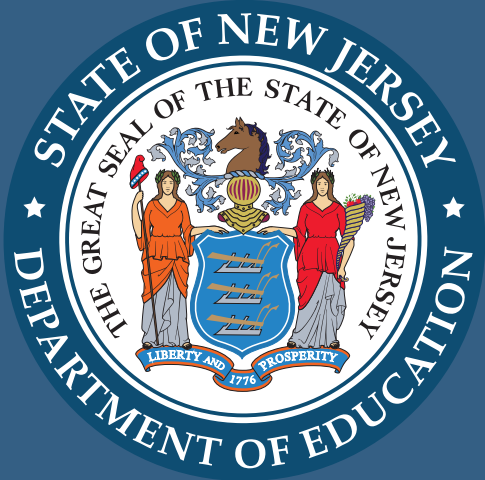
Facebook
@njdeptofed



Instagram
@newjerseydoe



Threads
@newjerseydoe



nj.gov/education



X
@newjerseydoe



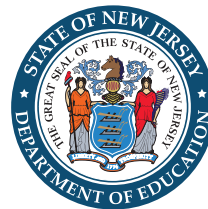
LinkedIn
New Jersey Department of Education



YouTube
@newjerseydepartmentofeduca6565

Thank You

NJSLEDS Project Team
Office of Data Management
NJSLEDS@doe.nj.gov



nj.gov/education

Thank You

