



Performance Report Submission Pilot in NJSLEDS

Office of Data Management
May 2025



Webinar Etiquette

We want to ensure all attendees can fully engage with the training and have their questions addressed.

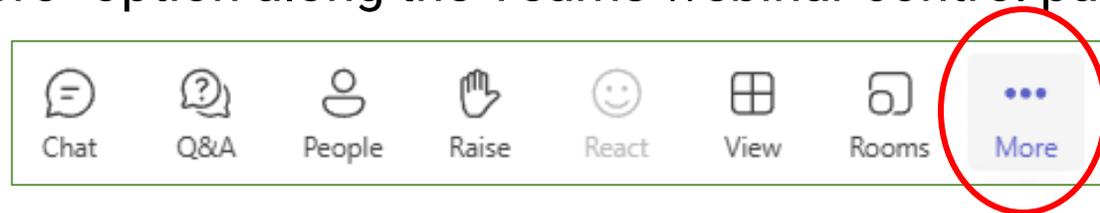
How can I ask a question?



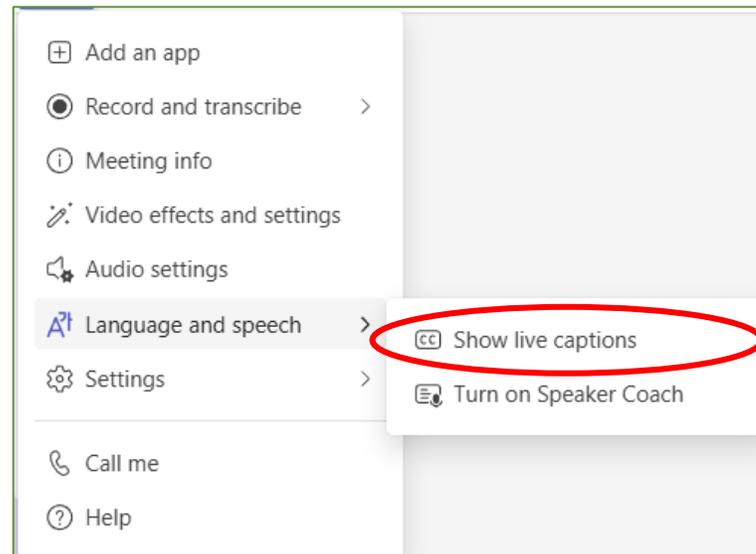
Webinar Live Captioning

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



- ✓ Transition to NJSLEDS and Pilot Data Application
- 📄 Overview of Performance Report and Key Updates
- 👤 NJSLEDS Performance Report Submission Process
- ⚠️ Common Errors and Resolutions
- 👥 Resources and Support
- ❓ Q&A

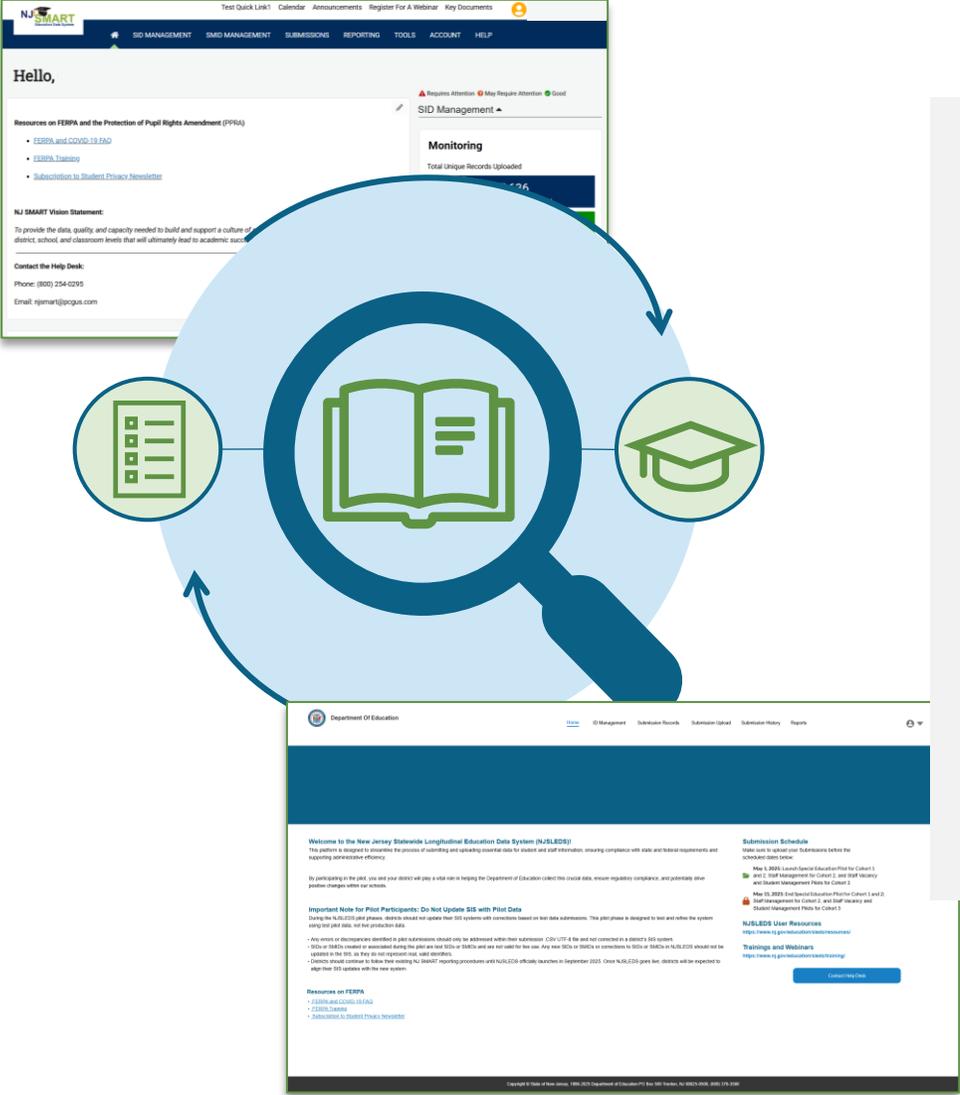
Activity Session

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.

Introduction to NJSLEDS

Introduction to 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?



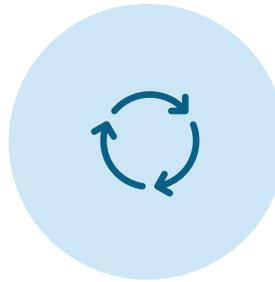
Improved Data Management:
Strengthens the state's ability to maintain and analyze education data efficiently.



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.

Transition Goals and Benefits

Our goal: Ensure a seamless transition while modernizing the application.

- Transitioning NJ SMART to NJSLEDS with a redesigned architecture.
- Migrating the longitudinal application to an internally managed, cloud-based infrastructure.

Key Benefits:

- Smooth transition with minimal disruption to users.
- Consistent data submission process by maintaining familiar input file layouts.
- Immediate continuity while leveraging a modernized infrastructure.

What this means for the future:

- While the new platform enhances reliability, further optimizations may be needed to fully leverage advanced scalability and features.
- Further enhancements could introduce more automation, improved performance, and expanded capabilities.

This migration prioritizes stability, ensuring a smooth transition while allowing for future enhancements as needed.

Transition Timeline

February

-  **Cohort 1 Kickoff**
-  **February 5, 2025:** Launch Pilot 1 (Staff Vacancy) for Cohort 1
-  **February 19, 2025:** End Pilot 1 (Staff Vacancy) for Cohort 1



March

-  **March 6, 2025:** Launch Pilot 2 (Student Management) for Cohort 1
-  **Cohort 2 Kickoff**
-  **March 13, 2025:** Launch Pilot 1 (Staff Vacancy) for Cohort 2
-  **March 20, 2025:** End Pilot 2 (Student Management) Pilot for Cohort 1 and Pilot 1 (Staff Vacancy) for Cohort 2



April

-  **April 3, 2025:** Launch Pilot 3 (Staff Management) for Cohort 1 and Pilot 2 (Student Management) for Cohort 2
-  **April 17, 2025:** End Pilot 3 (Staff Management) for Cohort 1 and Pilot 2 (Student Management) for Cohort 2



May

-  **Cohort 3 Kickoff**
-  **May 1, 2025:** Launch Pilot 4 (Special Education) for Cohorts 1 and 2; Pilot 3 (Staff Management) for Cohort 2, and Pilot 1 (Staff Vacancy) and Pilot 2 (Student Management) for Cohort 3
-  **May 15, 2025:** End Pilot 4 (Special Education) for Cohorts 1 and 2; Pilot 3 (Staff Management) for Cohort 2, and Pilot 1 (Staff Vacancy) and Pilot 2 (Student Management) for Cohort 3
-  **May 29, 2025:** Launch Pilot 5 (State Assessment Registration (SAR) and Performance Report) for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3

June

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

July

-  **July 7, 2025:** Soft Launch Begins
-  **July 31, 2025:** Soft Launch Ends

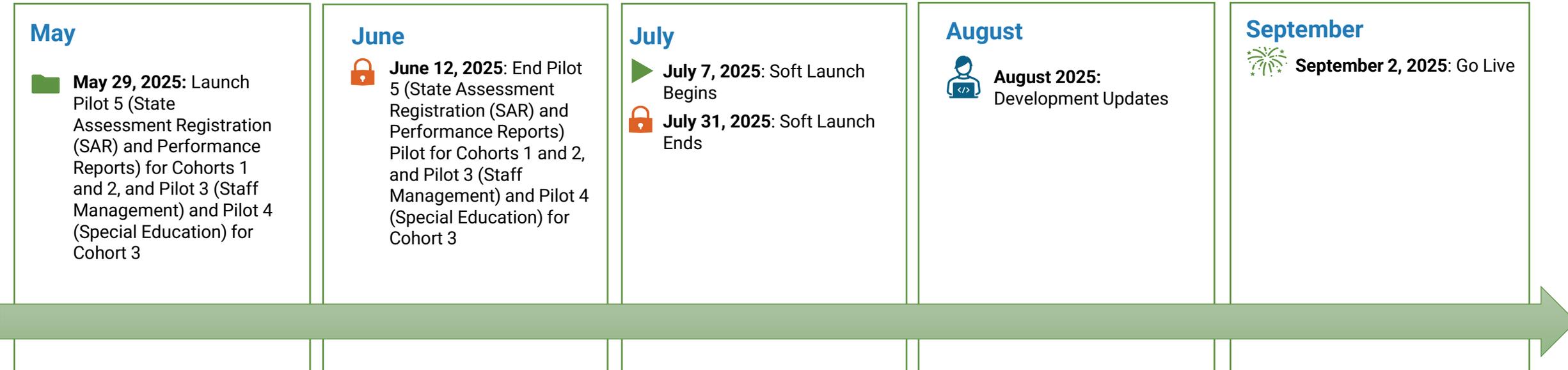
August

-  **August 2025:** Development Updates

September

-  **September 2, 2025:** Go Live

Transition Timeline: May through September



- The final pilot window will open on May 29 and close on June 12. The submissions and cohorts are listed in the above timeline.
- All districts will have the opportunity to participate in the soft launch, which will run from July 7 to July 31, 2025, followed by development updates from August 1 to August 29, 2025.
 - This is a key opportunity for all districts to test submissions, review workflows, and address system errors before the official statewide rollout on September 2.

Helpful Resources for NJSLEDS



[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 pilot updates as we work towards launching the new system. Learn about upcoming events, training opportunities, and more.

NJSLEDS Pilot Information

Pilot Testing Process and Milestones



Pilot Testing: We have run **multiple pilot phases, beginning in February and running until June 2025.**

The NJDOE is partnering with school districts to test NJSLEDS through pilot programs, focusing on various data collection and submission capabilities. We have been breaking these Pilots into cohorts to manage the participation and expand the feedback.



Feedback and Refinement: Input from pilots will inform the final development of NJSLEDS, including training and support resources, available on the new [NJSLEDS website](#). From June to July 2025, we will make development changes based on feedback from the pilots in preparation for our **soft launch on July 7, 2025.**



Ensuring Continuity: Focus will be placed on maintaining a smooth transition, ensuring that NJ SMART data submission timelines continue without disruption until NJSLEDS is fully operational on **September 2, 2025.**

What is the NJSLEDS Pilot?

The NJSLEDS Pilot is a testing environment intended for districts to:

- Submit sample data to evaluate system workflows ensuring familiarity before official launch
- Identify issues or questions with the submission process
- Share feedback with the NJDOE to inform system improvements'

The goal is to test the system's functionality, detect any bugs, and validate that the system works as intended in a controlled environment.

- Pilot results will have no impact on QSAC, funding, accountability, or public reporting
- Submissions don't have to be perfect—errors are part of the process

Key Pilot Factors

Data Used in the Pilot

- Use representative or test data from your source system whenever possible.
- Do not carry over any updates made within the pilot system to NJ SMART or your source system.
- Do not adjust live systems based on findings during the pilot.

Submission File Layouts

- File layouts are consistent with those used in NJ SMART to ensure continuity.
- Pilot submissions will not include any new fields or submissions, with the exception of Staff Vacancy.

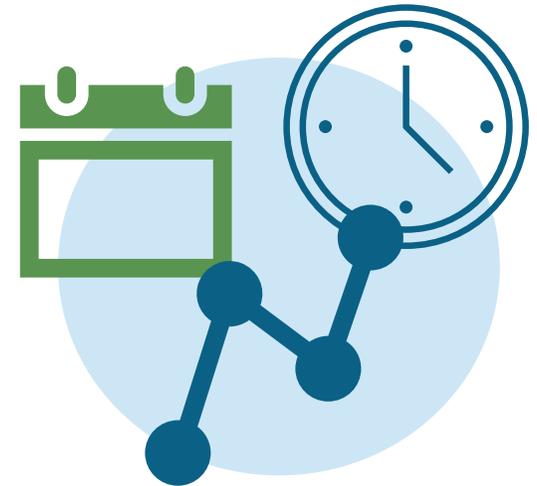
Pilot Data is Temporary

- Records created or modified during the pilot will not be retained after the pilot concludes.
- Any SIDs, SMIDs, or other data created for testing purposes will be cleared before the system launches.

What Pilot 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 pilot data into your SIS or source system or NJ SMART.
- Use the pilot to test submissions and workflows, but not for finalizing corrections.
- Please note: Your next official Performance Report submission in Fall of 2025 will be in NJSLEDS.



NJSLEDS Soft Launch Information

NJSLEDS Soft Launch: July 7–31, 2025

A statewide preview window for all districts, regardless of pilot participation.

Purpose of the Soft Launch

- Explore the full NJSLEDS platform ahead of the official September 2 launch
- Submit practice files for all submission types
- Review errors, test workflows, and confirm SIS alignment
- Identify local adjustments needed before go-live

Key Reminders

- This is not a continuation of the pilot
- The goal is preparation, not perfection
- Use this time to build confidence with navigation and data flows

Next Steps

- Submissions will pause from August 1–29
- NJDOE will finalize system updates based on soft launch feedback:
 - Logic refinements
 - UI improvements
 - Help Desk readiness

**Any questions on what
we've covered so far?**

Performance Report Pilot Submission

Submission Process Overview



Step 1

Review Snapshot Data

Resubmitting Prior-Year Data in NJ SMART

In NJ SMART,

- Users could review last year's submission directly in the portal under the Last Year's Data tab
- Option to pre-populate prior-year Performance Report data was available in the Add Record tab

Performance Reports Submission

Home
Upload
Add Record
History
Current Data
Last Year's Data
Errors
Warnings
Release
Sample Reports

The Last Year's Data page shows all the records in your LEA submitted for the previous year. This data can be prepopulated into the current submission, where the data can be updated to reflect any changes for the reported year.

Last Year's Data Records [Export as Excel](#)

Column Operator Value Apply Filter

RECORD INDICATOR	SCHOOL CODE	WEBSITE	FACEBOOK
No data			

Home
Upload
Add Record
History
Current Data
Last Year's Data
Errors
Warnings
Release
Sample Reports

Add Record allows you to add an individual district or school level record.

Please Note: When adding a record, every required field must have a value. Select Add Record once all the necessary information is provided in the cells below.

The new "Pre-Populate Data" option now gives users the ability to pre-populate and edit data submitted to last year's submission with the click of a single button!

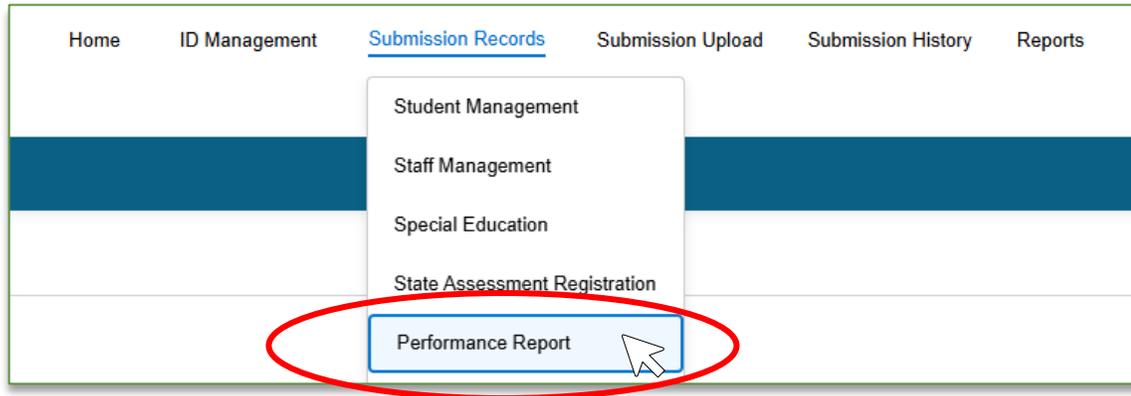
[Pre-Populate Data](#) [Upload Record](#)

Required Fields

Record Indicator

School Code

View Snapshot Data in NJSLEDS



In NJSLEDS, first, navigate to the Submission Records tab and select the Performance Report option in the dropdown.

Using the search criteria available on the lefthand side, select Snapshot Records. Once your Snapshot records load, click the Export button to see the full submission data export.

The screenshot shows the 'Performance Report Snapshot Records' page. On the left side, there are search filters: 'Data Source' with radio buttons for 'Current Records' and 'Snapshot Records' (the latter is selected and circled in red), 'File' with a dropdown menu, 'Record Indicator' with a dropdown menu set to '(All)', and 'School Code' with a dropdown menu set to '(All)'. On the right side, there is a table of records and an 'Export' button circled in red. The table has columns for Record Indicator, School Code, Facebook, Twitter, Upload Date, and Record Status.

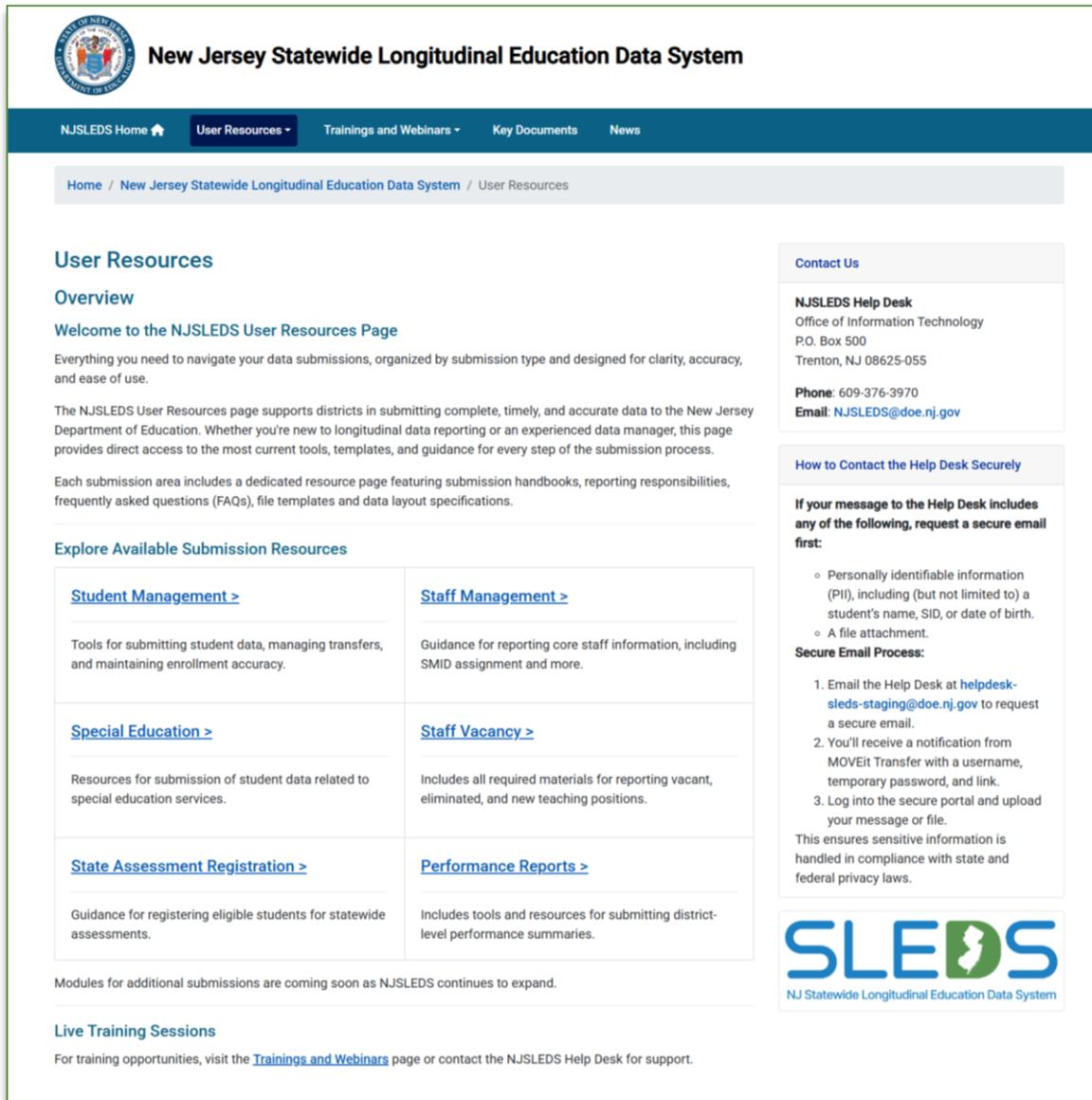
Record Indicator	School Code	Facebook	Twitter	Upload Date	Record Status
D		https://www.facebook.com/epsnj	https://twitter.com/epsBOARD	11/22/2024	Valid
S	025	https://www.facebook.com/EHSFJCA/		11/22/2024	Valid
S	030	https://www.facebook.com/reillyschool7		11/22/2024	Valid
S	035			11/22/2024	Valid
S	090	https://www.facebook.com/washington	https://twitter.com/@GWASchool1	11/22/2024	Valid
S	100	https://www.facebook.com/winfieldscottschool2		11/22/2024	Valid

You will then be able to review your previous data to choose if you wish to reupload the same information for your pilot submission.

Step 2

**Prepare your Performance Report
Data for Upload**

Review Available User Resources



The screenshot shows the NJSLEDS User Resources website. At the top left is the New Jersey State Department of Education logo. The main header reads "New Jersey Statewide Longitudinal Education Data System". A navigation bar includes "NJSLEDS Home", "User Resources", "Trainings and Webinars", "Key Documents", and "News". Below the navigation bar is a breadcrumb trail: "Home / New Jersey Statewide Longitudinal Education Data System / User Resources".

User Resources

Overview

Welcome to the NJSLEDS User Resources Page

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

The NJSLEDS User Resources page supports districts in submitting complete, timely, and accurate data to the New Jersey Department of Education. Whether you're new to longitudinal data reporting or an experienced data manager, this page provides direct access to the most current tools, templates, and guidance for every step of the submission process.

Each submission area includes a dedicated resource page featuring submission handbooks, reporting responsibilities, frequently asked questions (FAQs), file templates and data layout specifications.

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.
Special Education > Resources for submission of student data related to special education services.	Staff Vacancy > Includes all required materials for reporting vacant, eliminated, and new teaching positions.
State Assessment Registration > Guidance for registering eligible students for statewide assessments.	Performance Reports > Includes tools and resources for submitting district-level performance summaries.

Modules for additional submissions are coming soon as NJSLEDS continues to expand.

Live Training Sessions

For training opportunities, visit the [Trainings and Webinars](#) page or contact the NJSLEDS Help Desk for support.

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:

- Email the Help Desk at helpdesk-sleds-staging@doe.nj.gov to request a secure email.
- You'll receive a notification from MOVEit Transfer with a username, temporary password, and link.
- Log into the secure portal and upload your message or file.

This ensures sensitive information is handled in compliance with state and federal privacy laws.



SLEDOS
NJ Statewide Longitudinal Education Data System

The [NJSLEDS User Resources website](#) has key information about NJSLEDS submissions, training schedules, key documents, and other additional downloadable resources.

Users are encouraged to visit the website periodically to check for any updates.

Use the Performance Report Handbook

**New Jersey Department of Education
Performance Reports Submission
Handbook**

PILOT VERSION



State of New Jersey
Department of Education

100 River View Executive Plaza
P.O. Box 500
Trenton, NJ 08652

April 2025

The [Performance Report Handbook](#) is a required resource available on the NJSLEDS User Resources website. All districts must use 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. We're here to help.

Handbook Sections

The following information is provided for each data element in the [Performance Report Handbook](#):

Name of Data Element: The data element name used within the NJSLEDS system.

Definition of Data Elements: A brief description of the data element.

Functional, Policy or Legal Description: The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.

CEDS Mapping: An indication of how the NJSLEDS data element maps to Common Education Data Standards (CEDs).

Is This Data Element Required?: Indication of whether the data element is required for file submission.

Acceptable Values: Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.

Validation Checks: Specific data validation that will occur with respect to each data element.

Additional Notes: Additional relevant notes about the data element.

Common Errors: Guidance on how to resolve common errors within NJSLEDS.

Warnings: (if applicable) The warning message indicating that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.

Prepare Your Data Elements

Check Required Fields

- **Required:**
 - RecordIndicator
 - SchoolCode, if RecordIndicator = S
 - TieredModelIntervention
 - InterventionReferralModel
 - PBSIS
 - UniversalScreeningKto3, if school serves K to 3
 - UniversalScreening4to8, if school serves grades 4-8
 - UniversalScreening9to12, if school serves grades 9-12
- **All other fields are optional.**



Use the Performance Report Template

RecordIndicator SchoolCode TieredModelIntervention InterventionReferralModel PBSIS UniversalScreeningKto3 UniversalScreening4to8

The [Performance Report Template](#) is a key component of the data reporting processes.

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

We provide this template to collect core data for Performance Report and ensure that districts report consistent and accurate data in compliance with the law.

This template can be found under the [Performance Report User Resources](#) on the [NJSLEDS User Resources website](#).

Performance Report Template

This is a downloadable [Performance Report template](#) provided on the NJSLEDS User Resources website.

The screenshot displays the Microsoft Excel interface with a Performance Report Template spreadsheet. The spreadsheet has the following columns: RecordIndicator, SchoolCode, TieredModelIntervention, InterventionReferralModel, PBSIS, UniversalScreeningKto3, UniversalScreening4to8, and UniversalScreening9to12. The 'Save As' dialog box is open, showing the file type 'CSV UTF-8 (Comma delimited)' selected. The dialog also shows the file name, authors (Jorge, Luz), and tags (Add a tag). A note box is overlaid on the bottom right of the screenshot.

Please note: This template must be saved as a .CSV UTF-8 file to be uploaded into the NJSLEDS system.

Step 3

Review and Validate Your Data

Review and Validate Your Data

New Jersey Department of Education Performance Reports Submission Handbook

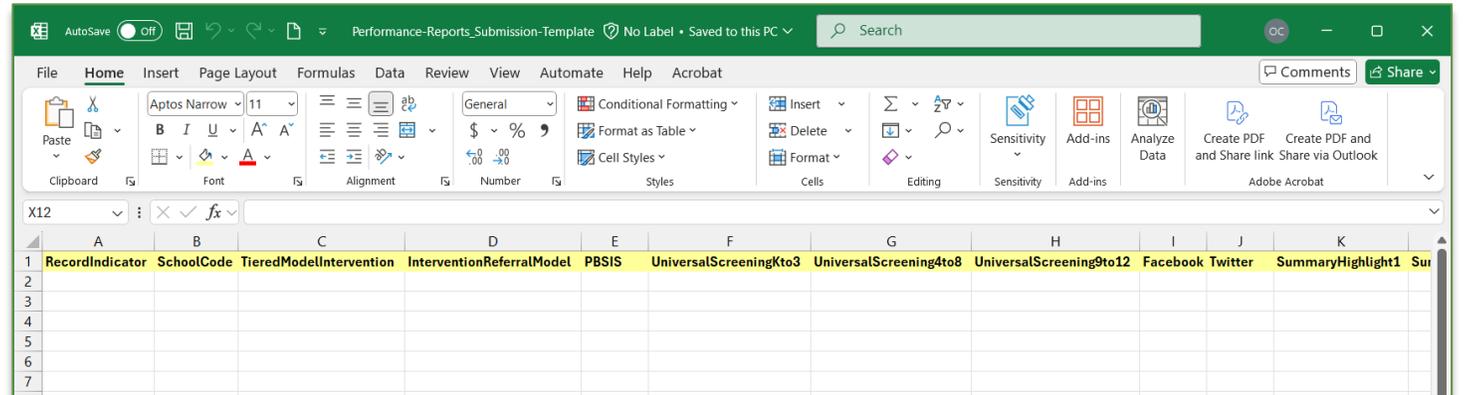
PILOT VERSION



State of New Jersey
Department of Education

100 River View Executive Plaza
P.O. Box 500
Trenton, NJ 08652

April 2025



Validate your data against the [Performance Report Handbook](#):

- Check for missing fields
- Verify required fields
- Ensure correct formatting

Submitting clean, accurate data now helps prevent future errors—saving you time later.

Step 4

Log Into the System



Once a user account is created, a welcome email will be sent from NJSLEDS containing a username to access your account.

Enter username provided in the welcome email.

Enter password. Users will be asked to set up their password on their first login.

Log into NJSLEDS.

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.

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.

By accessing this site, you acknowledge that the work completed within the NJDOE SLEDS Portal is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA). For more information, please visit the NJDOE SLEDS Portal, you agree to the following terms.



Users will land on the Home tab upon login.



Users can refer to the Home page for submission and trainings schedules, and to contact the Help Desk via email.

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

Step 5

Upload Your Performance Report Data



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

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.

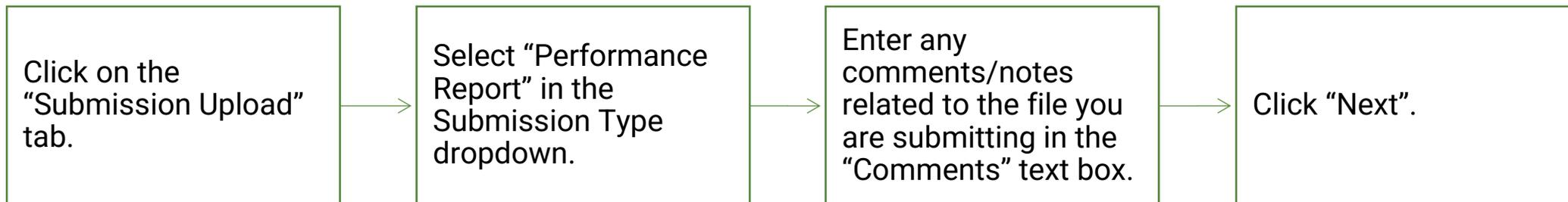
* Submission Type

Performance Report

Comments

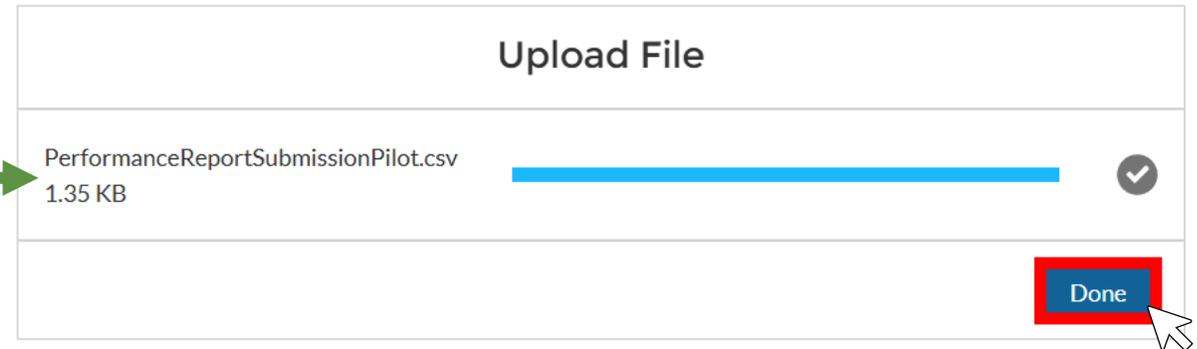
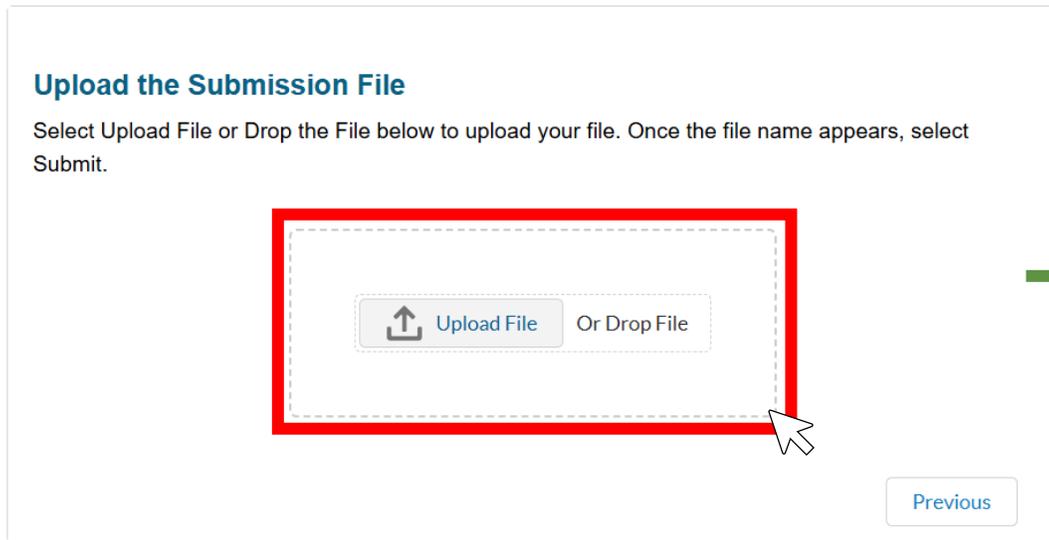
Enter your comments

Next





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



After clicking "Next", you will be directed to upload your file.



Choose your .CSV UTF-8 file for the Performance Report submission and either "Upload File" or drag and drop it into the gray square.



The file will immediately begin to process once uploaded. Click "Done."



Users will be redirected to the 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 ...	Record Cou...	Valid	Errors	Warnings	Status	File ID	Created Date	Last Modifi...
PerformanceRe...	Performance Re...					In Process	a11co000000di...	05/19/2025, 09...	05/19/2025, 09...
Export - Perfor...	Performance Re...	38	38	0	0	Processed	a11co000000d...	05/16/2025, 02...	05/16/2025, 02...
School Districts ...	Student Manage...	32,599	83	32515	4179	Processed	a11co000000B...	02/24/2025, 06...	03/27/2025, 08...
School Districts ...	Student Manage...	32,599	83	32515	4216	Processed	a11co000000A...	02/21/2025, 12...	03/27/2025, 08...
School Districts ...	Student Manage...	32,599	0	32599	4216	Processed	a11co000000A...	02/21/2025, 10...	03/27/2025, 08...
School Districts ...	Student Manage...	0	0	0	0	Unsuccessful	a11co000000AI...	02/20/2025, 01...	03/27/2025, 08...

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.

Once the file is submitted, users will land on the "Submission History" tab, where users can track uploads and status updates.

File status will show "In Process" immediately after upload.

File status will update to "Processed" once validation process is complete.

Users will receive an email once upload is processed, including any errors found during validation. Check for errors.



- Student Management
- Staff Management
- Special Education
- State Assessment Registration
- Performance Report

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

X Performance Report Current Records [Error Report >](#)

Data Source

Current Records

Snapshot Records

File ID

a11co00000dShBAAU

Record Indicator

(All)

School Code

(All)

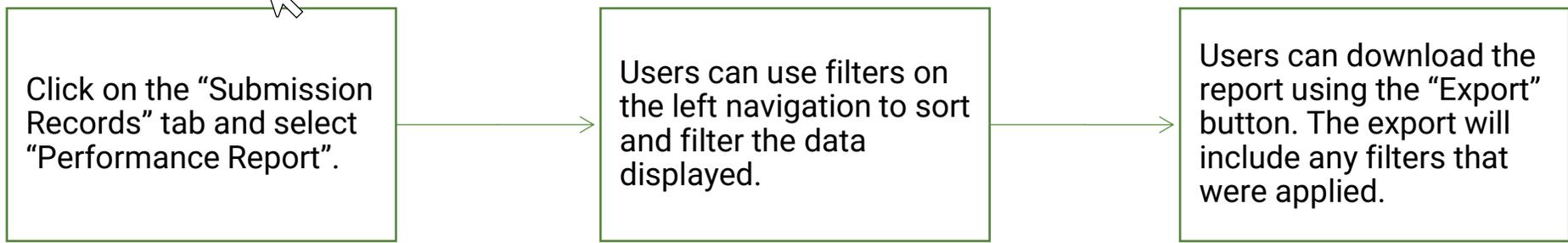
Facebook

(All)

Twitter

Record Indicator	School Code	Facebook	Twitter	Uplo
D		https://www.facebook.com/	https://twitter.com/	05/16
S	025	https://www.facebook.com/		05/16
S	030	https://www.facebook.com/		05/16
S	035			05/16
S	090	https://www.facebook.com/	https://twitter.com/	05/16
S	100	https://www.facebook.com/		05/16
S	110			05/16
S	120	https://www.facebook.com/		05/16
S	150			05/16

[Export](#)



**Any questions on what
we've covered so far?**

Step 6

Review and Clean Up Your Errors

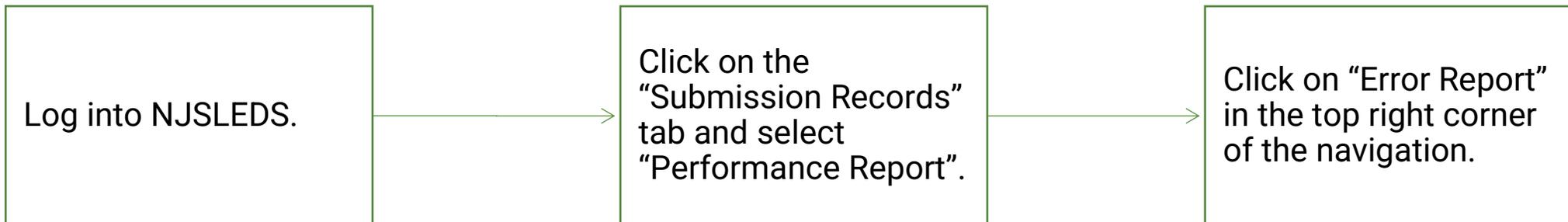


The **Submission Records** tab allows users to view error reports if their submission contains errors. Users will be notified via email and will be prompted to log into the system to review and resolve errors.

Error Report

X Performance Report Current Records

Data Source	Record Indicator	School Code	Facebook	Twitter	Upl...
<input checked="" type="radio"/> Current Records <input type="radio"/> Snapshot Records	D		https://www.facebook.com/		05/16
File ID a11co00000dShBAAU	S	025	https://www.facebook.com/		05/16
	S	030	https://www.facebook.com/		05/16
Record Indicator (All)	S	035			05/16



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 any error found in the submission during validation.

[< Submission Records Report](#)

X Performance Report - Record Level **Error by Type** **Export**

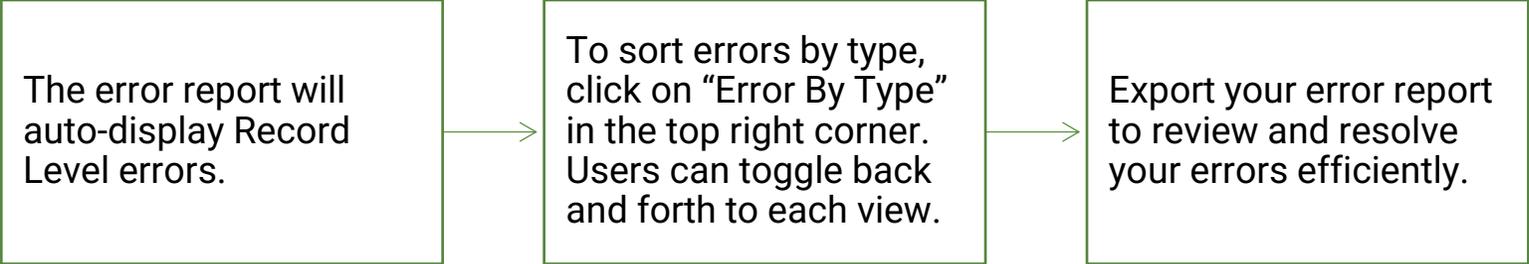
File ID	Level	Error Type	Data Element	Record Indicator	School Code	Facebook	Twitter
a11co00000diFhAAI	Field	Validation	SCHOOLCODE	S	972	https://facebook.com/theschool	

1 of 1

X Performance Report - Error By Error Type **Record Level** **Export**

File ID	Level	Error Type	Data Element	Description	Error Count
a11co00000diFhAAI	Field	Validation	SCHOOLCODE	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the correct reporting for CDS codes and reporting responsibilities.	1

1 of 1





The Error Report allows users to view and sort errors by level. This will be the default view when entering the Error Report section.

X Performance Report - Record Level

Error by Type
Export

	Level	Error Type	Data Element	Record Indicator	School Code	Facebook	Twitter	School Year	Error Count
<div style="border: 1px solid #ccc; padding: 2px;">File ID</div> <div style="border: 1px solid #ccc; padding: 2px;">a11co00000dilvAAI</div>	Field	Validation	SCHOOLCODE	S	972	https://facebook.com/theschool		2024-2025	1
<div style="border: 1px solid #ccc; padding: 2px;">Level</div> <div style="border: 1px solid #ccc; padding: 2px;">Field</div>	Field	Validation	SCHOOLCODE	S	973	https://facebook.com/anotherschool		2024-2025	1
<div style="border: 1px solid #ccc; padding: 2px;">Error Type</div> <div style="border: 1px solid #ccc; padding: 2px;">Validation</div>	Field	Validation	SCHOOLCODE	S	974	https://facebook.com/schooliscool		2024-2025	1
<div style="border: 1px solid #ccc; padding: 2px;">Data Element</div> <div style="border: 1px solid #ccc; padding: 2px;">SCHOOLCODE</div>	Field	Validation	SCHOOLCODE	S	976	https://facebook.com/afourthschool		2024-2025	1
<div style="border: 1px solid #ccc; padding: 2px;">Record Indicator</div> <div style="border: 1px solid #ccc; padding: 2px;">S</div>	Field	Validation	SCHOOLCODE	S	977	https://facebook.com/schoolfive		2024-2025	1
<div style="border: 1px solid #ccc; padding: 2px;">School Code</div> <div style="border: 1px solid #ccc; padding: 2px;">(All)</div>	Field	Validation	SCHOOLCODE	S	978	https://facebook.com/aschool		2024-2025	1
<div style="border: 1px solid #ccc; padding: 2px;">Facebook</div> <div style="border: 1px solid #ccc; padding: 2px;">(All)</div>									
<div style="border: 1px solid #ccc; padding: 2px;">Twitter</div> <div style="border: 1px solid #ccc; padding: 2px;"></div>									
<div style="border: 1px solid #ccc; padding: 2px;">School Year</div> <div style="border: 1px solid #ccc; padding: 2px;">2024-2025</div>									

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 Performance Report - Record Level Error Detail

Error by Type
Record Level
Export

	Level	Error Type	Data Element	Value	Description
<div style="border: 1px solid #ccc; padding: 2px;">File ID</div> <div style="border: 1px solid #ccc; padding: 2px;">a11co00000dilvAAI</div>	Field	Validation	SCHOOLCODE	978	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the correct reporting for CDS codes and reporting responsibilities.

Level

Clear Filters



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

X Performance Report - Error By Error Type Record Level Export

File ID	Level	Error Type	Data Element	Description	Error Count
a11co00000diltvAAI	Field	Validation	SCHOOLCODE	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the correct reporting for CDS codes and reporting responsibilities.	6

1 of 1

To sort errors by type, click on "Errors By Type" in the top right corner. Users can toggle back and forth to each 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.

Use the Page Number text box to navigate through result pages. Customize the number of records displayed per page in the Page Size text box.

Clear Filters

Page Number:

Page Size:



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

X Performance Report - Record Level [Error by Type](#) [Export](#)

Level	Error Type	Data Element	Record Indicator	School Code	Facebook	Twitter	School Year	Error Count
Field	Validation	SCHOOLCODE	S	972	https://facebook.com/theschool		2024-2025	1
Field	Validation	SCHOOLCODE	S	973	https://facebook.com/anotherschool		2024-2025	1
Field	Validation	SCHOOLCODE	S	974	https://facebook.com/schooliscool		2024-2025	1

Export - Performance Report 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.

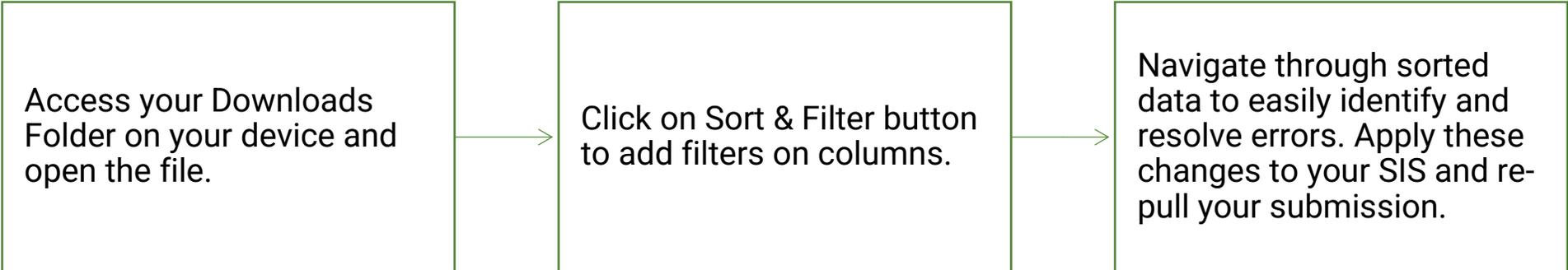
AutoSave Off Export - Performance Report - Record Level No Label • Saved to this PC Search

File Home Insert Page Layout Formulas **Data** Review View Automate Help Acrobat

Sort Filter Clear Reapply Advanced Text to Columns Data Tools What-If Analysis Forecast Sheet

Users can view and navigate through the downloaded error report on their device. This will allow users to easily identify, sort, update, and resolve their errors.

Record Ind	School Co	Facebook	Twitter	School Year	Level	Error Type	Data Elem	Value	Description
S	972	https://fac		2024-2025	Field	Validation	SCHOOLCC	972	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibility
S	973	https://fac		2024-2025	Field	Validation	SCHOOLCC	973	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibility
S	974	https://fac		2024-2025	Field	Validation	SCHOOLCC	974	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibility
S	976	https://fac		2024-2025	Field	Validation	SCHOOLCC	976	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibility
S	977	https://fac		2024-2025	Field	Validation	SCHOOLCC	977	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibility
S	978	https://fac		2024-2025	Field	Validation	SCHOOLCC	978	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibility



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

No Editing in NJSLEDS: Source vs. Target Systems

- In NJ SMART, users could 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

- **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.

Target System: NJSLEDS

- **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.

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

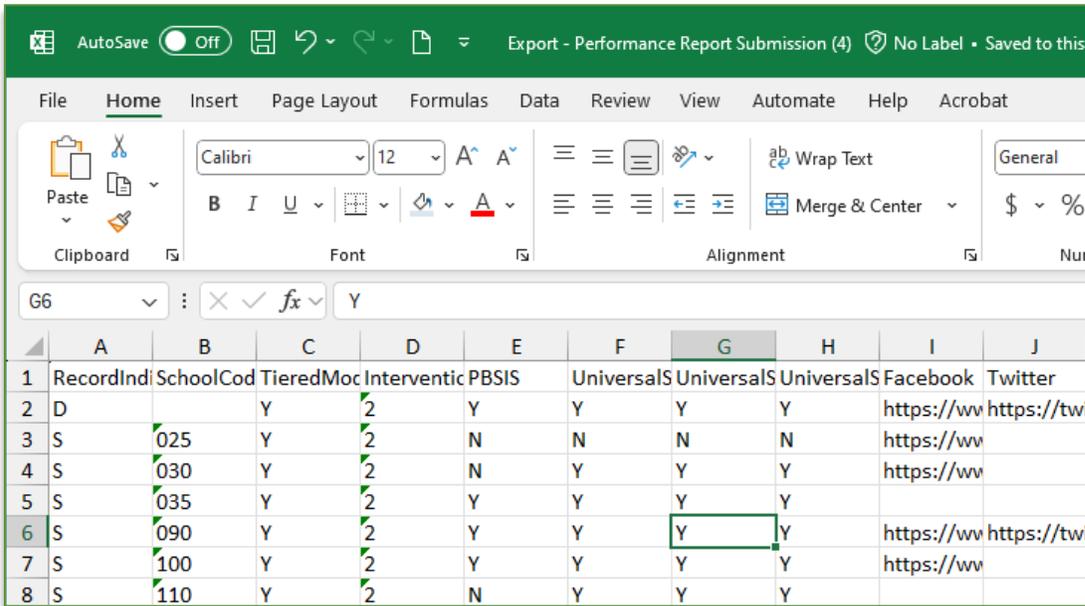


Editing Submitted Records for NJSLEDS

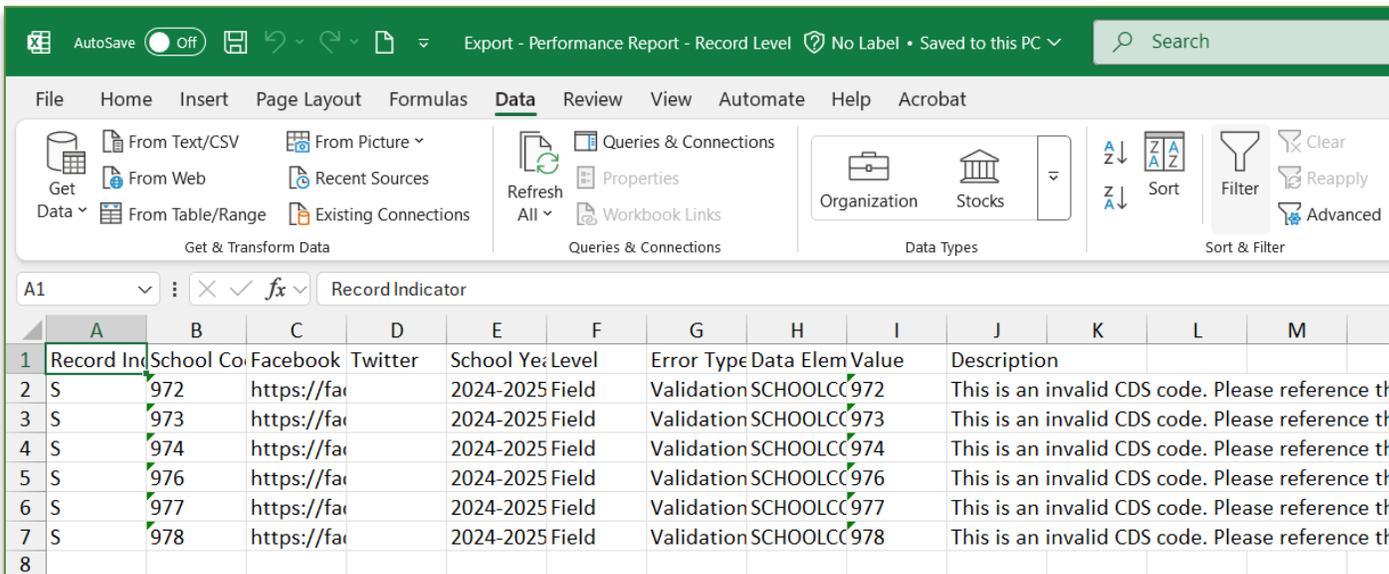
Steps to Test Error Fixing in Pilot and Soft Launch:

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 CSV file—not in your SIS.
5. Save as a .CSV UTF-8 and reupload to NJSLEDS.

Reminder: This is a test environment. Use it to explore, not to fix everything.



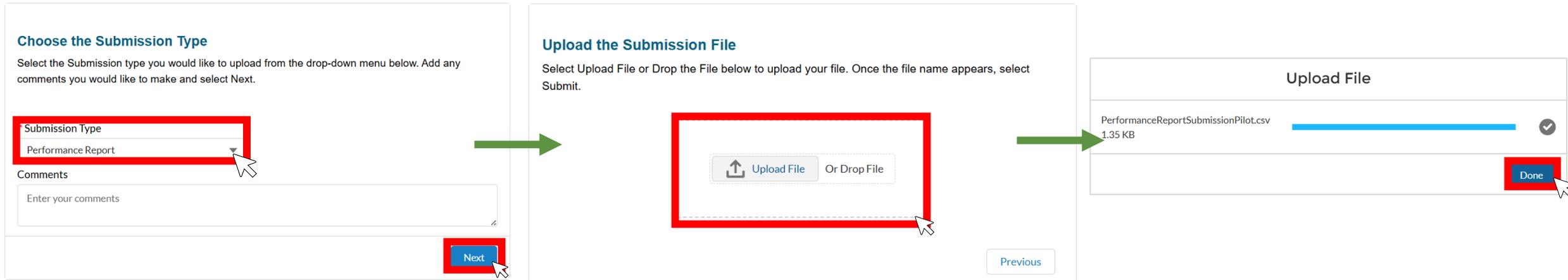
	A	B	C	D	E	F	G	H	I	J
1	RecordInd	SchoolCod	TieredMoc	Interventic	PBSIS	UniversalS	UniversalS	UniversalS	Facebook	Twitter
2	D		Y	2	Y	Y	Y	Y	https://ww	https://twi
3	S	025	Y	2	N	N	N	N	https://ww	
4	S	030	Y	2	N	Y	Y	Y	https://ww	
5	S	035	Y	2	Y	Y	Y	Y		
6	S	090	Y	2	Y	Y	Y	Y	https://ww	https://twi
7	S	100	Y	2	Y	Y	Y	Y	https://ww	
8	S	110	Y	2	N	Y	Y	Y		



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Record Ind	School Co	Facebook	Twitter	School Year	Level	Error Type	Data Elem	Value	Description			
2	S	972	https://fa		2024-2025	Field	Validation	SCHOOLCC	972	This is an invalid CDS code. Please reference th			
3	S	973	https://fa		2024-2025	Field	Validation	SCHOOLCC	973	This is an invalid CDS code. Please reference th			
4	S	974	https://fa		2024-2025	Field	Validation	SCHOOLCC	974	This is an invalid CDS code. Please reference th			
5	S	976	https://fa		2024-2025	Field	Validation	SCHOOLCC	976	This is an invalid CDS code. Please reference th			
6	S	977	https://fa		2024-2025	Field	Validation	SCHOOLCC	977	This is an invalid CDS code. Please reference th			
7	S	978	https://fa		2024-2025	Field	Validation	SCHOOLCC	978	This is an invalid CDS code. Please reference th			
8													



The Submission Upload tab allows users to re-submit Performance Report data once errors are resolved.



Resolve and update errors within your submission file/source system, then navigate to the "Submission Upload" tab in NJSLEDS.

Ensure your submission includes correct headers. Upload new submission file into your source system.

Reupload new submission file from source system into NJSLEDS. System will override any records where errors have been resolved.

Click "Done" and confirm file is successfully processed without errors.

**Any questions on what
we've covered so far?**

Step 7

Submit by the Deadline

Submit by the Pilot Deadline

NJSLEDS Pilot Timeline 2025

February
Cohort 1 Kickoff
February 5, 2025: Launch Pilot 1 (Staff Vacancy) for Cohort 1
February 19, 2025: End Pilot 1 (Staff Vacancy) for Cohort 1

March
March 6, 2025: Launch Pilot 2 (Student Management) for Cohort 1
Cohort 2 Kickoff
March 13, 2025: Launch Pilot 1 (Staff Vacancy) for Cohort 2
March 20, 2025: End Pilot 2 (Student Management) for Cohort 1 and Pilot 1 (Staff Vacancy) for Cohort 2

April
April 3, 2025: Launch Pilot 3 (Staff Management) for Cohort 1 and Pilot 2 (Student Management) for Cohort 2
April 17, 2025: End Pilot 3 (Staff Management) for Cohort 1 and Pilot 2 (Student Management) for Cohort 2

May
Cohort 3 Kickoff
May 1, 2025: Launch Pilot 4 (Special Education) for Cohorts 1 and 2; Pilot 3 (Staff Management) for Cohort 2, and Pilot 1 (Staff Vacancy) and Pilot 2 (Student Management) for Cohort 3
May 15, 2025: End Pilot 4 (Special Education) for Cohorts 1 and 2; Pilot 3 (Staff Management) for Cohort 2, and Pilot 1 (Staff Vacancy) and Pilot 2 (Student Management) for Cohort 3
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
June 12, 2025: End 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

July
July 7, 2025: NJSLEDS Soft Launch Begins
July 31, 2025: NJSLEDS Soft Launch Ends

August

September
September 2, 2025: Go Live

Navigate to the [Home](#) page of the [NJSLEDS User Resources](#) site.

Check the submission schedule and ensure all data is complete by **June 12, 2025**.

Navigate to Submission Upload tab in [NJSLEDS](#).

Upload submission and confirm file is successfully processed without errors.

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
Performance Report

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

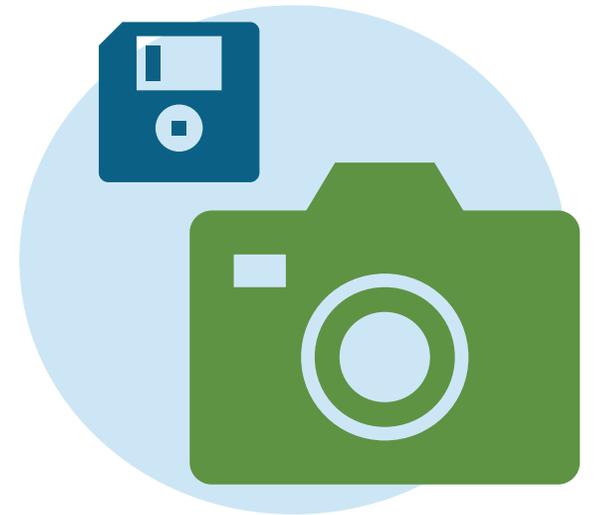
Previous

Pilot “Snapshot”

During the pilots, we will be mimicking a “Snapshot” on the last day of each pilot.

The current warehouse was loaded with the fall 2024 snapshot data. Our development team is working to pull in the current NJ SMART data. This is occurring bi-weekly so some errors may occur during snapshot based on old data.

We appreciate your patience!



Friendly Reminders

Receive	Users will receive access to their NJSLEDS accounts and an email with their login credentials the day of the pilot launch .
Review and utilize	Review and utilize user resources provided by the NJDOE.
Check	Check the submissions schedule on the User Resources website to ensure data is submitted in a timely manner.
Contact	Contact the Help Desk if you have questions or need assistance.

Resources and Support for Performance Reports



Help Desk: helpdesk-sleds-staging@doe.nj.gov or 609-376-3970



[Performance Report Handbook](#)



[Performance Report Template](#)



[NJSLEDS User Resources Website](#)

Contacting 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.

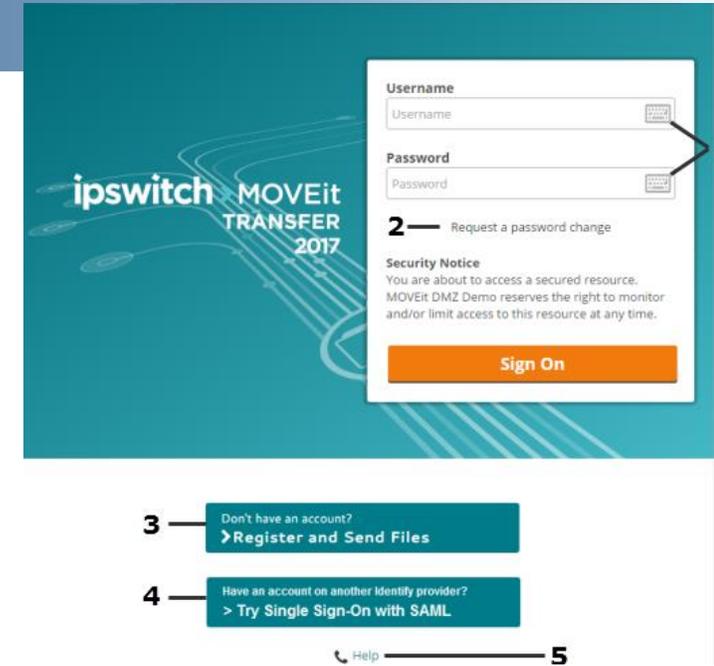
Contacting Help Desk – Secure Emails

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, SMID 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.

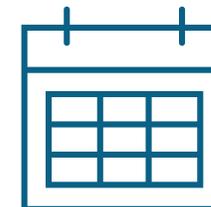


Call the Help Desk if you need further assistance.

Help Desk Office Hours

Upcoming Office Hours

Thursday, May 29	11:00-12:00 & 1:30-2:30
Tuesday, June 3	11:00-12:00 & 1:30-2:30
Wednesday, June 4	11:00-12:00 & 1:30-2:30
Thursday, June 5	11:00-12:00 & 1:30-2:30
Tuesday, June 10	11:00-12:00 & 1:30-2:30
Wednesday, June 11	11:00-12:00 & 1:30-2:30
Thursday, June 12	9:00 am – 5:00 pm



**Helpdesk Phone:
609-376-3970**



Thank You!

New Jersey Department of Education

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