New Jersey Department of Education

Special Education Pilot in NJSLEDS

Office of Data Management
April 2025

SLEDS
NJ Statewide Longitudinal Education Data System

Webinar Etiquette

We want to ensure all attendees can fully engage with the training and have their questions addressed.
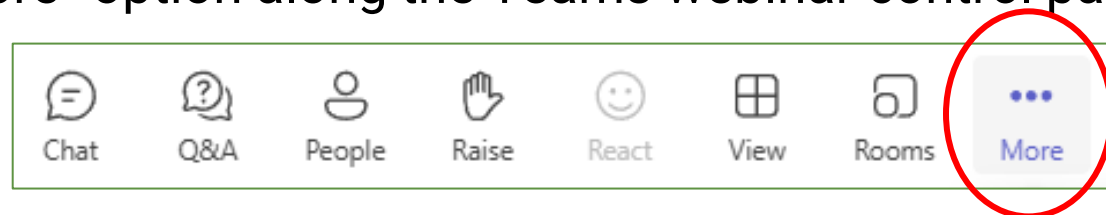
How can I ask a question?

SLEDS
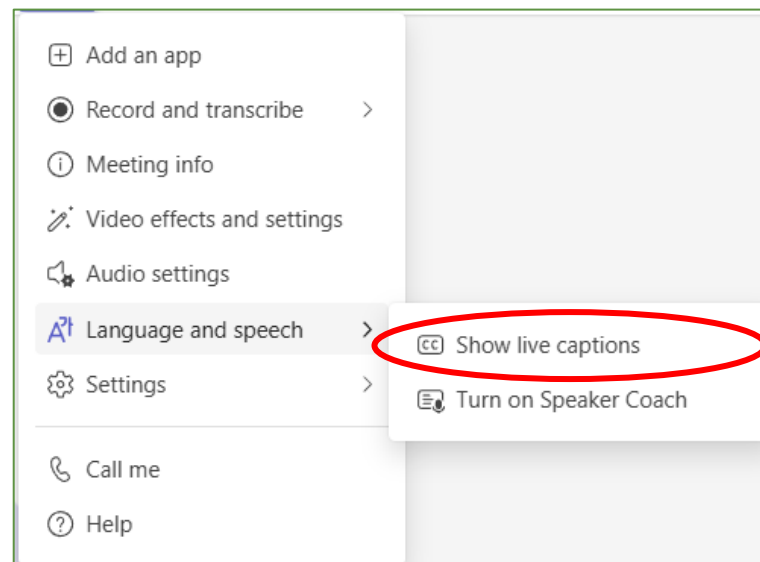NJ Statewide Longitudinal Education Data System

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

- Introduction

- Transition to NJSLEDS

- Overview of Special Education and Key Updates

- NJSLEDS Special Education Submission Process

- Common Errors and Resolutions

- Key Takeaways, Additional Information & Resources

- Q&A

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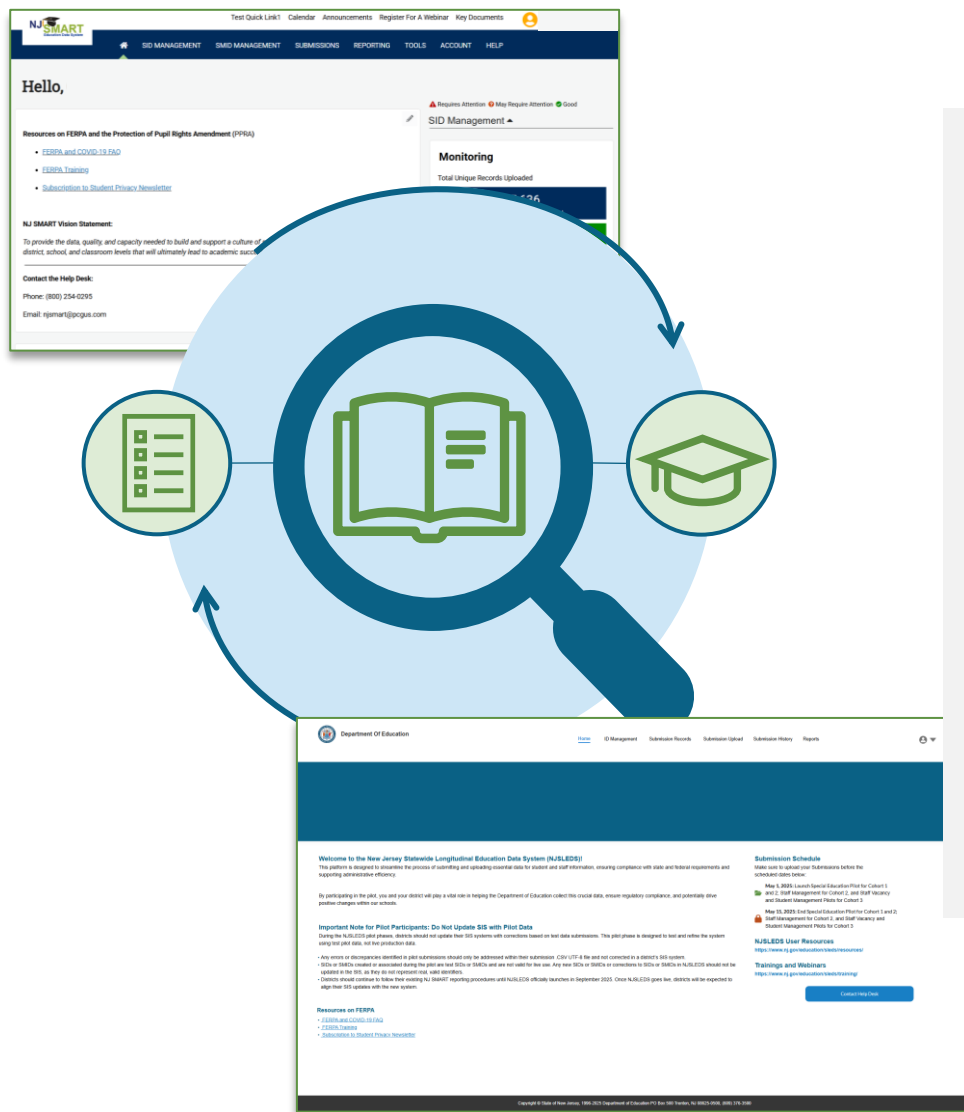
The New Jersey Department of Education (NJDOE) is transitioning from the current NJ SMART system to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS) as part of a strategic effort to enhance statewide data management, ensure long-term sustainability, and align with evolving education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

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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.
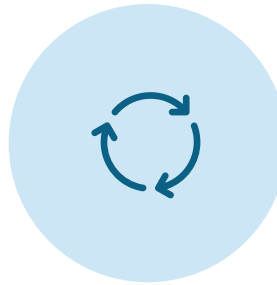
Foundation for Future Integration: While current uploads still rely on .CSV UTF-8 files, NJSLEDS is being built to eventually support direct system-to-system integration via API, reducing manual work and improving accuracy in the long-term.

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 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.

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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

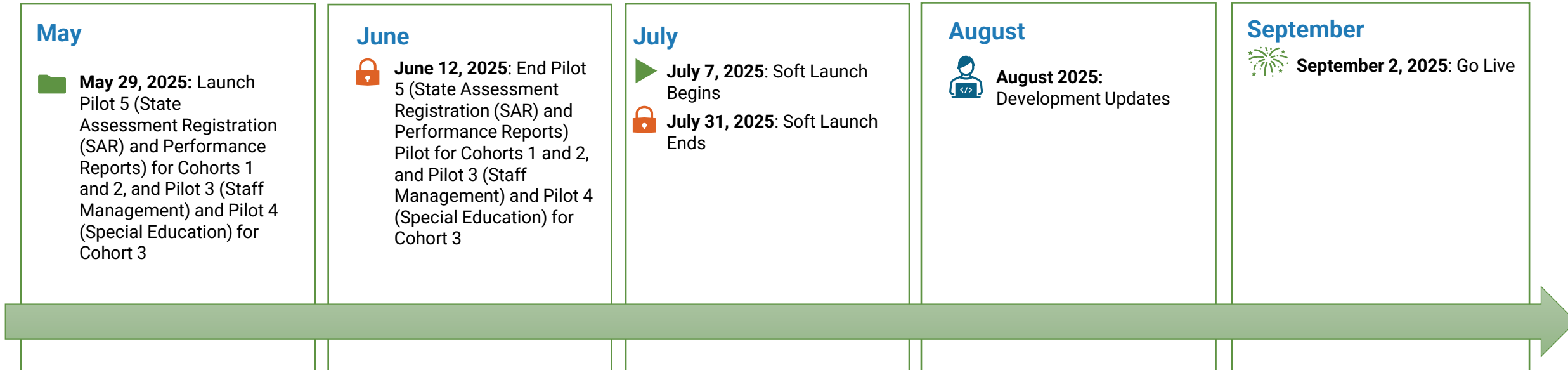| May	June	July	August	September
May 29, 2025: Launch Pilot 5 (State Assessment Registration (SAR) and Performance Reports) for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3	**June 12, 2025:** End Pilot 5 (State Assessment Registration (SAR) and Performance 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 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.

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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.

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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**.

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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

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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.

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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.

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Any questions on what we've covered so far?

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

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Important Notes Regarding Data Collection for Special Education

What Districts Should Know

- For this pilot, Special Education data should reflect student status as of October 15, 2024.

- Please report what was submitted in the Fall 2024 Snapshot.

- Although pilot student data is erased between phases, you will not need to reupload your student data before your Special Education submission.

  - Special Education records will be compared to your Fall SID Snapshot, as provided by the current NJ SMART system.

Cross Validation Rule

- When submitting students to Special Education Submission, values for the following data elements must match exactly as they were submitted to SID Management Fall 2024 Snapshot or an error will occur: Local ID, State ID, Date of Birth, First Name, and Last Name.

	SID Management		Special Education Submission
Local ID	123456	=	123456
State ID	1111111111	=	1111111111
Date of Birth	19990302	≠	19950302
First Name	Marcus	=	Marcus
Last Name	Smith	=	Smith

- These elements cross validate with the SID Management Fall 2024 Snapshot. When in error, check all five fields against your SID Snapshot records to make sure they match.

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Additional Reminders

- We expect districts to report the same number of active students with disabilities to Special Education Submission as reported to the Fall Snapshot. Both are supposed to offer a snapshot of student enrollment as of October 15.

- Time in Regular Program cannot be blank if Special Education Placement is 18 or 19.

- Special Education Placement should not be blank if Special Education Classification is between 01 & 17 and Parental Consent Obtained is not N or R.

Purposes of the Submission

Why the NJDOE has a Special Education Submission:

1. To determine the number of children with disabilities **ages 3 to 21 receiving special education** and related services according to an individualized education program (IEP) on October 15

2. To ensure that referrals and evaluations that occurred in the previous year were conducted per federal and state-prescribed timelines.

Required Reporting Criteria

All LEAs should submit a Special Education Submission record for every active student who was:

- ✅ Receiving special services and had an active IEP as of October 15, 2024, including speech-language services

- ✅ Referred for special services after June 30, 2024

- ✅ Referred after June 30, 2024, and was determined ineligible for special services as of October 15, 2024

  - Use Special Education Classification code of "00" for Determined Ineligible

  - This includes preschool students determined ineligible that are below the compulsory attendance age

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Excluded from Special Education Submission:

❌ General Education only students

❌ Students who receive special services through a 504 plan only

❌ Students who were captured as Determined Ineligible or Declassified in the 2023-2024 End of Year Snapshot

❌ Students who were evaluated after October 15, 2024

❌ Non-Public students

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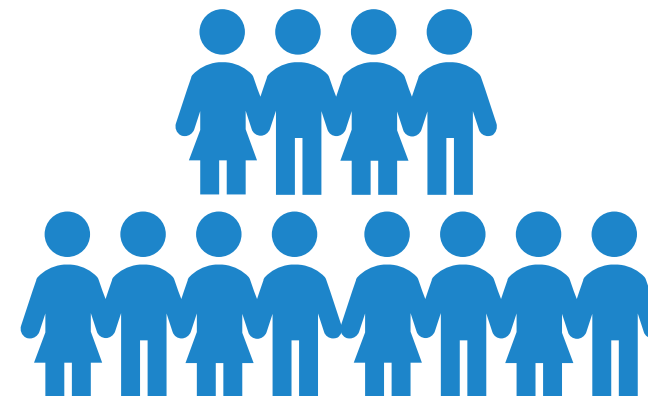
Special Education Submission

Submission Process Overview

Step 1: Prepare your Special Education data for upload

Step 2: Review and validate your data

Step 3: Log into the system

Step 4: Upload your Special Education data

Step 5: Review and clean up your errors

Step 6: Submit by the deadline

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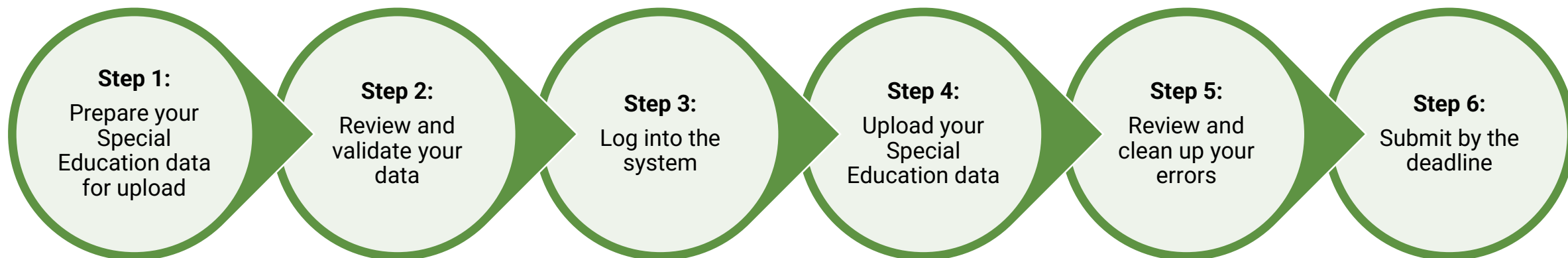
Step 1
Prepare your Special Education Data for Upload

Review Available User Resources

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 Special Education Handbook

New Jersey Department of Education
**Special Education Submission Student
Data Handbook**

PILOT VERSION

State of New Jersey
Department of Education

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

April 2025
Version 1.0

The Special Education Submission 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.

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Handbook Sections

The following information is provided for each data element in the Special Education 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.

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Use the Special Education Template

The Special Education Template is a key component of the data reporting process.

Its purpose is to help you manage and report data to meet state and federal requirements.
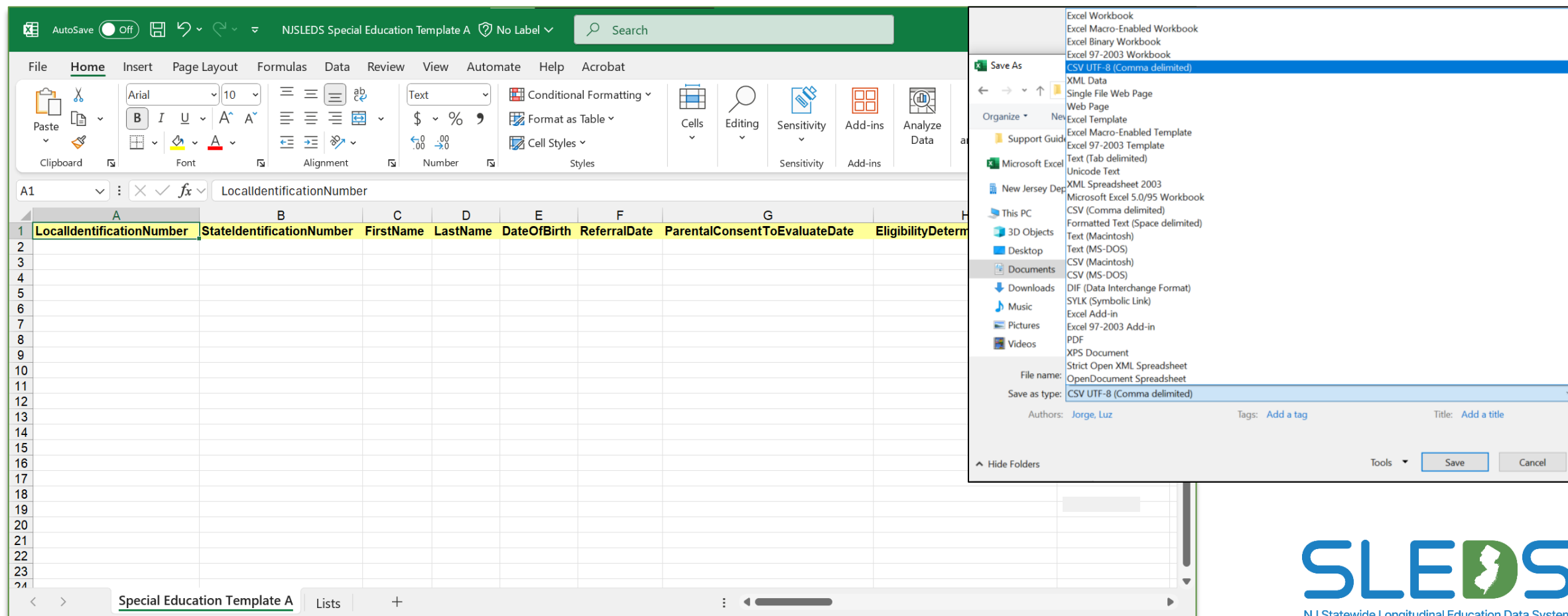
We provide this template to collect core data for Special Education and ensure that districts report consistent and accurate data in compliance with the law.

This template can be found under the Special Education User Resources on the NJSLEDS User Resources website.

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Special Education Template A

This is a downloadable Special Education template provided on the NJSLEDS User Resources website. Template A contains headers with lookup tables for the data elements.

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

Special Education Template B

This is a downloadable Special Education template provided on the NJSLEDS User Resources website. Template B only contains headers for the data elements.

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

Step 2

Review and Validate Your Data

Review and Validate Your Data

Validate your data against the Special Education 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 3
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.

👤 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.

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 4
Upload Your Special Education 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

Special Education ▼

Comments

Enter your comments

Next

| Click on the "Submission Upload" tab. | → | Select "Special Education" in the Submission Type dropdown. | → | Enter any comments/notes related to the file you are submitting in the "Comments" text box. | → | Click "Next". |

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

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

SpecialEducationSubmissionPilot.csv
1.35 KB

Done

| After clicking "Next", you will be directed to upload your file. | Choose your .CSV UTF-8 file for the Special Education 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 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	a11co000000e2...		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 <u>records</u>.

| 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
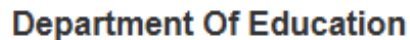
Staff Vacancy

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

Error Report >

X Special Education Current Records

Export

Data Source
- Current Records
- Snapshot Records

File ID
a11co000000eiwnAAA

LID
(All)

SID
(All)

First Name
(All)

Last Name
(All)

Date of Birth
(All)

LID	SID	First Name	Last Name	Date of Birth	Referral Date	Parental Consent To Evaluate Date	Eligibility Determin	t	Parental Consent To Implement Initial IEP	Annual IEP Review Meeting Date	Special Education Classification	Special Education Placement	Upload
90210004		ERIN	SILVER	20150129	20240903	20240905	20240910		20240912		20240913	20241004	07	09	5/28/20
90210005	1499499909	ADRIANNA	TATE-DUNCAN	20150430	20240903	20240905	20240910		20240912	Y	20240913	20241004	07	09	5/28/20
DE0005		GAVIN	MASON	20170503	20240903	20240905	20240910		20240912	Y	20240913	20241004	14	09	5/28/20
DE0012		ELIJAH	GOLDSWORTHY	20170524	20240903	20240905	20240910		20240912	Y	20240913	20241004	07	09	5/28/20
DE0014		CRAIG	MANNING	20190712	20240903	20240905	20240910		20240912	Y	20240913	20241004	07	09	5/28/20
DE0018	4038503121	ZIG	NOVAK	20170921	20240903	20240905	20240910		20240912	Y	20240913	20241004	01	10	5/28/20
DE0019	4244923776	CONNOR	DELAURIER	20170723	20240903	20240905	20240910		20240912	Y	20240913	20241004	02	09	5/28/20
EDU0006		ISAAC	GOODWIN	20130114	20240903	20240905	20240910		20240912	Y	20240913	20241004	10	09	5/28/20
EDU0009		LILY	IGLEHART	20130307	20240903	20240905	20240910		20240912	Y	20240913	20241004	02	09	5/28/20
GLEE00..		ARTHUR	ABRAMS	20180303	20240903	20240905	20240910		20240912	Y	20240913	20241004	10	09	5/28/20
GLEE00..		BECKY	JACKSON	20171008	20240903	20240905	20240910		20240912	Y	20240913	20241004	04	11	5/28/20
HS0004		IMOGEN	HEANEY	20090827	20240903	20240905	20240910		20240912	Y	20240913	20241004	02	10	5/28/20
PARKS0..	6440440142	SIR ANDREW	DWYER	20100101	20240903	20240905	20240910		20240912	Y	20240913	20241004	01	10	5/28/20
PLL0003	7505288870	MONA	VANDERWAAL	20190406	20240903	20240905	20240910		20240912	Y	20240913	20241004	07	09	5/28/20
SAB0004		EMMETT	BLEDSOE	20070630	20240903	20240905	20240910		20240912	Y	20240913	20241004	01	09	5/28/20
SAB0006		TRAVIS	BARNES	20070903	20240903	20240905	20240910		20240912	Y	20240913	20241004	01	09	5/28/20
ST0003	1279780668	JANE	HOPPER	20100607	20240903	20240905	20240910		20240912	Y	20240913	20241004	06	10	5/28/20
ST0006		DUSTIN	HENDERSON	20100529	20240903	20240905	20240910		20240912	Y	20240913	20241004	11	09	5/28/20

Click on the "Submission Records" tab and select "Special Education".

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.

Any questions on what we've covered so far?

Step 5
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 Special Education Current Records

Export

Data Source	LID	SID	First Name	Last Name	Date of Birth	Referral Date	Parental Consent To Evaluate Date	Eligibility Determination Date	Early Intervention	Initial IEP Meeting Date	Parental Consent Obtained	Parental Consent To Implement Initial IEP	Annual IEP Review Meeting Date	Special Education Classification	Special Education Placement	Upload
● Current Records	90210004		ERIN	SILVER	20150129	20240903	20240905	20240910		20240912	Y	20240913	20241004	07	09	5/28/20:
○ Snapshot Records	90210005	1499499909	ADRIANNA	TATE-DUNCAN	20150430	20240903	20240905	20240910		20240912	Y	20240913	20241004	07	09	5/28/20:
	DE0005		GAVIN	MASON	20170503	20240903	20240905	20240910		20240912	Y	20240913	20241004	14	09	5/28/20:
File ID	DE0012		ELIJAH	GOLDSWORTHY	20170524	20240903	20240905	20240910		20240912	Y	20240913	20241004	07	09	5/28/20:
a11co000000eiwnAAA ▾	DE0014		CRAIG	MANNING	20190712	20240903	20240905	20240910		20240912	Y	20240913	20241004	07	09	5/28/20:
	DE0018	4038503121	ZIG	NOVAK	20170921	20240903	20240905	20240910		20240912	Y	20240913	20241004	01	10	5/28/20:
LID	DE0019	4244923776	CONNOR	DELAURIER	20170723	20240903	20240905	20240910		20240912	Y	20240913	20241004	02	09	5/28/20:
(All) ▾	EDU0006		ISAAC	GOODWIN	20130114	20240903	20240905	20240910		20240912	Y	20240913	20241004	10	09	5/28/20:
	EDU0009		LILY	IGLEHART	20130307	20240903	20240905	20240910		20240912	Y	20240913	20241004	02	09	5/28/20:
SID	GLEE00..		ARTHUR	ABRAMS	20180303	20240903	20240905	20240910		20240912	Y	20240913	20241004	10	09	5/28/20:
(All) ▾	GLEE00..		BECKY	JACKSON	20171008	20240903	20240905	20240910		20240912	Y	20240913	20241004	04	11	5/28/20:
First Name	HS0004		IMOGEN	HEANEY	20090827	20240903	20240905	20240910		20240912	Y	20240913	20241004	02	10	5/28/20:

Log into NJSLEDS. → Click on the "Submission Records" tab and select "Special Education". → Click on "Error Report" in the top right corner of the navigation.

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 Special Education Record Level Errors

Error by Type | Export

File ID	Level	Error Type	Data Element	LID	SID	First Name	Last Name	Date Of Birth	Referral Date	Eligibility Determination Date	Special Education Classification	Special Education Placement	School Year	Error Count
a11co000000eiwnAAA	Field	Required	EARLYINTERVENTION	DE0014		CRAIG	MANNING	20190712	20240903	20240910	07	09	2024-2025	1
	Field	Required	STATEIDENTIFICATIONNUMBER	90210004		ERIN	SILVER	20150129	20240903	20240910	07	09	2024-2025	1
Level	Field	Required	STATEIDENTIFICATIONNUMBER	DE0005		GAVIN	MASON	20170503	20240903	20240910	14	09	2024-2025	1
Field	Field	Required	STATEIDENTIFICATIONNUMBER	DE0012		ELIJAH	GOLDSWORTHY	20170524	20240903	20240910	07	09	2024-2025	1
Error Type	Field	Required	STATEIDENTIFICATIONNUMBER	DE0014		CRAIG	MANNING	20190712	20240903	20240910	07	09	2024-2025	1
(All)	Field	Required	STATEIDENTIFICATIONNUMBER	EDU0006		ISAAC	GOODWIN	20120414	20240903	20240910	14	09	2024-2025	1

X Special Education Error By Type Errors

Record Level | Export

File ID	Level	Error Type	Data Element	Description
a11co000000eiwnAAA	Field	Required	EARLYINTERVENTION	This data element is required and cannot be blank or NULL if the student has turned age 3 between July 1st and June 30th of the previous school year
	Field	Required	STATEIDENTIFICATIONNUMBER	This data element is required and cannot be blank or NULL
Level	Field	Validation	INITIALIEPMEETINGDATE	This data element must be blank. See which are required data elements and validation checks for this data element in the Submission handbook.
Field	Field	Validation	SPECIALEDUCATIONCLASSIFICATION	This data element must match with what was provided for the Student Management Submission.
Error Type				

The error report will auto-display Record Level errors. To sort errors by type, click on "Error 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 their errors.

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

Export your error report to review and resolve your errors efficiently.

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

< Submission Records Report

X Special Education Record Level Errors

Error by Type | Export

File ID: a11co000000eiwnAAA

Level: Field

Error Type: (All)

Data Element: (All)

LID: (All)

SID: (All)

First Name: (All)

Last Name: (All)

Date Of Birth: (All)

Level	Error Type	Data Element	LID	SID	First Name	Last Name	Date Of Birth	Referral Date	Eligibility Determination Date	Special Education Classification	Special Education Placement	School Year	Error Count
Field	Required	EARLYINTERVENTION	DE0014		CRAIG	MANNING	20190712	20240903	20240910	07	09	2024-2025	1
Field	Required	STATEIDENTIFICATIONNUMBER	90210004		ERIN	SILVER	20150129	20240903	20240910	07	09	2024-2025	1
Field	Required	STATEIDENTIFICATIONNUMBER	DE0005		GAVIN	MASON	20170503	20240903	20240910	14	09	2024-2025	1
Field	Required	STATEIDENTIFICATIONNUMBER	DE0012		ELIJAH	GOLDSWORTHY	20170524	20240903	20240910	07	09	2024-2025	1
Field	Required	STATEIDENTIFICATIONNUMBER	DE0014		CRAIG	MANNING	20190712	20240903	20240910	07	09	2024-2025	1
Field	Required	STATEIDENTIFICATIONNUMBER	EDU0006		ISAAC	GOODWIN	20130114	20240903	20240910	10	09	2024-2025	1
Field	Required	STATEIDENTIFICATIONNUMBER	EDU0009		LILY	IGLEHART	20130307	20240903	20240910	02	09	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.

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

< Submission Records Report

X Special Education Error By Type Errors

Record Level   Export

Level	Error Type	Data Element	Description
Field	Required	EARLYINTERVENTION	This data element is required and cannot be blank or NULL if the student has turned age 3 between July 1st and June 30th of the previous school year
Field	Required	STATEIDENTIFICATIONNUMBER	This data element is required and cannot be blank or NULL
Field	Validation	INITIALIEPMEETINGDATE	This data element must be blank. See which are required data elements and validation checks for this data element in the Submission handbook.
Field	Validation	SPECIALEDUCATIONCLASSIFICATION	This data element must match with what was provided for the Student Management Submission.

1 of 1

File ID
a11co000000eiwnAAA

Level
Field

Error Type
(All)

Data Element
(All)

Description
(All)

Clear Filters

Page Number
1

Page Size
100

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.

Department Of Education

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

< Submission Records Report

X Special Education Record Level Errors   Error by Type   **Export**

File ID
a11co000000eiwnAAA

Level	Error Type	Data Element	LID	SID	First Name	Last Name	Date Of Birth	Referral Date	Eligibility Determination Date	Special Education Classification	Special Education Placement	School Year	Error Count
Field	Required	EARLYINTERVENTION	DE0014		CRAIG	MANNING	20190712	20240903	20240910	07	09	2024-2025	1
Field	Required	STATEIDENTIFICATIONNUMBER	90210004		ERIN	SILVER	20150129	20240903	20240910	07	09	2024-2025	1
Field	Required	STATEIDENTIFICATIONNUMBER	DE0005		GAVIN	MASON	20170503	20240903	20240910	14	09	2024-2025	1

Level
Field

Error Type
(All)

Data Element
(All)

LID
(All)

SID
(All)

First Name
(All)

Last Name
(All)

Date Of Birth
(All)

Export- **Special Education**
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.

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	LID	SID	First Name	Last Name	Date Of Bi	ReferralDa	EligibilityC	SpecialEdt	SpecialEdt	School Yea	Level	Error Type	Data Elem	Value	Description
2	90210004		ERIN	SILVER	20150129	20240903	20240910	07	09	2024-2025	Field	Required	STATEIDEN		This data element is required and cannot be blank or NULL
3	90210004		ERIN	SILVER	20150129	20240903	20240910	07	09	2024-2025	Field	Validation	INITIALIEP	20240912	This data element must be blank. See which are required data elements ar
4	90210004		ERIN	SILVER	20150129	20240903	20240910	07	09	2024-2025	Field	Validation	SPECIALEC	07	This data element must match with what was provided for the Student Ma
5	90210005	14994999(	ADRIANNA	TATE-DUN	20150430	20240903	20240910	07	09	2024-2025	Field	Validation	INITIALIEP	20240912	This data element must be blank. See which are required data elements ar
6	90210005	14994999(	ADRIANNA	TATE-DUN	20150430	20240903	20240910	07	09	2024-2025	Field	Validation	SPECIALEC	07	This data element must match with what was provided for the Student Ma
7	DE0005		GAVIN	MASON	20170503	20240903	20240910	14	09	2024-2025	Field	Required	STATEIDEN		This data element is required and cannot be blank or NULL
8	DE0005		GAVIN	MASON	20170503	20240903	20240910	14	09	2024-2025	Field	Validation	INITIALIEP	20240912	This data element must be blank. See which are required data elements ar
9	DE0005		GAVIN	MASON	20170503	20240903	20240910	14	09	2024-2025	Field	Validation	SPECIALEC	14	This data element must match with what was provided for the Student Ma
10	DE0012		ELIJAH	GOLDSWO	20170524	20240903	20240910	07	09	2024-2025	Field	Required	STATEIDEN		This data element is required and cannot be blank or NULL
11	DE0012		ELIJAH	GOLDSWO	20170524	20240903	20240910	07	09	2024-2025	Field	Validation	INITIALIEP	20240912	This data element must be blank. See which are required data elements ar
12	DE0012		ELIJAH	GOLDSWO	20170524	20240903	20240910	07	09	2024-2025	Field	Validation	SPECIALEC	07	This data element must match with what was provided for the Student Ma
13	DE0014		CRAIG	MANNING	20190712	20240903	20240910	07	09	2024-2025	Field	Required	EARLYINTE		This data element is required and cannot be blank or NULL if the student f
14	DE0014		CRAIG	MANNING	20190712	20240903	20240910	07	09	2024-2025	Field	Required	STATEIDEN		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.

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		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.

SLEDS
NJ Statewide Longitudinal Education Data System

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

SLEDS
NJ Statewide Longitudinal Education Data System

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.

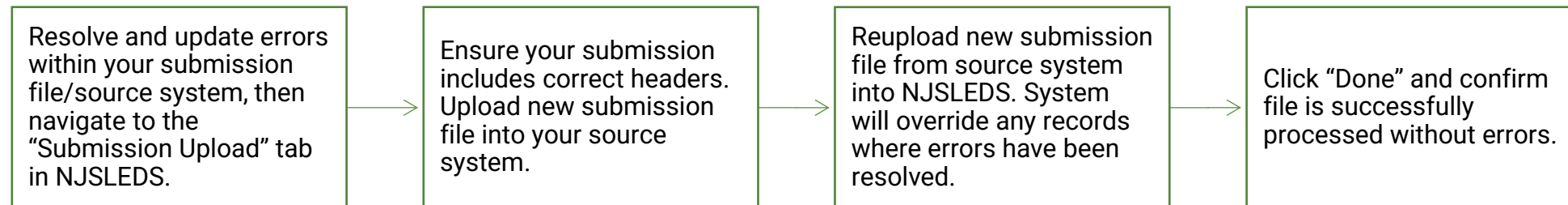5. Save as a .CSV UTF-8 and reupload to NJSLEDS.

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

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

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

Special Education

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

Upload File

SpecialEducationSubmissionPilot.csv
1.35 KB

Done

| 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. |

Please note: The submission file should always be uploaded from your source system to ensure data is up-to-date across all systems.

Sample Error Email

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of NJ DOE <donotreply-uat@doe.nj.gov>
Sent: Monday, February 24, 2025 5:45 PM
To:

Subject: Sandbox: Records uploaded to NJSLEDS have processed and contain errors and or warnings

Dear Sample User,

You are receiving this email because you have recently uploaded Data Submission File Name to the Student Management Submission, in the New Jersey Statewide Longitudinal Education Data System (NJSLEDS). The data uploaded has been processed and contains errors and or warnings.

Records Uploaded: 4,672

Valid Records: 2,667

Warning Records: 223

Error Records: 1,987

Log into NJSLEDS to review the errors and or warnings. You will need to update the records to resolve the errors and reupload to NJSLEDS.

If you need assistance, please contact the NJSLEDS Help Desk.

The NJSLEDS Help Desk Team
New Jersey Statewide Longitudinal Education Data System (NJSLEDS)

Errors for CDS Codes

District assignments must be reported using the appropriate CDS Codes as specified in the CDS application.

To find a list of valid codes, please refer to the County District School Code List.

If you are unable to find a school code for the student's location within the current NJSLEDS County District School Code List, kindly contact the NJSLEDS Help Desk.

New Jersey Department of Education

County District School Information System (CDS) Handbook

2024-2025

Version 14

State of New Jersey
Department of Education
100 River View Plaza
PO Box 500
Trenton, NJ 08625-0500

Step 6
Submit by the Deadline

Submit by the Pilot Deadline

Pilot "Snapshot"

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

- Since the Pilots are occurring post Fall Snapshot all EOY rules apply.

- 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.
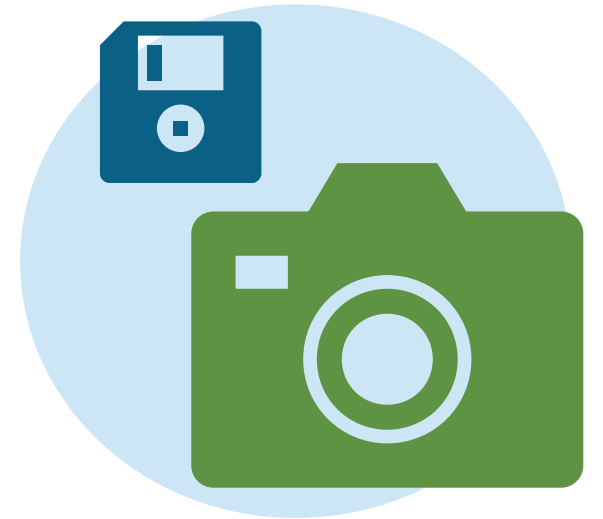
We appreciate your patience!

SLEDS
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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.

SLEDS
NJ Statewide Longitudinal Education Data System

Resources and Support

NJSLEDS Login (users will receive access to their accounts and an email with login credentials on the day of the pilot launch)

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

Special Education Handbook

Special Education Scenarios

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.

SLEDS
NJ Statewide Longitudinal Education Data System

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.

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.

SLEDS
NJ Statewide Longitudinal Education Data System

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

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Q&A