



## Staff Management Pilot in NJSLEDS

Office of Data Management  
Updated: May 2025



# Webinar Etiquette

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

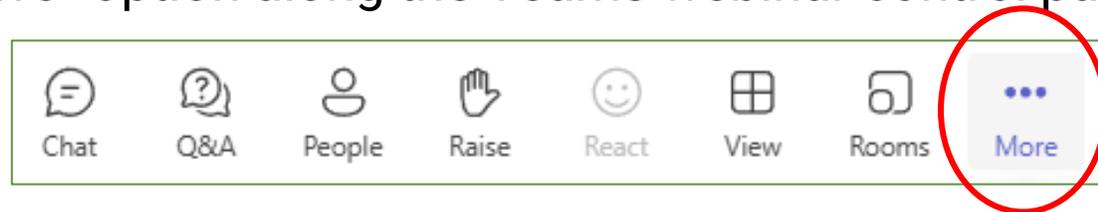
**How can I ask a question?**



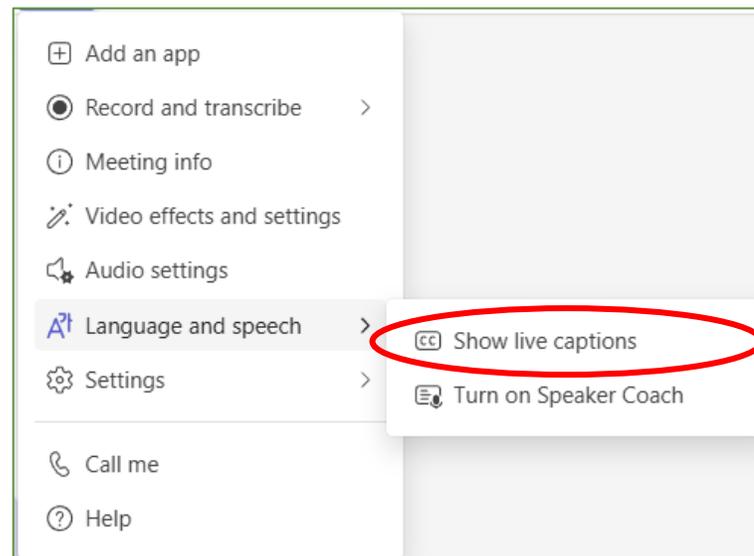
# Webinar Live Captioning

## 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 Staff Management and Key Updates
- 👤 NJSLEDS Staff Management Submission Process
- ⚠️ Common Errors and Resolutions
- 👥 Resources and Support
- ❓ Q&A

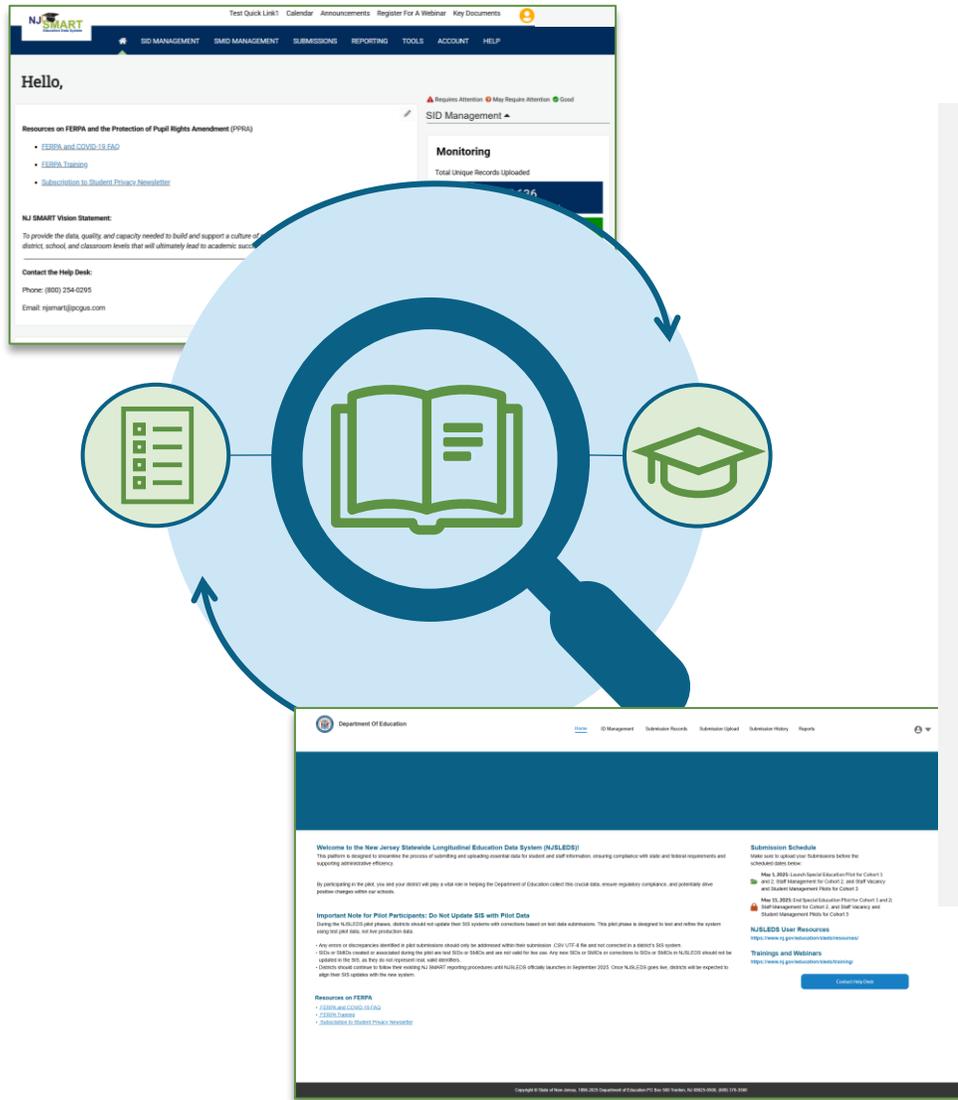
# Activity Session

## 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?



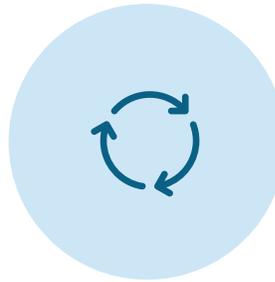
**Improved Data Management:**  
Strengthens the state's ability to maintain and analyze education data efficiently.



**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

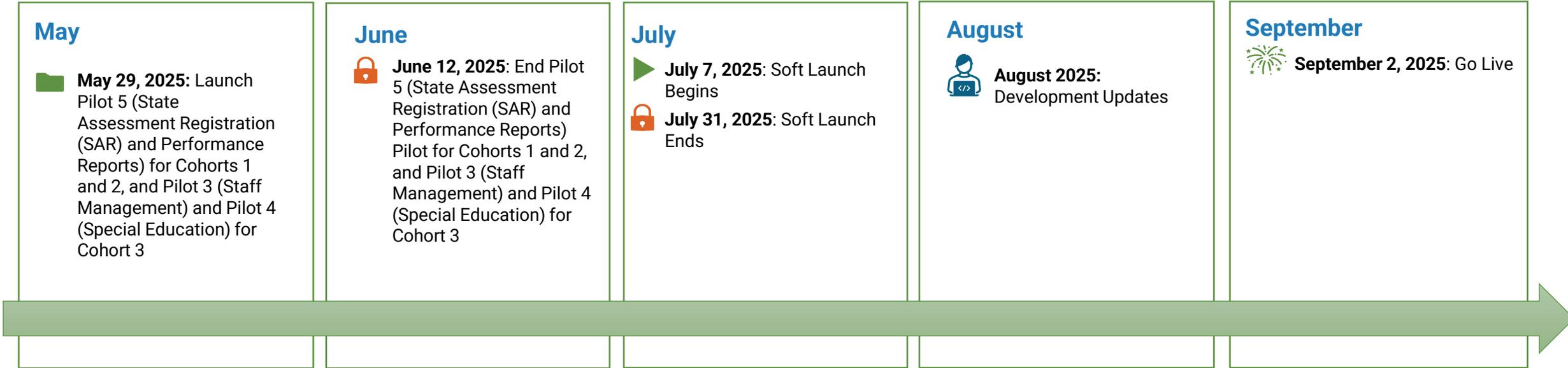
## August

-  **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.

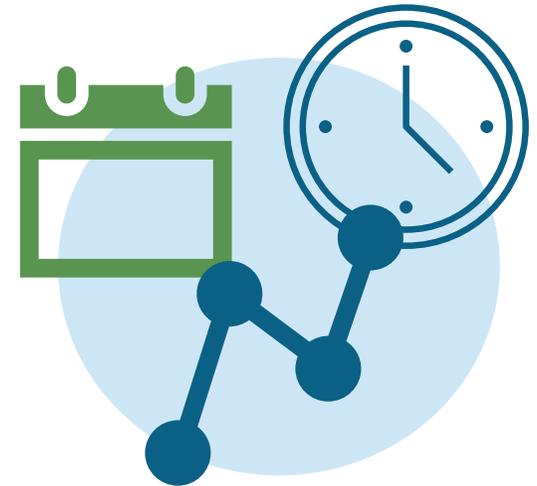
## Pilot Data is Temporary

- 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 2<sup>nd</sup>.
  - 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.



**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

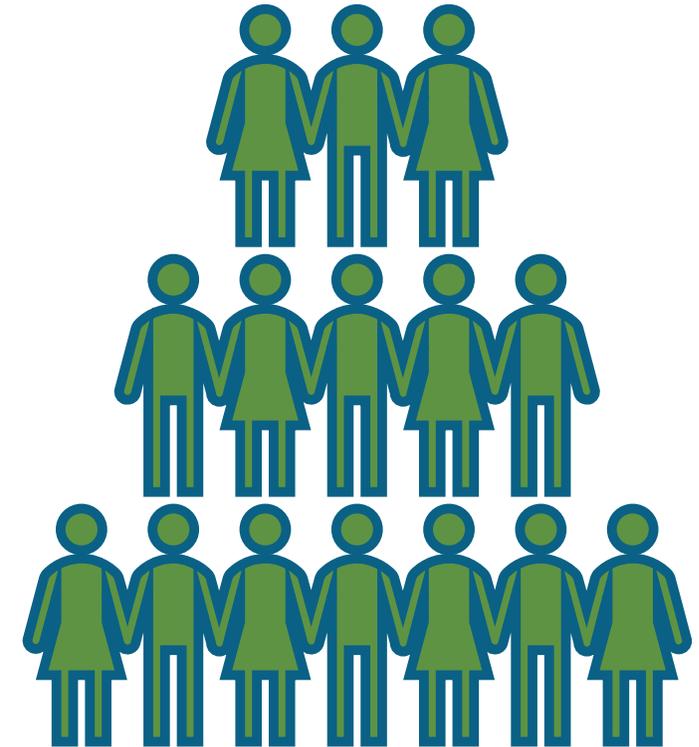
## **Next Steps**

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

# Staff Management Submission

# Staff Management Overview

- Staff Management collects a set of core demographic data elements that provide a comprehensive picture of your staff members.
- Every staff member will be assigned a unique state identifier (SMID).
- Once a unique SMID has been assigned, the SMID must remain the same and follow the staff member throughout their career in NJ.
- All LEAs must submit a Staff Management record for every active staff member.

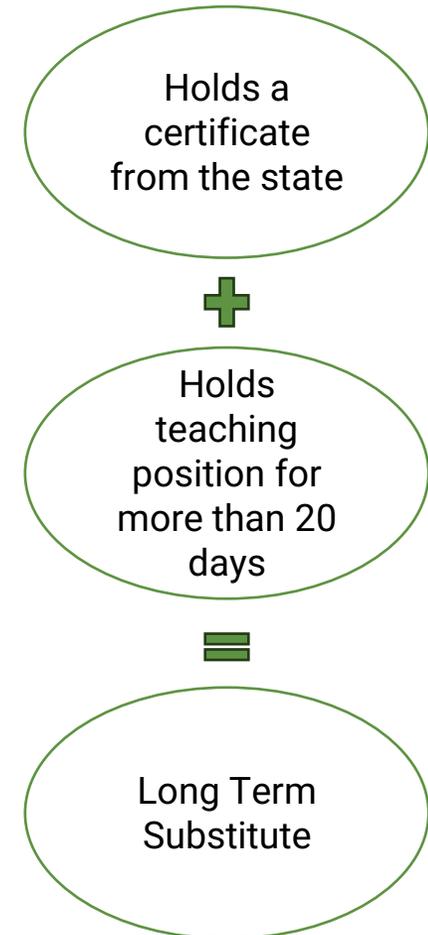


# Reporting Responsibilities

**All staff members who are employed by your district and working within your district should be reported to Staff Management. This includes:**

- Staff that your district is responsible for paying the salary of, even if they are physically located elsewhere.
- Certificated and non-certificated employees.
- Staff employed within your district by contracting (not paid directly, but your LEA is paying another company for their services).
- Long term substitutes.

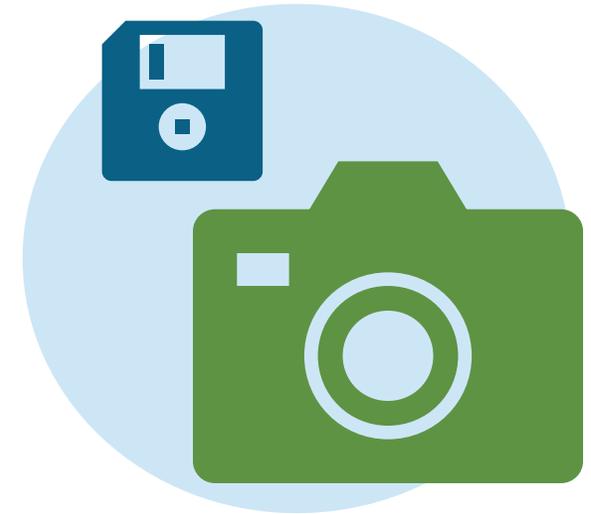
**Note: Per diem substitutes are not reported to Staff Management.**



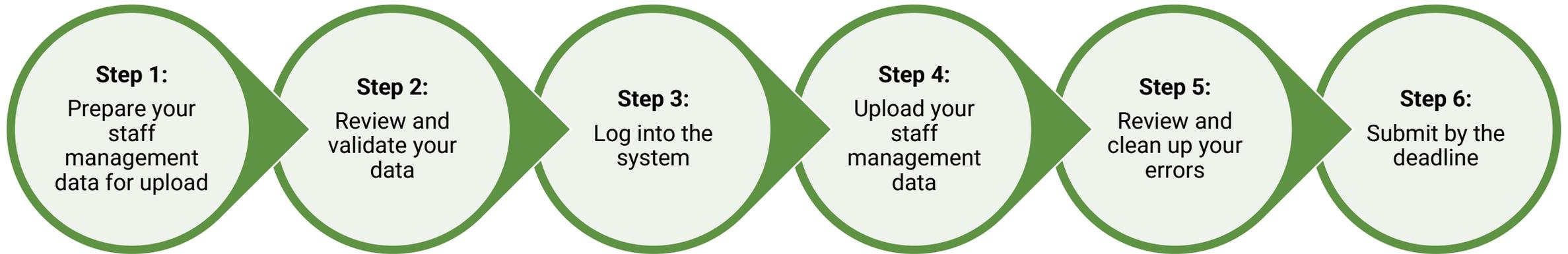
# Pilot “Snapshot”

**On the last day of Pilot 2, we will “Snapshot” your Staff Management data. This should include:**

- Active records of continuing staff members who returned for the 2024-2025 school year
- Active records of new staff members who have joined your district since July 1<sup>st</sup>, 2024
- Inactive records of staff members who ended employment with your district this school year.



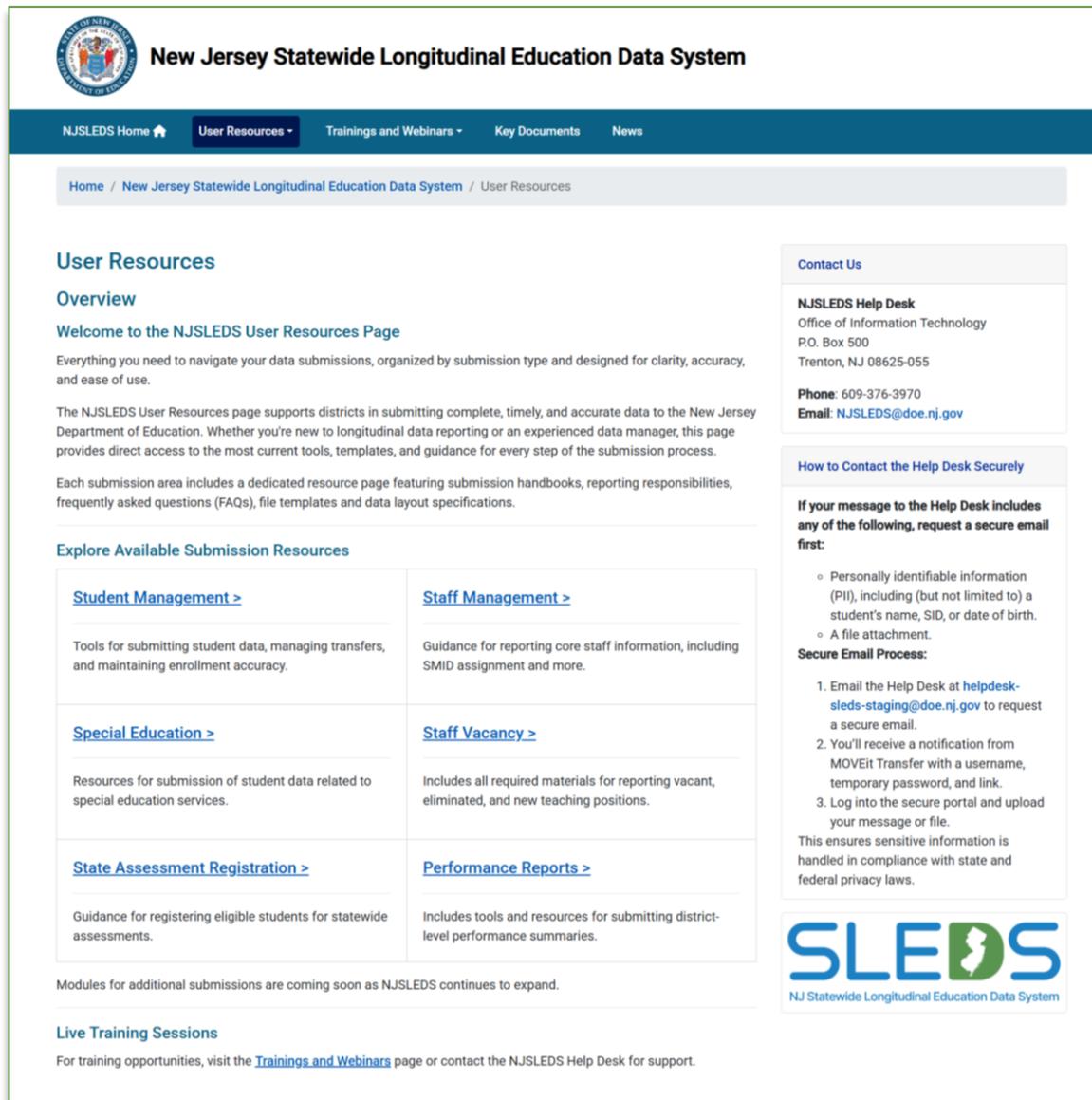
# Submission Process Overview



**Step 1**

# **Prepare your Staff Management 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

<a href="#">Student Management &gt;</a> Tools for submitting student data, managing transfers, and maintaining enrollment accuracy.	<a href="#">Staff Management &gt;</a> Guidance for reporting core staff information, including SMID assignment and more.
<a href="#">Special Education &gt;</a> Resources for submission of student data related to special education services.	<a href="#">Staff Vacancy &gt;</a> Includes all required materials for reporting vacant, eliminated, and new teaching positions.
<a href="#">State Assessment Registration &gt;</a> Guidance for registering eligible students for statewide assessments.	<a href="#">Performance Reports &gt;</a> 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](mailto: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](mailto: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 Staff Management Handbook

New Jersey Department of Education  
Staff Management 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 [Staff Management 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 [Staff Management 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.

# Use the Staff Management Template

The [Staff Management 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 Staff Management and ensure that districts report consistent and accurate data in compliance with the law.

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

# Staff Management Template A

This is a downloadable Staff Management 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.

The screenshot displays the Microsoft Excel interface with the 'Staff-Management\_Submission-Template-A' spreadsheet open. The spreadsheet has a header row with the following columns: LocalStaffIdentifier, StaffMemberIdentifier, SocialSecurityNumber, NamePrefix, FirstName, MiddleName, LastName, GenerationCodeSuffix, and FormerN. The 'Save As' dialog box is open on the right side, showing the 'Save as type' dropdown menu set to 'CSV UTF-8 (Comma delimited)'. The 'File name' field is empty, and the 'Save' button is highlighted.

1	LocalStaffIdentifier	StaffMemberIdentifier	SocialSecurityNumber	NamePrefix	FirstName	MiddleName	LastName	GenerationCodeSuffix	FormerN
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

# Staff Management Template B

This is a downloadable Staff Management 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.

The screenshot displays the Microsoft Excel interface with the 'Staff-Management\_Submission-Template-B' spreadsheet open. The spreadsheet has a header row with the following columns: LocalStaffIdentifier, StaffMemberIdentifier, SocialSecurityNumber, NamePrefix, FirstName, MiddleName, LastName, GenerationCodeSuffix, and FormerName. The 'Save As' dialog box is open, showing the 'Save as type' dropdown menu set to 'CSV UTF-8 (Comma delimited)'. The 'File name' field is empty, and the 'Save' button is highlighted.

LocalStaffIdentifier	StaffMemberIdentifier	SocialSecurityNumber	NamePrefix	FirstName	MiddleName	LastName	GenerationCodeSuffix	FormerName

**Step 2**

# **Review and Validate Your Data**

# Review and Validate Your Data

**New Jersey Department of Education  
Staff Management Handbook**

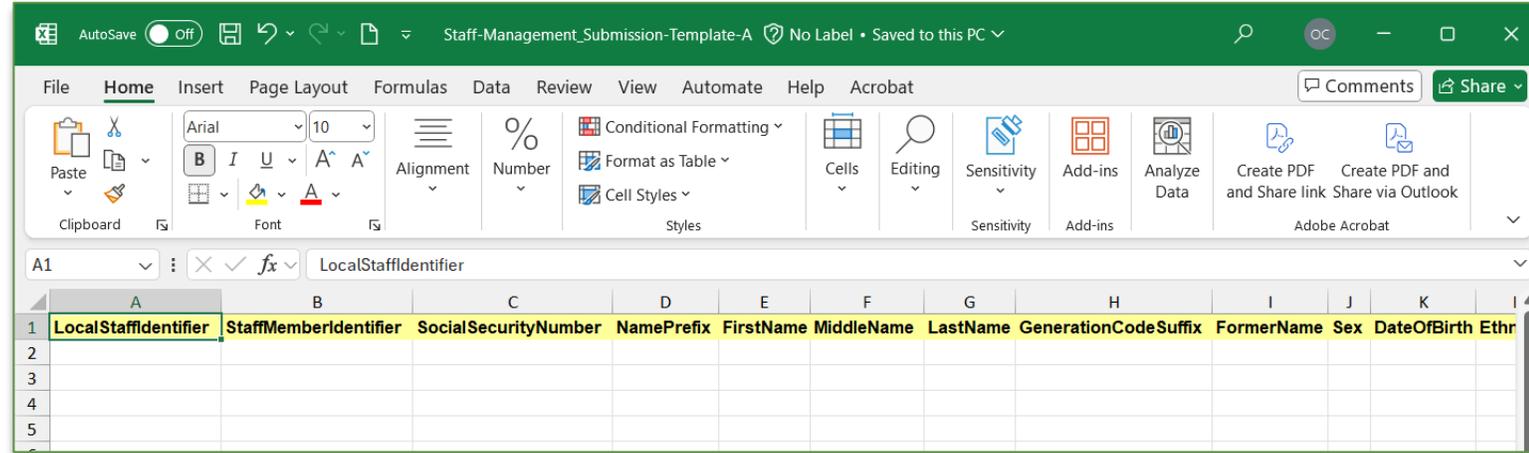
PILOT VERSION



State of New Jersey  
Department of Education

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

April 2025  
Version 1.0



LocalStaffIdentifier	StaffMemberIdentifier	SocialSecurityNumber	NamePrefix	FirstName	MiddleName	LastName	GenerationCodeSuffix	FormerName	Sex	DateOfBirth	Ethn

Validate your data against the [Staff Management 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](mailto: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 4**

**Upload Your Staff Management Data**



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

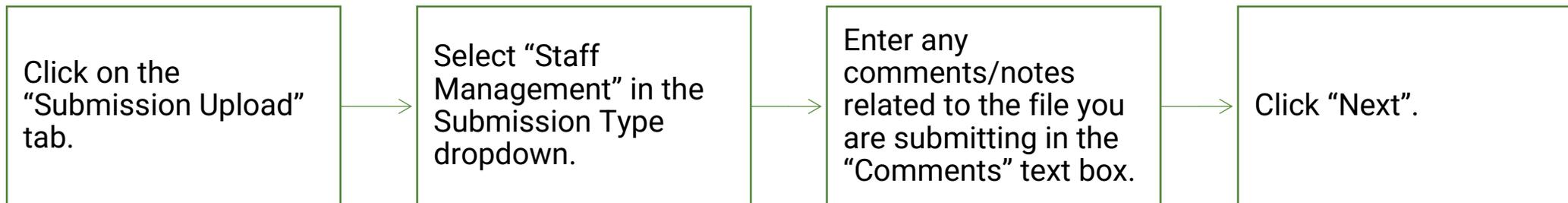
**Choose the Submission Type**

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  
Staff Management

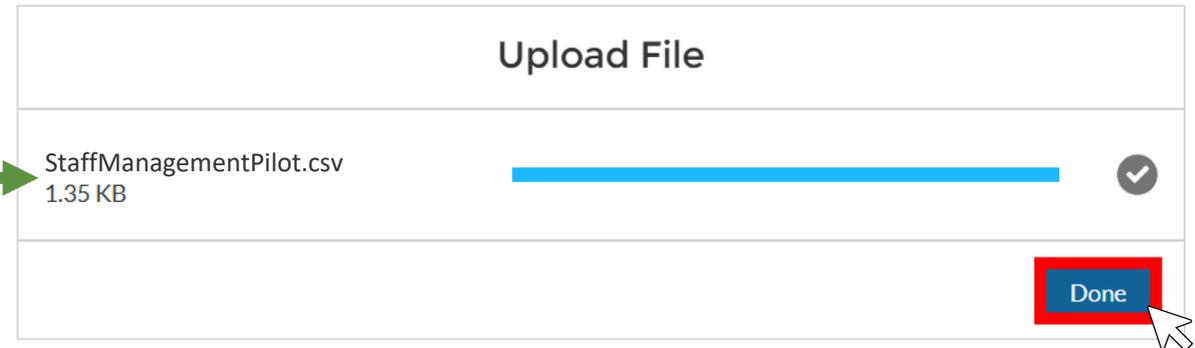
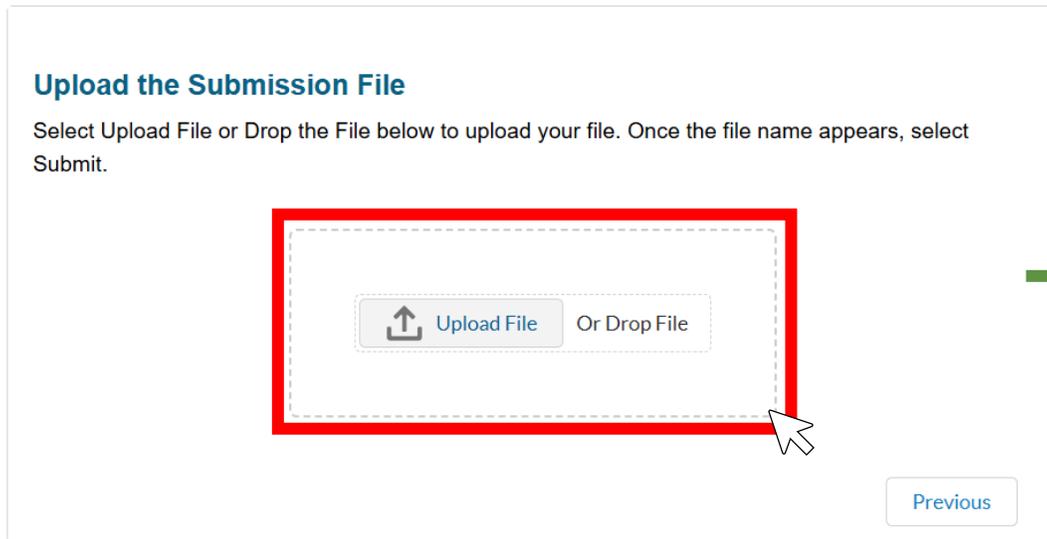
Comments  
Enter your comments

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 Staff Management 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-Registral...	State Assessment Registrati...	13	0	13	0	Processed	a11co00000e5IIAAA	05/21/2025, 06:28:02 PM	05/21/2025, 06:35:33 PM
Staff-Management_Submis...	Staff Management	12	11	1	0	Processed	a11co00000e5dhAAA	05/21/2025, 06:09:03 PM	05/21/2025, 06:15:54 PM
Student_Management_999...	Student Management	13	0	13	1	Processed	a11co00000e3X3AAI	05/21/2025, 04:44:08 PM	05/21/2025, 04:55:19 PM
Student_Management_999...	Student Management	13	0	13	1	Processed	a11co00000e2G1AAI	05/21/2025, 03:33:03 PM	05/21/2025, 03:45:17 PM
Student_Management_999...	Student Management	13	6	7	0	Processed	a11co00000e2	05/21/2025, 03:20:36 PM	

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

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.

**X Staff Management Current Records**

Data Source  
 Current Records  
 Snapshot Records

File ID  
 (All)

LSID  
 (All)

SMID  
 (All)

First Name  
 (All)

LSID	SMID	First Name	Middle Name	Last Name	Sex	Date Of Birth	Certification Status	Status	Code	Subcategory 1	Upload Date	Record Status	
		AMANDA		MCALLISTER	F	19920310	Y	A	004	2110	1	5/26/2025	Error
		AMY	FARRAH	FOWLER	F	19791217	Y	A	004	1401	1	5/26/2025	Error
		APRIL		RHODES	F	19680724	Y	A	007	1004	1	5/26/2025	Error
		BABETTE		DELL	F	19470728	Y	A	005	1441	1	5/26/2025	Error
		BARRY		KRIPKE	M	19710530	Y	A	004	2317	1	5/26/2025	Error
		BERNADETTE		ROSTENKOW..	F	19800623	Y	A	004	2322	1	5/26/2025	Error
		BERT		KIBBLER	M	19660706	Y	A	004	2205	1	5/26/2025	Error
		BLANCHE	RUE	DEVEREAUX	F	19340221	Y	I	011	1003	1	5/26/2025	Error
		BRENDA		WALSH	F	19710412	Y	A	007	1004	1	5/26/2025	Error
		BURT		HUMMEL	M	19661031	Y	A	007	1004	1	5/26/2025	Error
		CAMERON		TUCKER	M	19710909	Y	A	010	1607	5	5/26/2025	Error
		CAROLE		HUDSON-HU..	F	19641028	Y	A	007	1004	1	5/26/2025	Error
		CHANDLER		BING	M	19680408	Y	A	006	1907	1	5/26/2025	Error
		CLAIRE		DUNPHY	F	19700503	Y	A	009	1401	5	5/26/2025	Error
		DOROTHY	BEA	ZBORNAK	F	19320513	Y	I	011	1003	1	5/26/2025	Error

Export

Click on the "Submission Records" tab and select "Staff Management".

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.

**X Staff Management Current Records** Export

Data Source	LSID	SMID	First Name	Middle Name	Last Name	Sex	Date Of Birth	Certification Status	Status	School Code Assigned 1	Job Code 1	Job Code Subcategory 1	Upload Date	Record Status
<input checked="" type="radio"/> Current Records <input type="radio"/> Snapshot Records			AMANDA		MCALLISTER	F	19920310	Y	A	004	2110	1	5/26/2025	Error
			AMY	FARRAH	FOWLER	F	19791217	Y	A	004	1401	1	5/26/2025	Error
File ID (All)			APRIL		RHODES	F	19680724	Y	A	007	1004	1	5/26/2025	Error
			BABETTE		DELL	F	19470728	Y	A	005	1441	1	5/26/2025	Error
			BARRY		KRIPKE	M	19710530	Y	A	004	2317	1	5/26/2025	Error
LSID (All)			BERNADETTE		ROSTENKOW..	F	19800623	Y	A	004	2322	1	5/26/2025	Error
			BERT		KIBBLER	M	19660706	Y	A	004	2205	1	5/26/2025	Error
			BLANCHE	RUE	DEVEREAUX	F	19340221	Y	I	011	1003	1	5/26/2025	Error
			BRENDA		WALSH	F	19710412	Y	A	007	1004	1	5/26/2025	Error
SMID (All)			BURT		HUMMEL	M	19661031	Y	A	007	1004	1	5/26/2025	Error
			CAMERON		TUCKER	M	19710909	Y	A	010	1607	5	5/26/2025	Error

Log into NJSLEDS.

Click on the "Submission Records" tab and select "Staff Management".

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.



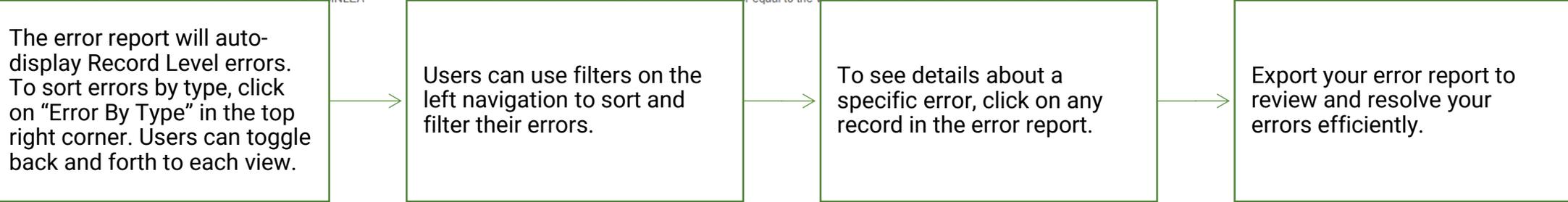
## The Error Report allows users to view any error found in the submission during validation.

**X Staff Management Record Level Errors** [Error by Type](#) [Export](#)

File ID	Level	Error Type	Data Element	LSID	SMID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Certification Status	Status	School Code Assigned 1	Job Code 1
(All)	Field	Format	NAMEPREFIX	BB0006	10587895	RAJ		KOOTHRAPALI	19810430	M	Y	A	004	1907
(All)	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BAD0003	73403240	GUS	GIANCARLO	FRING	19580426	M	Y	A	011	1004
(All)	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BB0006	10587895	RAJ		KOOTHRAPALI	19810430	M	Y	A	004	1907
(All)	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	GLEE0009	11618742	SHELDON		BEISTE	19640104	X	Y	A	007	1607
(All)	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	RUP0004	16399262	TRIXIE		MATTEL	19890823	F	Y	A	008	1106

**X Staff Management Error By Type Errors** [Record Level](#) [Export](#)

File ID	Level	Error Type	Data Element	Description	Error Count
(All)	Field	Format	NAMEPREFIX	This data element cannot contain special characters	1
(All)	Field	Format	STAFFCOMPENSATIONANNUALS..	This data element must be rounded to the nearest whole number and cannot have a value of 0	5
(All)	Field	Required	SOCIALSECURITYNUMBER	This data element is required and cannot be blank or NULL if Certification Status has a value of Y	5
(All)	Field	Validation	GIFTEDANDTALENTEDSTAFF	If Gifted and Talented Staff has a value of Y, one of the Job Code data elements must have a value of 3140	3
(All)	Field	Validation	YEARSINLEA	Years In LEA must have a value that is less than or equal to the value of Years Of Prior Experience and Years In NJ	5





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 Staff Management Record Level Errors** Error by Type Export

Level	Error Type	Data Element	LSID	SMID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Certification Status	Status	School Code Assigned 1	Job Code 1
Field	Format	NAMEPREFIX	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BAD0003	73403240	GUS	GIANCARLO	FRING	19580426	M	Y	A	011	1004
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	GLEE0009	11618742	SHELDON		BEISTE	19640104	X	Y	A	007	1607
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	RUP0004	16399262	TRIXIE		MATTEL	19890823	F	Y	A	008	1106
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	RUP0005	56018628	MISS		FAME	19850530	F	Y	A	008	1110
Field	Required	SOCIALSECURITYNUMBER	BAD0003	73403240	GUS	GIANCARLO	FRING	19580426	M	Y	A	011	1004
Field	Required	SOCIALSECURITYNUMBER	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907

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 Staff Management Record Level Error Detail** Error by Type Record Level Export

Level	Error Type	Data Element	Value	Description
Field	Validation	GIFTEDANDTALENTEDSTAFF	Y	If Gifted and Talented Staff has a value of Y, one of the Job Code data elements must have a value of 3140

1 of 1



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

X Staff Management Error By Type Errors

Record Level
Export

File ID	Level	Error Type	Data Element	Description	Error Count
(All)	Field	Format	NAMEPREFIX	This data element cannot contain special characters	1
Level	Field	Format	STAFFCOMPENSATIONANNUALS..	This data element must be rounded to the nearest whole number and cannot have a value of 0	5
(All)	Field	Required	SOCIALSECURITYNUMBER	This data element is required and cannot be blank or NULL if Certification Status has a value of Y	5
Error Type	Field	Validation	GIFTEDANDTALENTEDSTAFF	If Gifted and Talented Staff has a value of Y, one of the Job Code data elements must have a value of 3140	3
(All)	Field	Validation	YEARSINLEA	Years In LEA must have a value that is less than or equal to the value of Years Of Prior Experience and Years In NJ	5
Data Element	Field	Validation	YEARSINNJ	Years In NJ must have a value that is less than or equal to the value of Years Of Prior Experience	5
(All)	Record	Unresolved		This record has been marked as unresolved due to the absence of a SMID or the SMID not matching with the data provided and requires attention. The system detected possible matches based on the following data: NamePrefix, FirstName, MiddleName, LastName, Sex, DateOfBirth, FormerName. You need to examine the records and investigate the likely matches thoroughly. The responsibility falls upon the LEA to asc..	152

Clear Filters

Page Number

Page Size

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.

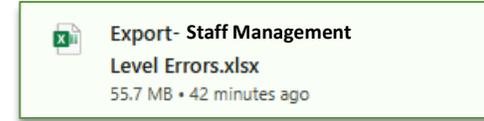
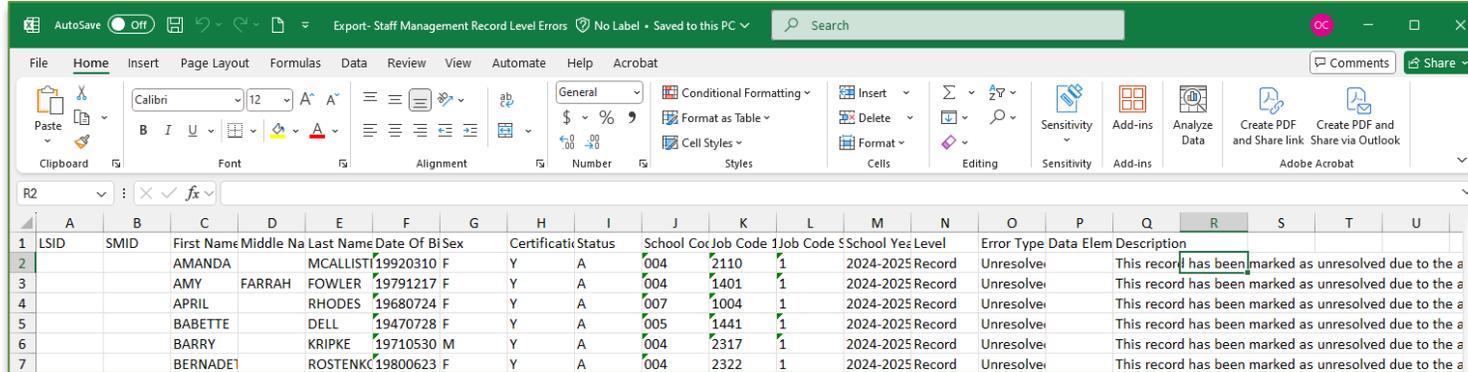
Use the Page Number text box to navigate through result pages. Customize the number of records displayed per page in the Page Size text box.



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

**X Staff Management Record Level Errors** Error by Type **Export**

File ID	Level	Error Type	Data Element	LSID	SMID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Certification Status	Status	School Code Assigned 1	Job Code 1
(All)	Field	Format	NAMEPREFIX	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
(All)	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BAD0003	73403240	GUS	GIANCARLO	FRING	19580426	M	Y	A	011	1004
(All)	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
(All)	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	GLEE0009	11618742	SHELDON		BEISTE	19640104	X	Y	A	007	1607



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.

AutoSave Off | Export - Staff Management Record Level Errors | No Label • Saved to this PC | Search

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

Comments Share

Editing | Sensitivity | Add-ins | Analyze Data | Create PDF and Share link | Create PDF and Share via Outlook | Adobe Acrobat

**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	P	Q	R	S	T	U
1	LSID	SMID	First Name	Middle Na	Last Name	Date Of Bi	Sex	Certificati	Status	School Coc	Job Code	1	Job Code S	School Yea	Level	Error Type	Data Elem	Description			
2			AMANDA		MCALLIST	19920310	F	Y	A	004	2110	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
3			AMY	FARRAH	FOWLER	19791217	F	Y	A	004	1401	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
4			APRIL		RHODES	19680724	F	Y	A	007	1004	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
5			BABETTE		DELL	19470728	F	Y	A	005	1441	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
6			BARRY		KRIPKE	19710530	M	Y	A	004	2317	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
7			BERNADET		ROSTENKC	19800623	F	Y	A	004	2322	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
8			BERT		KIBBLER	19660706	M	Y	A	004	2205	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
9			BLANCHE	RUE	DEVEREAL	19340221	F	Y	I	011	1003	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
10			BRENDA		WALSH	19710412	F	Y	A	007	1004	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
11			BURT		HUMMEL	19661031	M	Y	A	007	1004	1	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			
12			CAMERON		TUCKER	19710909	M	Y	A	010	1607	5	2024-2025	Record	Unresol			This record has been marked as unresolved due to the a			

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

- **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

ID	First Name	Middle Name	Last Name	Date of Birth	Sex	Status
90210000	JEN	CLARK		19810205	N	A
90210000	RYAN	MATTHEWS		19840810	N	A
90210000	HARRY	WILSON		19630722	N	A
90210000	KIMBERLY	MACINTYRE		19850924	Y	A
AEM001	JANINE	QUINTA	TEAGUES	19891221	N	A
AEM002	GREGORY	TYLER	EDDIE	19921009	N	A
AEM003	AVA	JANELLE	COLEMAN	19790923	N	A
AEM004	MELISSA	LISA ANN	SCHEMMENTI	19630803	N	A
AEM005	JACOB	CHRISTOP	HILL	19881212	N	A
AEM006	WILLIAM	STANFORD	JOHNSON	19510807	N	A
AEM007	BARBARA	SHERYL LE	HOWARD	19561230	N	A
BAD0001	WALTER	BRYAN	WHITE	19560307	N	A
BAD0002	JESSE	AARON	PINKMAN	19790827	N	A
BAD0003	GUS	GIANCARL	FRING	19580426	Y	A
BAD0004	JANE	KRYSTEN	MARGOLIS	19811216	N	A
BAD0005	HANK	DEAN	SCHRADER	19630408	N	A
BAD0006	SAUL	BOB	GOODMAN	19621022	N	A
BAD0007	SKYLER	ANNA	WHITE	19680811	N	A
BAD0008	MICHAEL	JONATHAN	EHRMANTRAUT	19470131	N	A
BAD0009	HECTOR	MARK	SALAMANCA	19391126	Y	A
BAD0010	TUCO	RAYMOND	SALAMANCA	19640910	Y	A
BAD0011	WALTER	RJ	WHITE Jr.	19920821	N	A
BB0001	SHELDON	LEE	COOPER	19800226	N	A
BB0002	DEMELDOR	HOECKER		19851120	N	A

LSID	SMID	First Name	Middle Name	Last Name	Date of Birth	Sex	Certificate Status	School Code	Job Code	School Year	Level	Error Type	Data
		AMANDA		MCALLISTER	19920310	F	Y	A	004	2110	1	2024-2025 Record	Unresolved
		AMY	FARRAH	FOWLER	19791217	F	Y	A	004	1401	1	2024-2025 Record	Unresolved
		APRIL		RHODES	19680724	F	Y	A	007	1004	1	2024-2025 Record	Unresolved
		BABETTE		DELL	19470728	F	Y	A	005	1441	1	2024-2025 Record	Unresolved
		BARRY		KRIPKE	19710530	M	Y	A	004	2317	1	2024-2025 Record	Unresolved
		BERNADETTE		ROSTENK	19800623	F	Y	A	004	2322	1	2024-2025 Record	Unresolved
		BERT		KIBBLER	19660706	M	Y	A	004	2205	1	2024-2025 Record	Unresolved
		BLANCHE	RUE	DEVEREAL	19340221	F	Y	I	011	1003	1	2024-2025 Record	Unresolved
		BRENDA		WALSH	19710412	F	Y	A	007	1004	1	2024-2025 Record	Unresolved
		BURT		HUMMEL	19661031	M	Y	A	007	1004	1	2024-2025 Record	Unresolved
		CAMERON		TUCKER	19710909	M	Y	A	010	1607	5	2024-2025 Record	Unresolved

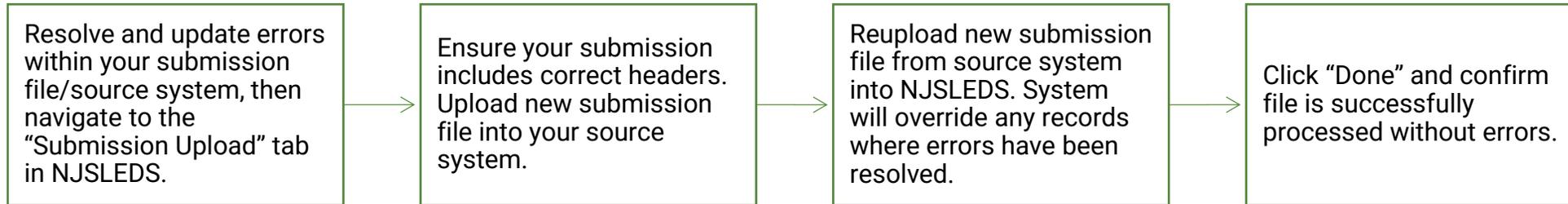
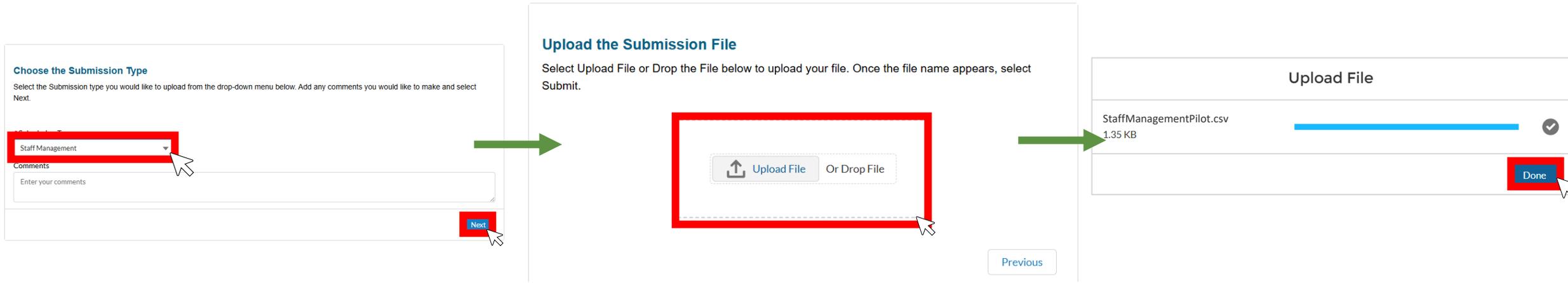
## Steps to Test Error Fixing in Pilot and Soft Launch:

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 State Assessment Registration data once errors are resolved.



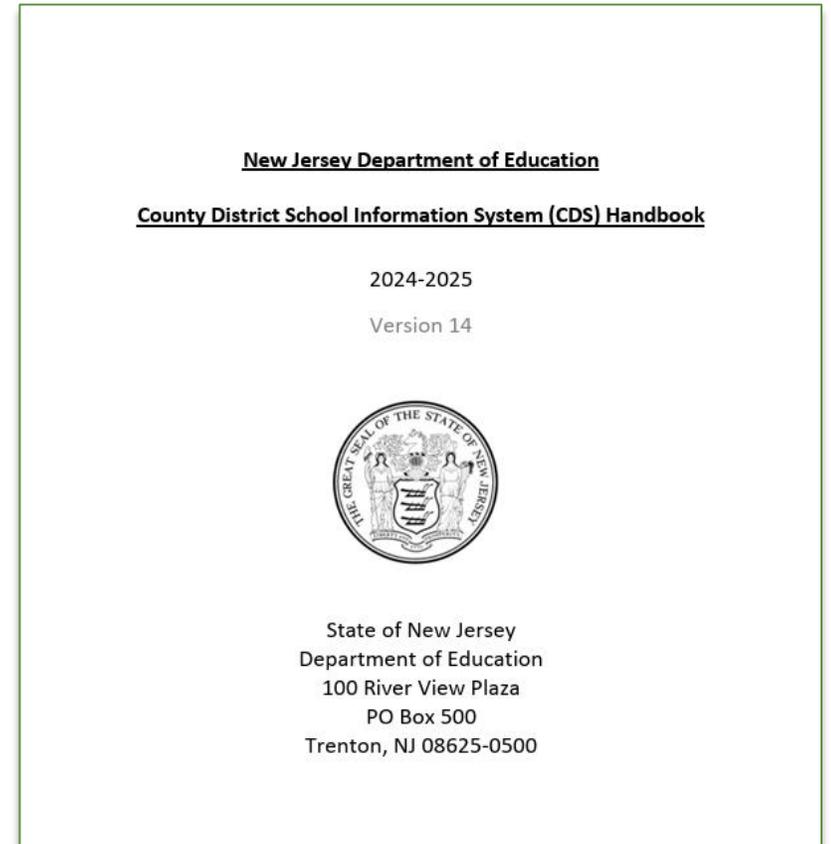
**Please note:** The submission file should always be uploaded from your source system to ensure data is up-to-date across all systems.

# Errors for CDS Codes

District Staff 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 staff's location within the current NJSLEDS [County District School Code List](#), kindly contact the NJSLEDS Helpdesk.





## There are 2 scenarios a record could be in an Unresolved status:

### Staff Management Unresolved Records

Search

Date Uploaded	SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District
05/27/2025		BAD0002	JESSE	AARON	PINKMAN	19790827	M			A	
05/27/2025		FR0002	PHEOBE		BUFFAY	19630730	F			A	
05/27/2025		GG0008	SOOKIE		ST. JAMES	19700826	F			A	
05/27/2025		GOLDEN003	SOPHIA	ESTELLE	PETRILLO	19330725	F			I	
05/27/2025		FR0006	ROSS		GELLER	19661102	M			A	
05/27/2025		MOD0003	CLAIRE		DUNPHY	19700503	F	Pritchett		A	

1. If a record was uploaded and the SMID is blank, but the (CreateSMID) process ran and one or more records were found to match.

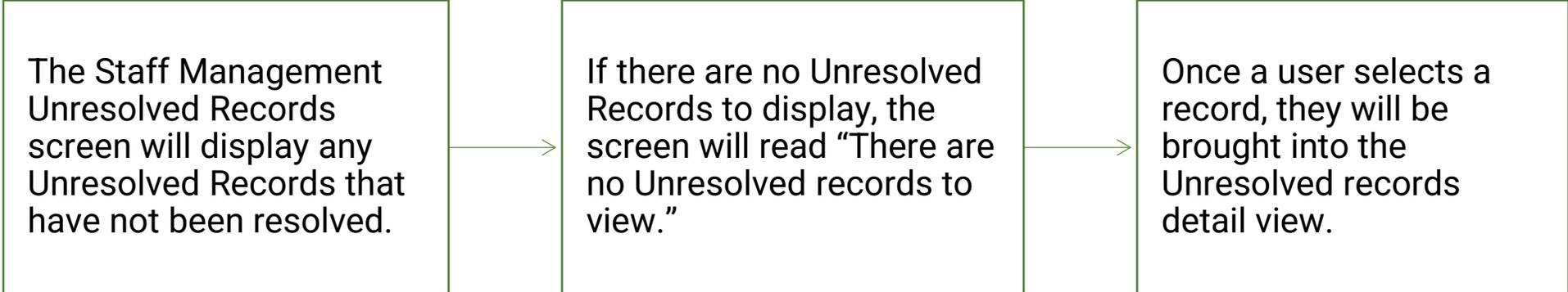


2. When a record is loaded with a SMID, but it does not match the combination of fields listed for matching in the (CreateSMID) process.



### Staff Management Unresolved Records

Date Uploaded	SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District
05/27/2025		BAD0002	JESSE	AARON	PINKMAN	19790827	M			A	
05/27/2025		FR0002	PHEOBE		BUFFAY	19630730	F			A	
05/27/2025		GG0008	SOOKIE		ST. JAMES	19700826	F			A	
05/27/2025		GOLDEN003	SOPHIA	ESTELLE	PETRILLO	19330725	F			I	
05/27/2025		FR0006	ROSS		GELLER	19661102	M			A	
05/27/2025		MOD0003	CLAIRE		DUNPHY	19700503	F	Pritchett		A	
05/27/2025		BAD0009	HECTOR	MARK	SALAMANCA	19391126	M			I	



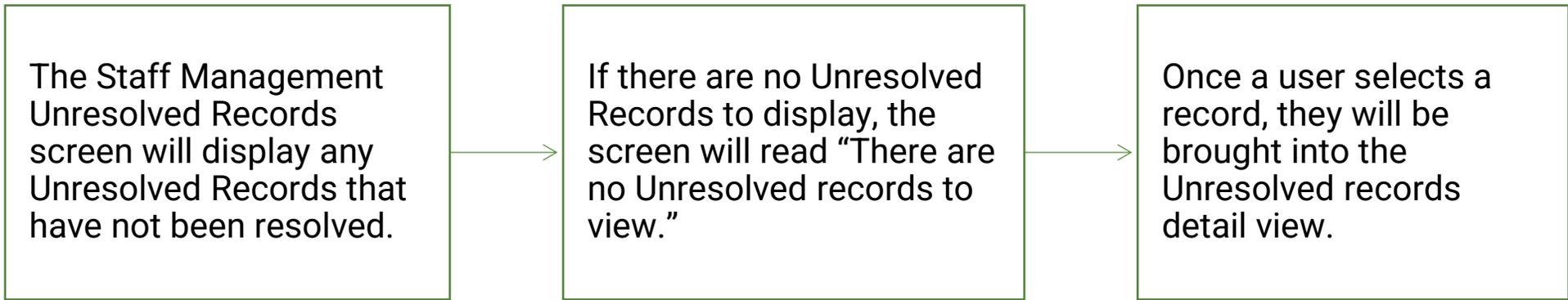


### Staff Management Unresolved Record Detail View

Date Uploaded	SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District
05/27/2025		BB0001	SHELDON	LEE	COOPER	19800226	M			A	

### Potential Matches

SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District	Match % ↓
<input type="radio"/>		SHELDON		COOPER	19740328	M					55
<input type="radio"/>		SHELDON		JONES	19910625	M					55



# Sample Unresolved Records Email

**From:** noreply@salesforce.com <noreply@salesforce.com> on behalf of NJ DOE <donotreply-uat@doe.nj.gov>

**Sent:** Monday, February 24, 2025 5:42 PM

**To:**

**Subject:** Sandbox: Unresolved Records in NJSLEDS

Dear Sample User,

You are receiving this email because you have recently uploaded `StaffManagementPilot.csv` to the Staff Management Submission, in the New Jersey Statewide Longitudinal Education Data System (NJSLEDS). The data uploaded has been processed and contains one or more Unresolved records.

An unresolved record is a student record that can't be linked or updated because it lacks a SID, has an unrecognizable SID, or contains conflicting information (e.g., name, birthdate, grade level) compared to existing data for that SID.

Log into [NJSLEDS](#) to review the Unresolved records in the error report and take action in ID Management.

**Reminder:** A student should only have one unique State Identification number (SID) assigned to accurately track the longitudinal history of the student. Requesting a new SID should only be done if the student is newly enrolled in New Jersey and therefore has never been assigned a SID.

If you need assistance, please contact the [NJSLEDS Help Desk](#).

**The NJSLEDS Help Desk Team**

New Jersey Statewide Longitudinal Education Data System (NJSLEDS)

Office of Information Technology

New Jersey Department of Education

100 Riverview Plaza | Trenton, NJ 08625

Phone: 609-376-3970

Email: [helpdesk-sleds-uat@doe.nj.gov](mailto:helpdesk-sleds-uat@doe.nj.gov)

Web: <https://www.nj.gov/education/>



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

# 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)

**Step 6**

**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

Staff Management

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

# Friendly Reminders



Users will receive access to their NJSLEDS accounts and an email with their login credentials the **day of the pilot launch**.



Review and utilize user resources provided by the NJDOE.



Check the submissions schedule on the [User Resources](#) site to ensure data is submitted in a timely manner.



Contact the Help Desk if you have questions or need assistance: [Helpdesk-sleds-staging@doe.nj.gov](mailto:Helpdesk-sleds-staging@doe.nj.gov).

# 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](mailto:helpdesk-sleds-staging@doe.nj.gov) or 609-376-3970



[Staff Management Handbook](#)



[Staff Reporting Responsibilities Guidance](#)



[NJSLEDS User Resources Website](#)

# Contacting the Help Desk



Email [helpdesk-sleds-staging@doe.nj.gov](mailto: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.

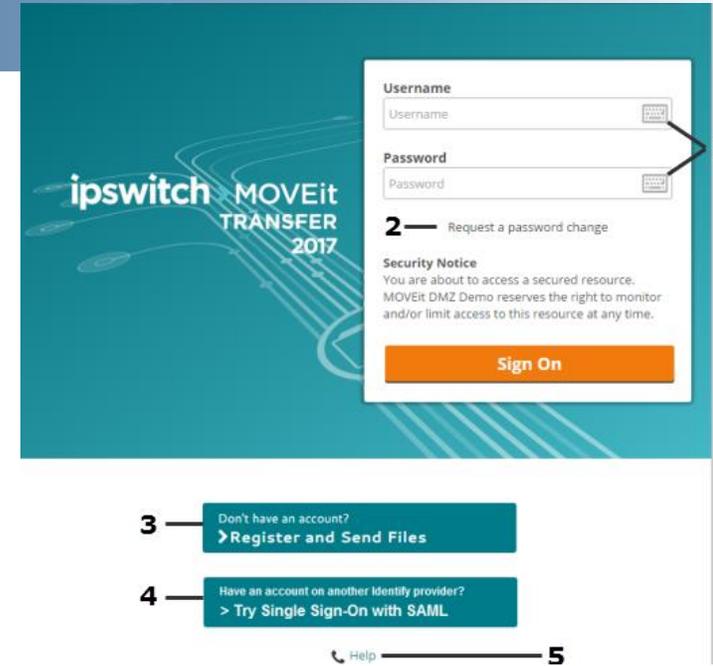
# Contacting Help Desk – Secure Emails

**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.

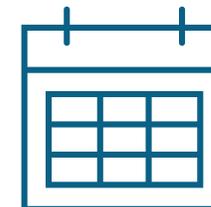


**Call the Help Desk if you need further assistance.**

# 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

[nj.gov/education](https://nj.gov/education)



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Questions? Email [Helpdesk-sleds-staging@doe.nj.gov](mailto:Helpdesk-sleds-staging@doe.nj.gov)

**Q&A**