



Staff Vacancy 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.

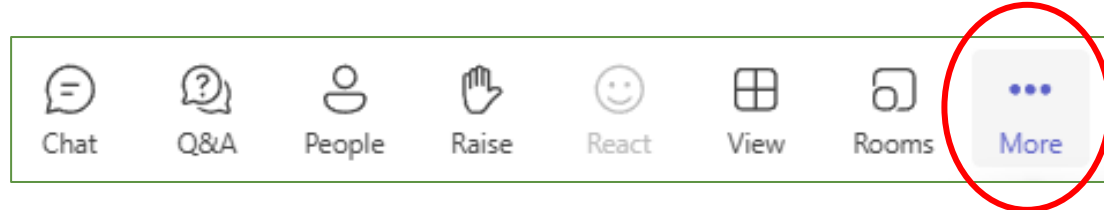
How can I ask a question?



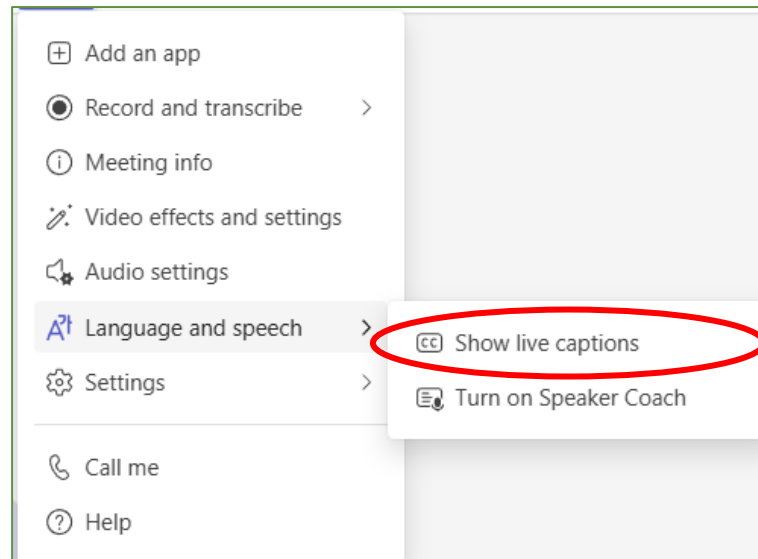
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1. Click on the “More” option along the Teams webinar control panel (top of your screen).



2. Click on “Language and speech” and then “Show live captions.”



Agenda



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

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

Transition from NJ SMART 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.



Streamlined Reporting: Enhances reporting processes for school districts, reducing administrative burden.



Long-Term Sustainability: Ensures direct ownership and adaptability to meet future policy and compliance needs, including Individuals with Disabilities Education Act (IDEA) and Every Student Succeeds Act (ESSA) requirements.

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.

NJSLEDS Transition Goals

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 Staff Vacancy Pilot for Cohort 1


 **February 19, 2025:** End Staff Vacancy Pilot for Cohort 1




March

 **March 6, 2025:** Launch Student Management Pilot for Cohort 1


Cohort 2 Kickoff


 **March 13, 2025:** Launch Staff Vacancy Pilot for Cohort 2

 **March 20, 2025:** End Student Management Pilot for Cohort 1 and Staff Vacancy Pilot for Cohort 2



April


 **April 3, 2025:** Launch Staff Management Pilot for Cohort 1 and Student Management Pilot for Cohort 2


 **April 17, 2025:** End Staff Management Pilot for Cohort 1 and Student Management Pilot for Cohort 2




May


Cohort 3 Kickoff

 **May 1, 2025:** Launch Special Education Pilot for Cohort 1 and 2; Staff Management for Cohort 2, **Staff Vacancy** and Student Management Pilots for Cohort 3


 **May 15, 2025:** End Special Education Pilot for Cohort 1 and 2; Staff Management for Cohort 2, **Staff Vacancy** and Student Management Pilots for Cohort 3

 **May 29, 2025:** Launch State Assessment Registration (SAR) and Performance Narrative Pilots for Cohorts 1 and 2, Staff Management and Special Education Pilots for Cohort 3

June

 **June 12, 2025:** End State Assessment Registration (SAR) and Performance Narrative Pilots for Cohorts 1 and 2, and Staff Management and Special Education Pilots for Cohort 3

July

 **July 7, 2025:** Soft Go Live

August

September

 **September 2, 2025:** Go Live

Pilot Testing Process and Milestones



Pilot Testing: There will be **multiple pilot phases between February and June 2025**. The NJDOE is partnering with school districts to test NJSLEDS through pilot programs, focusing on various data collection and submission capabilities. We will break 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**.

Soft Launch

The soft launch period will take place from July 7 to July 31, 2025, followed by development updates from August 1 to August 29, 2025.

- This phase is crucial for districts across the state to explore, engage with, and evaluate all submissions available in the NJSLEDS system ahead of the official launch set for September 2, 2025.
- The objective of this environment is to provide all districts, regardless of their participation in the pilot, with practical experience to verify workflows, file formatting, error management, and overall system functionality.
- The soft launch is a vital step toward ensuring a seamless and assured statewide implementation of NJSLEDS in September. It enables each district to:
 - Practice submitting files via the new system
 - Become familiar with navigating the system and resolving errors
 - Recognize any necessary local adjustments to systems or processes for success

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.

Important Factors for Pilot Data

Pilot Data: Key Considerations

The Pilot is a Testing Environment

- The pilot is designed for testing and refining NJSLEDS before full implementation.
- **Pilot data is not real data**—it can be pulled from your SIS or source system, but it should not be updated in SIS or source systems or NJ SMART after submission to NJSLEDS.
- Any changes made in the pilot environment will not carry over once the system goes live.

What This Means for You

- Any new SIDs or SMIDs created in the pilot will be erased at the end of testing and are not valid for reporting to NJ SMART.
- Do not update your SIS or source system based on pilot findings.
- The goal is to test the system's functionality, detect any bugs, and validate that the system works as intended in a controlled environment.
- Sync errors will not be triggered during the pilot.

Why Pilot Data is Separate

Pilot Data Should Not Be Used for Live Updates

- Any data manipulated during the pilot should stay in the pilot—it is not final or validated and should not be reported back to your SIS or NJ SMART.
- Make any corrections to your pilot data errors directly within your submission .CSV UTF-8 file and re-submit.
- NJSLEDS is still being refined, meaning pilot data does not reflect the final version of the system.
- The purpose of this pilot is to test system functionality, not to update real student records.
- You may choose to use a subset of your data or test data for the pilot submission, if desired.

How Pilots Help Districts Prepare

- Ensures districts are familiar with the system before real data is used.
- Allows participants to provide feedback that improves the system.
- Reduces future confusion by practicing submissions in a controlled environment.



No More "Full" or "Partial" Uploads

- **We are discontinuing the idea of a “Full” or “Partial” upload.**
- In NJSLEDS you will be able to upload as few or as many records as you want.
- When you upload records to correct errors, you will not create duplicate records, removing the need for full file uploads each time a correction is needed.



What Districts Should Do Now

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

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



Staff Vacancy Submission

Legislative Background & Mandate



**Mandated under New Jersey
Statute 18A:27-3.5.**



Requires reporting on:
Vacant teaching positions
New teaching positions created
Teaching positions eliminated
Anticipated teacher retirements



**Introduced to support data-
driven decisions for educational
planning and policy-making.**

Overview of Staff Vacancy Reporting



New in accordance with the New Jersey Statutes.



All school districts must report Staff Vacancy data for teaching positions.



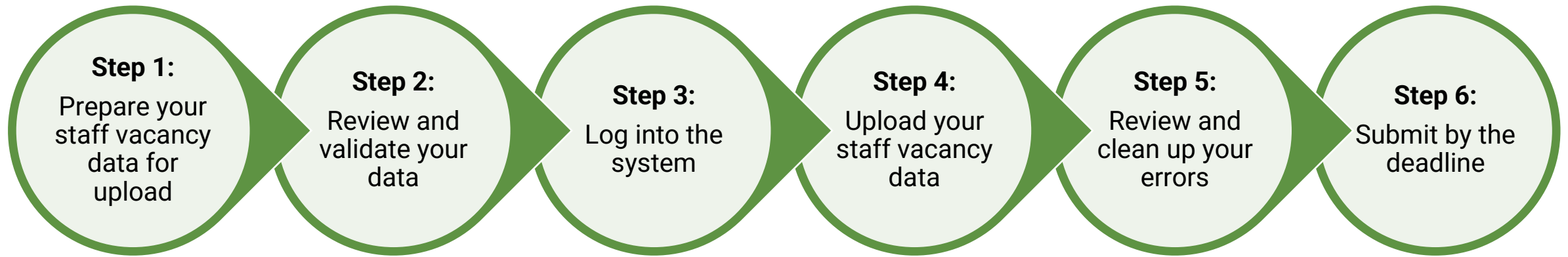
Users will submit data during the pilot submission window, which will begin May 1, 2025, and will end on May 15, 2025.

**2024-2025 data will be collected as pilot submissions.
2025-2026 data will be collected and stored into [NJSLEDS](#).**



Purpose: To ensure accurate tracking of teacher staffing trends across New Jersey.

Submission Process Overview



Step 1

**Prepare Your Staff Vacancy
Data for Upload**

Review Available User Resources



It's mandatory for all districts to use the provided [Staff Vacancy Handbook](#) and review all definitions, additional notes, and common errors.

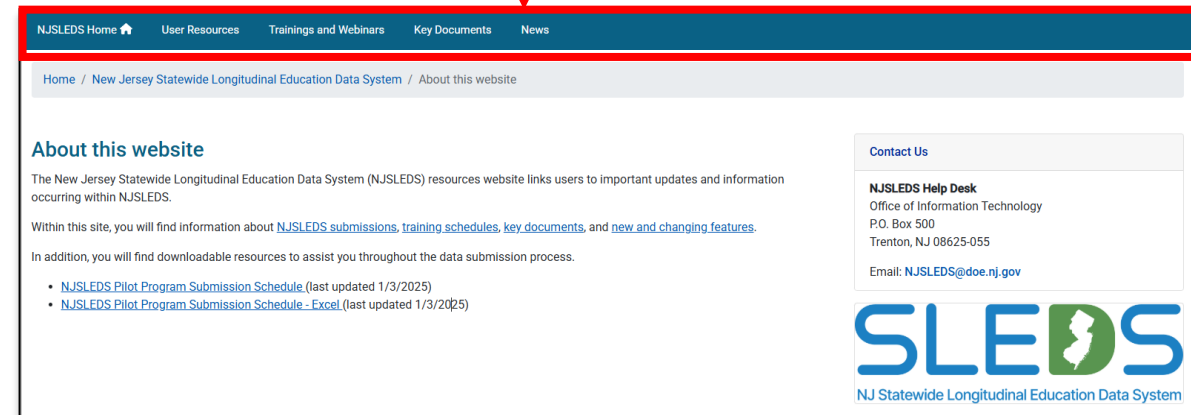


Not all data elements are relevant to each staffing position.



It's important to understand how each definition is implemented. In situations where the implementation of a definition is not clear, it should be reported to the NJDOE so that a collaborative resolution can be reached.

Visit the [NJSLEDS User Resources site](#) for information about NJSLEDS submissions, training schedules, key documents, and additional downloadable resources.



Use the Staff Vacancy Handbook



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 Vacancy Report Layout

SchoolID	PositionType	JobCode	JobCodeSubcategory	DistrictPositionID	PositionOpenDate	PositionClosedDate	NumberOfApplicants
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This template is a key component of the data reporting process used by school districts and charter schools in New Jersey.

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 Vacancy and ensure that districts report consistent and accurate data in compliance with the new law.

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

Staff Vacancy Submission Template A

This is a downloadable Staff Vacancy 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.

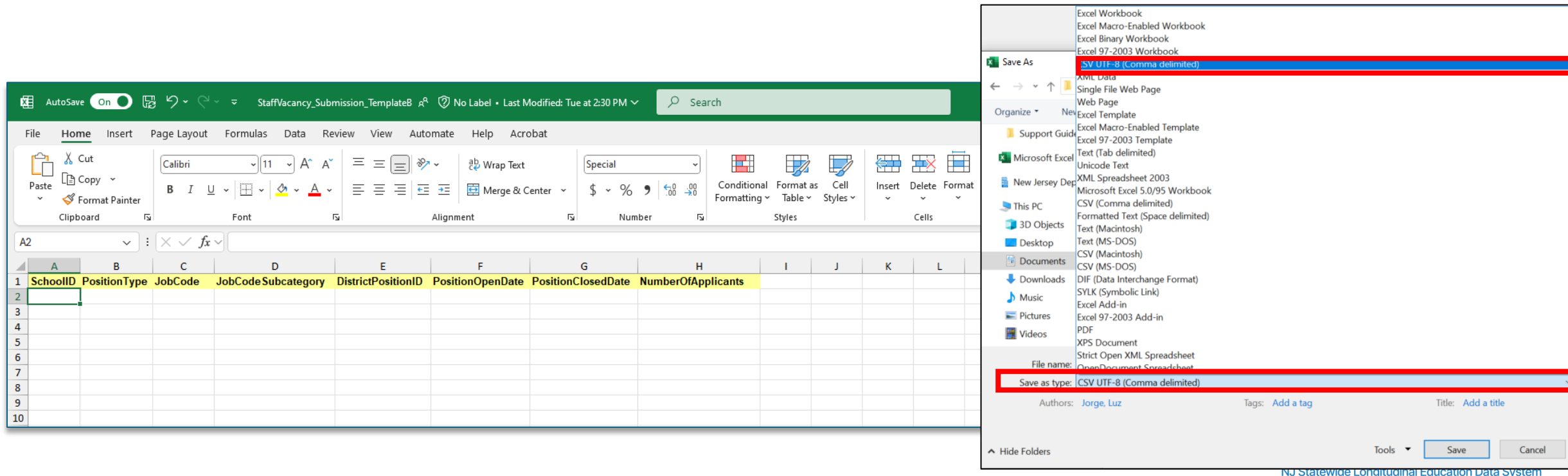
The screenshot displays the Microsoft Excel interface with the 'StaffVacancy_Submission_TemplateA' open. The ribbon is set to 'Home'. The spreadsheet shows a table with the following headers: SchoolID, PositionType, JobCode, JobCodeSubcategory, DistrictPositionID, PositionOpenDate, PositionClosedDate, and NumberOfApplicants. The 'Save As' dialog box is open on the right, 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.

SchoolID	PositionType	JobCode	JobCodeSubcategory	DistrictPositionID	PositionOpenDate	PositionClosedDate	NumberOfApplicants
993							
994							
995							
996							
997							
998							
99A							
99D							
99F							

Staff Vacancy Submission Template B

This is a downloadable Staff Vacancy 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.



Understand Key Data Elements

Report Column	Definition
SchoolID	The school code from the district's County District School (CDS) information.
PositionType	The employment-related status of types of teaching positions within a district or school.
JobCode	The NJDOE job code associated with the position type.
JobCodeSubcategory	The subcategory linked to the job code associated with the position type.
DistrictPositionID	Assigned by the district and used to track positions within a district over time.
PositionOpenDate	The year, month, and day (YYYYMMDD) on which a position opened.
PositionClosedDate	The year, month, and day (YYYYMMDD) on which a position closed.
NumberOfApplicants	Total count of applicants who have applied for current job vacancies or new teacher positions within the district/school.

Key Data Element: SchoolID

SchoolID

Definition of Data Element

The school code from the district's County District School Information.

Functional, Policy or Legal Document

New Jersey Statutes (C.18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory.

Acceptable Values

Type: Alphanumeric

Minimum Length: 3

Maximum Length: 3

Validation Checks

- It is required that codes adhere to these standards: The submitting district, defined by the County ID and District ID upon user login, alongside the provided School ID, must correspond with the district's own County ID, District ID, and a School ID within the district's CDS dataset, otherwise this will result in an error.
- An error will occur if the field is left blank.

Additional Notes

- Only school codes designated for regular public schools can be used for School ID.

Common Errors

N/A

Warnings

N/A

The **SchoolID** is the school code from the district's County District School (CDS) information.

Your user account will identify your District ID upon login.

We need your SchoolID to provide information on staff vacancies on a school level.

The list of school codes can be found under [Key Documents](#) on the [NJSLEDS User Resources site](#).

Reminders:

- The school code for staff at the district level should be entered as 000.
- An error will occur if the codes do not conform to the NJDOE CDS codes listed
- An error will occur if the field is left blank.

Key Data Element: PositionType

PositionType

Definition of Data Element

The employment-related status of types of teaching positions within a district or school.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = District/School has no vacancies or retirements to report for current submission timeline
- 3 = New Teaching Position is a position that has not previously existed.
- 4 = Eliminated Position is a full-time position that no longer will be encumbered in successive school years. Staff may be reassigned and may not reduce the staff count.
- 5 = Vacant Position is a full-time position for which there is no incumbent teacher.

The **PositionType** represents the employment-related status of types of teaching positions within a district or school.

There are 4 position types:

- **1 = District/School:** no vacancies or retirements to report for current submission timeline.
- **3 = New Teaching Position:** a position not previously existing, intend to post for the next six months.
- **4 = Eliminated Positions:** a termination of staff employment due to reduction in force, job elimination, redundancy, or similar event.
- **5 = Vacant Positions:** a full-time position for which there is no incumbent teacher, actively in the last year/six months.

Reminders:

- Value must conform to one of the acceptable values listed above or an error will occur.
- Error will occur if field is left blank.

Key Data Element: JobCode

JobCode

Definition of Data Element

The NJDOE job code is associated with the position type.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

K12 Job Classification

Is this Data Element Required?

Field is mandatory for position types 3-5.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

A list of acceptable values can be found in the [Job Codes and Job Code Subcategories](#) document.

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if field is left blank if PositionType = 3, 4 or 5

Additional Notes

- Must keep leading zeros.
- Changes to acceptable values can be found in the [Job Codes and Job Code Subcategories](#) list.

The NJDOE **JobCode** is associated with teaching position types (JC: 1000-2799).

A list of acceptable values can be found in the Job Codes and Job Code Subcategories document, under [Key Documents](#) on the [NJSLEDS User Resources site](#).

Reminders:

- An error will occur if the Job Codes do not confirm to the NJDOE codes listed.
- An error will occur if the field is left blank and PositionType is 3, 4, or 5.

Key Data Element: JobCodeSubcategory

JobCodeSubcategory

Definition of Data Element

The sub-category linked to the job code associated with the position type.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for position types 3-5.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = General Education
- 2 = Bilingual
- 3 = Hearing
- 4 = Visual
- 5 = Special Education

Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if JobCode is populated and this field is left blank.

Additional Notes

- If Job Code = 1486, then Job Code Subcategory must equal 2.
- As staff members may have multiple assignments, this element will appear in the portal as: JobCodeSubcategory1, JobCodeSubcategory2, JobCodeSubcategory3, JobCodeSubcategory4, JobCodeSubcategory5, JobCodeSubcategory6.

Common Errors

Error Message: Field does not correspond to Job Code submitted.

Resolution: Job Code Subcategory must be a value accepted for the Job Code submitted as specified in the Job Code and Job Code Subcategories Excel File. Download the [Job Code and Job Code Subcategories](#) file to find the Sub-categories under the column "Corresponding Job Code Subcategory."

Warnings

N/A

The **JobCodeSubcategory** is linked to the job code associated with the position type.

There are 5 acceptable values for JobCodeSubcategory:

- 1 = General Education
- 2 = Bilingual
- 3 = Hearing
- 4 = Visual
- 5 = Special Education

Reminder: An error will occur if the codes do not conform to the NJDOE job code subcategories listed or if the field is left blank when the JobCode is populated.

Key Data Element: DistrictPositionID

DistrictPositionID

Definition of Data Element

A district position id is assigned by the district and used to track staff positions within a district over time.

Functional, Policy or Legal Document

New Jersey Statutes (C.18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for position types 3 or 5.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

- Error will occur if field is left blank.

Additional Notes

- N/A

Common Errors

N/A

Warnings

N/A

A **DistrictPositionID** is assigned by the district and used to track staff positions over time.

Reminder: This field is mandatory for PositionType 3 (New Teaching Positions) or 5 (Vacant Positions).

Error will occur if field is populated and PositionType is equal to 1 (No Vacancy)

Key Data Elements: PositionOpenDate & PositionClosedDate

PositionOpenDate

Definition of Data Element

- The year, month, and day on which the position opened.

Functional, Policy or Legal Document

New Jersey Statutes (C.18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for position types 3 or 5.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

- YYYYMMDD – The day on which the position opens.

Validation Checks

- An error will occur if the format does not include a four-digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20210128 for January 28, 2021).
- An error will occur if this field does not have a value, and the Position Type is 3 or 5.
- An error will occur if this field does not have a value, and the Position Close Date is not blank.

Additional Notes

- The date should reflect the first day that the position opened.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Common Errors

N/A

Warnings

N/A

PositionClosedDate

Definition of Data Element

- The year, month, and day on which the position closed.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is not mandatory.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

- YYYYMMDD – The day on which the position closes.

Validation Checks

- An error will occur if the format does not include a four-digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20210128 for January 28, 2021).
- An error will occur if this field has a value, and the Position Open Date is blank.
- An error will occur if this field has a value, and the Position Type is 1.

Additional Notes

- The date should reflect the day that the position closed.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Common Errors

N/A

Warnings

N/A

The **PositionOpenDate** is the year, month, and day on which a position opened. This field is mandatory for PositionType 3 (New Teaching Positions) or 5 (Vacant Positions).

The **PositionClosedDate** is the year, month, and day on which a position closed, or the job listing was taken down.

Reminders:

- The date should reflect the day that the position opened or closed.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Key Data Element: NumberOfApplicants

NumberOfApplicants

Definition of Data Element

Total count of applicants who have applied for current job vacancies or new teacher positions within the district/school.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for Position Types 3 or 5.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 4

Validation Checks

- An error will occur if a whole number is not used.

Additional Notes

- If the position has zero (0) applicants, please enter the value 0.

Common Errors

N/A

Warnings

N/A

The **NumberOfApplicants** represents the total count of applicants who have applied for current job vacancies or new teacher positions within the district/school.

Reminders:

- An error will occur if a whole number is not used.
- An error will occur if the field is left blank and PositionType is 3 (New Teaching Positions) or 5 (Vacant Positions).
- An error will occur if the field is populated and PositionType is 1 (No Vacancy), or 4 (Eliminated Position).

Ensure Data Quality

It's crucial that the correct information is entered into the system for the following reasons:

Your reported data will be:

Compiled into a report by the Commissioner of Education detailing trends and recommendations for improving teacher retention in New Jersey.

Incorporated into a teacher workforce projects report issued by the Executive Leadership Council in conjunction with the New Jersey Statewide Data System (NJSDS).

Used to project workforce needs, for example, bilingual and computer science teacher needs, potential program eliminations, etc.

Step 2

Review and Validate Your Data

Review and Validate Your Data

New Jersey Department of Education Staff Vacancy Data Handbook

VERSION *FUTURE VERSION*



State of New Jersey
Department of Education

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

January 2025

Version 1.0

Check for
missing fields.

Ensure correct
formatting.

Validate
against the
Staff Vacancy
Handbook.

Step 3

Log Into the System



SLEDS

NJ Statewide Longitudinal Education Data System

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.

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.

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, contact the Help Desk at:

helpdesk-sleds-staging@doe.nj.gov.

Login

[Forgot Password](#)

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) regarding the confidentiality of student records. By logging into the NJDOE SLEDS Portal, you agree to the following terms.



NJ Statewide Longitudinal Education Data System

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.

Submission Schedule

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



May 1, 2025: Launch Special Education Pilot for Cohort 1 and 2; Staff Management for Cohort 2, and Staff Vacancy and Student Management Pilots for Cohort 3



May 15, 2025: End Special Education Pilot for Cohort 1 and 2; Staff Management for Cohort 2, and Staff Vacancy and Student Management Pilots 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 Vacancy Data

NJSLEDS Submission Records Tab

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

Please note: this tab provides a historical view of all submitted records, whereas the Submission History tab only displays the status and details of submission uploads.

Home

Submission Records

Submission Upload

Submission History

Reports

Staff Vacancy

Error Report >

Export

X Staff Vacancy Current Records

Data Source

☒ Current Records

☐ Snapshot Records

School ID

(All)

Position Type

(All)

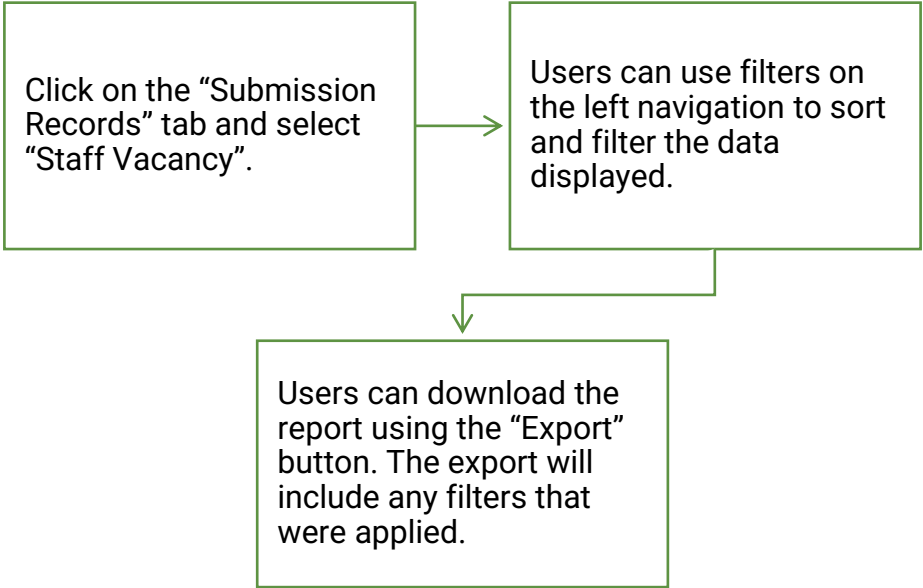
Job Code

(All)

Job Code Subcategory

(All)

School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date	Position Close Date	Number Of Applicants	Record Status
0	3	39	4	12	20240831	20240930	11	Error
0	1				20240831			Error
0	3	1017	3		20240818		1.5	Error
0	5	1017	4		20240818	20243118	9	Error
50	4	42	7	0	20243108			Error
50	6	1003	4	1				Error
60	3	120	6				8	Error
60	3	1018	1		20240819		5.5	Error
60	5	1001	1		20240831			Error
000	1				20240931		25	Error
000	1				20240831			Error
000	3	0039	4		20240831	20240930	9	Error



NJSLEDS Submission Upload Tab

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

The screenshot shows the 'Submission Upload' tab selected in the navigation bar. The main heading is 'Choose the Submission Type'. Below it, instructions state: '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.' The form includes a dropdown menu for 'Submission Type' with 'Staff Vacancy' selected. Below the dropdown is a text area for 'Enter your comments' and a blue 'Next' button.

Home Submission Records Submission Upload Submission History Reports

Choose the Submission Type

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

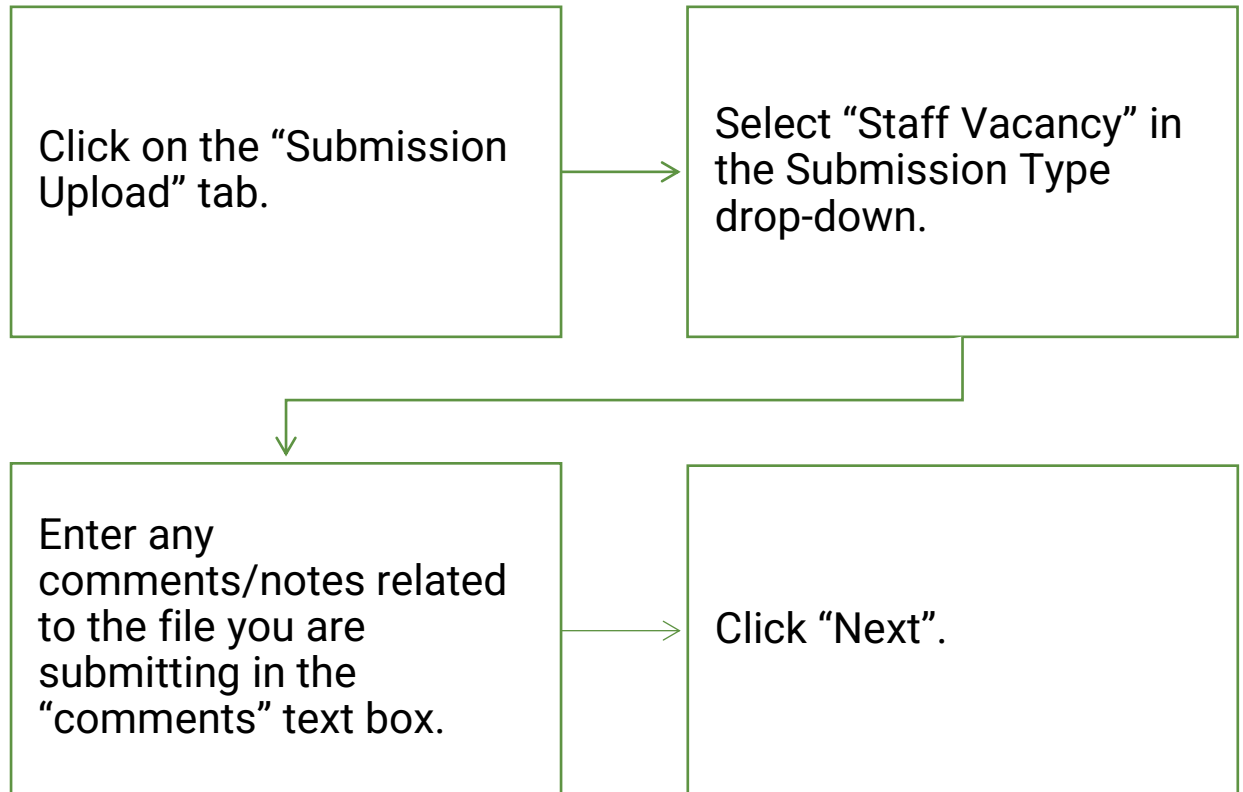
* Submission Type

Select an Option ▼

Staff Vacancy

Enter your comments

Next



NJSLEDS Submission Upload Tab

The Submission Upload tab allows users to upload from device or drag and drop files into the system.

The screenshot displays the 'Submission Upload' tab in the NJSLEDS system. The navigation bar includes 'Home', 'Submission Records', 'Submission Upload' (highlighted), 'Submission History', and 'Reports'. The main content area is titled 'Upload the Submission File' and contains the instruction: 'Select Choose or Drop the File below to select the file you would like to upload. Once the file name appears, select Submit.' Below this is a dashed box containing an 'Upload File' button with an upward arrow icon and the text 'Or Drop File'. A modal window titled 'Upload File' is open, showing a progress bar for the file 'SV_3570_Demo.csv' (0.26 KB). The progress bar is nearly full, and a checkmark icon indicates successful upload. A 'Previous' button is visible on the right side of the modal, and a 'Done' button is at the bottom right.

Upload the submission file in the Submission Upload tab

Choose one of the following methods to upload .CSV file:

- "Upload File"
- "Drop File"

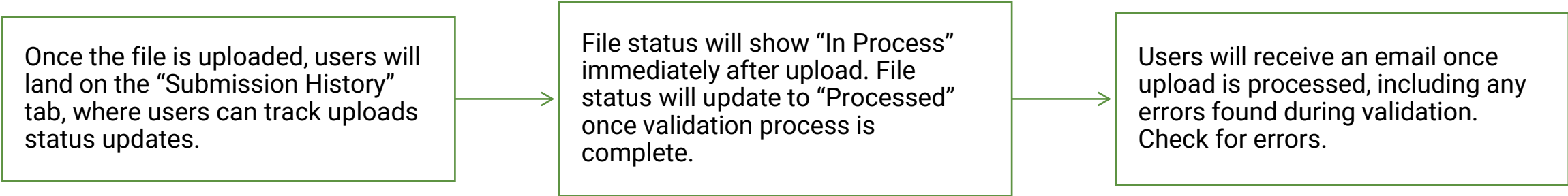
Ensure file name is not longer than maximum length of 80 characters A popup window will confirm once the upload is complete. Click "Done".

Remember! The submission file should always be pulled from your source system to ensure data is updated across all systems.

NJSLEDS Submission History Tab

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

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.



Home Submission Records Submission Upload <u>Submission History</u> Reports									
Submission History List View									
Submission History									
Recently Viewed									
Search by file name									
File Name	Submission Type	Record Count	Valid	Errors	Warnings	Status	Created Date	Last Modified Date	
Staff vacancy	Staff Vacancy	58	47	11	0	Processed	01/02/2025, 02:15:36 PM	01/02/2025, 02:31:50 PM	

Step 5

Review and Clean Up Your Errors

Access and View Your Error Report

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

The screenshot shows the NJSLEDS interface with the 'Submission Records' tab selected. Below the navigation bar, the 'Staff Vacancy' tab is active. An 'Error Report >' button is visible in the top right corner of the main content area. Below this, a table titled 'X Staff Vacancy Current Records' displays a list of records with columns for School ID, Position Type, Job Code, Job Code Subcategory, District Position ID, Position Open Date, Position Close Date, Number Of Applicants, and Record Status. The table shows several records with 'Error' status.

Data Source	School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date	Position Close Date	Number Of Applicants	Record Status
Current Records	3	39	4		12	20240831	20240930	11	Error
Snapshot Records	0	1				20240831			Error
School ID (All)	0	3	1017	3		20240818		1.5	Error
	0	5	1017	4		20240818	20243118	9	Error
Position Type (All)	50	4	42	7	0	20243108			Error
	50	6	1003	4	1				Error
	60	3	120	6				8	Error
Job Code (All)	60	3	1018	1		20240819		5.5	Error
	60	5	1001	1		20240831			Error
Job Code Subcategory (All)	000	1					20240931	25	Error
	000	1				20240831			Error
	000	3	0039	4		20240831	20240930	9	Error

Log into NJSLEDS. Click on the "Submission Records" tab and select "Staff Vacancy".

Click on Error Report in the top right corner.

Remember! The Error Report layout will be different than the Submission layout. It should only be used as a guide.

Interpret the Error Report and Error Details

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

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

< Submission Records Report

Error By TypeExport

The error report will auto-display Record Level errors. To sort errors by type, Click on “Error By Type” on 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.

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

X Staff Vacancy Record Level Errors

Level	Level	Type	Data Element	School ID	Position Type	Job Code	Job Code Subcategory
(All)		Date	POSITIONCLOSEDDATE	000	1		
		Date	POSITIONCLOSEDDATE	030	1		
		Date	POSITIONCLOSEDDATE	060	1		
Type		Date	POSITIONCLOSEDDATE	060	1		
(All)		Date	POSITIONOPENDATE	050	5	1001	1
		Format	NUMBEROFAPPLICANTS	0	3	1017	3
		Format	NUMBEROFAPPLICANTS	60	3	1018	1
Data Element							

Clicking on a record will show the error details and description within a specific record.

X Staff Vacancy Error By Type Error Detail					Record Level	Error By Type		Export
Level	Level	Type	Data Element	Description	Error Count	School ID	Position Type	Job Code
Field	Field	Date	POSITIONOPENDATE	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission.	1	050	5	1001

View Error Report by Record Level

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

X Staff Vacancy Record Level Errors

Level

(All)

☒ (All)

☒ Field

Cancel

Apply

Data Element

(All)

School ID

(All)

Position Type

(All)

Job Code

(All)

Job Code Subcategory

(All)

District Position ID

(All)

Error By Type

Export

Level	Type	Data Element	School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date	Position Closed Date	School Year	Error Count
Field	Format	NUMBEROFAPPLICANTS	000	2	0241	6	20240818	20240801	20240901	2024-2025	1
Field	Format	POSITIONCLOSEDDATE	060	5	1173	4	20240856	20240801	20243101	2024-2025	1
Field	Required	JOBCODESUBCATEGORY	250	2	1004				20241011	2024-2025	1
Field	Required	NUMBEROFAPPLICANTS	000	3	1301	1	20240894	20240801	20240901	2024-2025	1
Field	Required	NUMBEROFAPPLICANTS	000	3	1304	1	20240899	20240801	20240901	2024-2025	1

To sort errors by level, Click on “Record Level” on 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.

View Error Record by Record Type

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

< Submission Records Report

X Staff Vacancy Error By Type Errors

Record Level

Export

Level	Type	Data Element	Description	Error Count
Date		POSITIONCLOSEDATE	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission.	3
Date		POSITIONOPENDATE	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission.	1
Format		NUMBEROFAPPLICANTS	The format of this data element must be a whole number	4
Format		NUMBEROFAPPLICANTS	The format of this data element must be a whole number and cannot contain decimals or commas	1

Level
(All)

Type
(All)

☒ (All)
☒ Date
☒ Format
☒ Required
☒ Unresolved
☒ Validation
☒ Value

Cancel Apply

Clear Filters

Page Number
1

Page Size
100

To sort errors by type, Click on "Error By Type" on the top right corner. Users can toggle back and forth to each view.

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

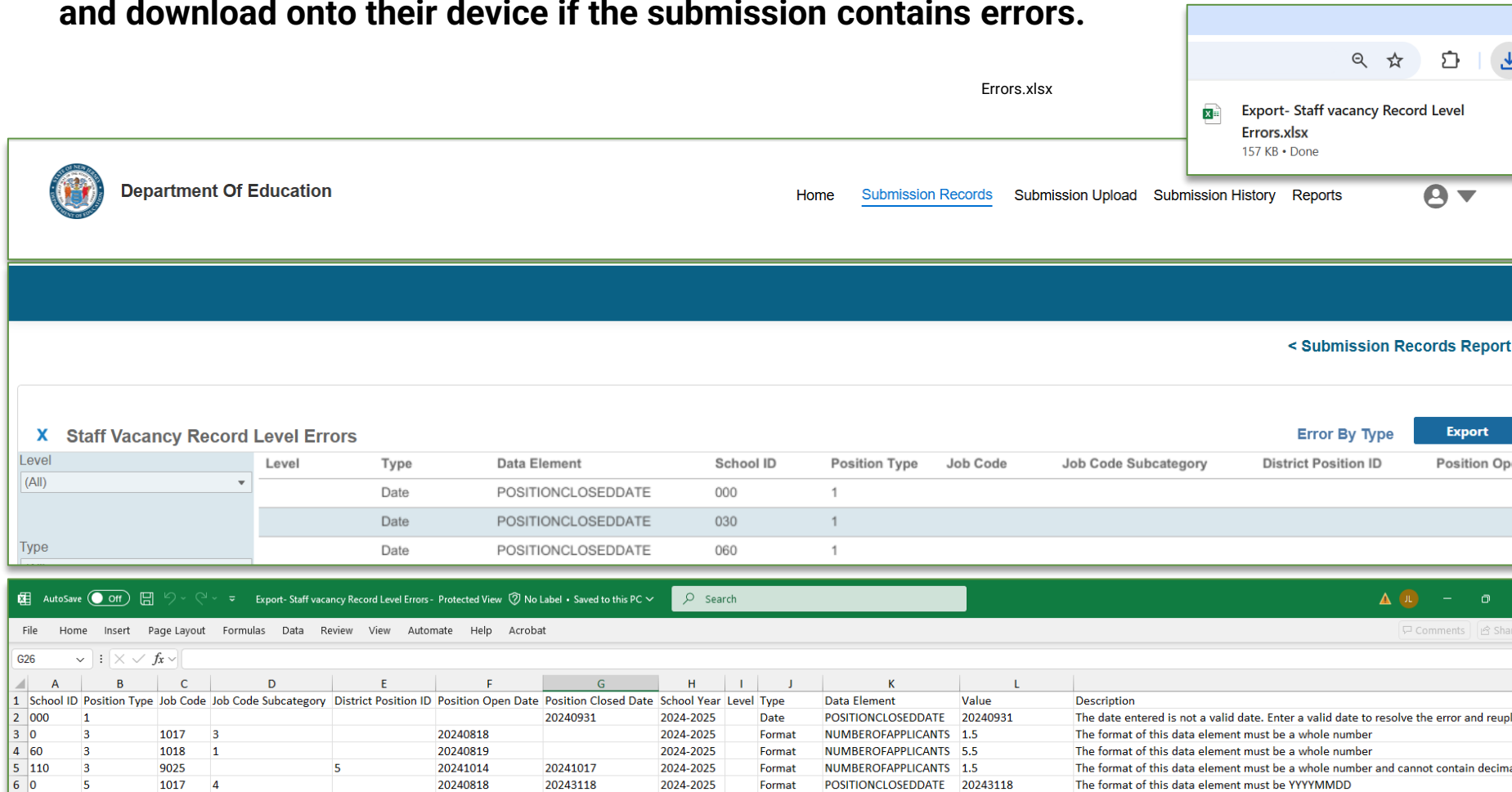
Users can use filters on the left navigation to sort and filter errors.

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.

Export Your Error Report

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

Errors.xlsx



Department Of Education

Home [Submission Records](#) Submission Upload Submission History Reports

< Submission Records Report

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

Level	Type	Data Element	School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date
(All)	Date	POSITIONCLOSEDDATE	000	1				
	Date	POSITIONCLOSEDDATE	030	1				
	Date	POSITIONCLOSEDDATE	060	1				

AutoSave Off Export- Staff vacancy Record Level Errors - Protected View No Label Saved to this PC

	A	B	C	D	E	F	G	H	I	J	K	L	
	School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date	Position Closed Date	School Year	Level	Type	Data Element	Value	Description
1	000	1				20240818	20240931	2024-2025		Date	POSITIONCLOSEDDATE	20240931	The date entered is not a valid date. Enter a valid date to resolve the error and reupload.
2	0	3	1017	3		20240818		2024-2025		Format	NUMBEROFAPPLICANTS	1.5	The format of this data element must be a whole number
3	60	3	1018	1		20240819		2024-2025		Format	NUMBEROFAPPLICANTS	5.5	The format of this data element must be a whole number
4	110	3	9025		5	20241014	20241017	2024-2025		Format	NUMBEROFAPPLICANTS	1.5	The format of this data element must be a whole number and cannot contain decimals
5	0	5	1017	4		20240818	20243118	2024-2025		Format	POSITIONCLOSEDDATE	20243118	The format of this data element must be YYYYMMDD

Click on the Export button within the Error Report.

The export will include any filters that were applied.

Check your "Downloads" folder in your device to open export.

The Error Report layout will be different than the Submission layout. It should only be used as a guide.

Navigating Through Download Export

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

The screenshot displays a Microsoft Excel spreadsheet titled "Export- Staff vacancy Record Level Errors.xlsx". The spreadsheet contains columns for School ID, Position Type, Job Code, Job Code Subcategory, District Position, Position Open Date, Position Closed Date, School Year, Level, Type, Data Element, Value, and Description. The data is organized into rows, with some rows highlighted in green. A "Sort & Filter" dropdown menu is open, showing options like "Sort A to Z", "Sort Z to A", "Filter", and "Custom Sort...". A Windows File Explorer window is also open, showing the file in the "Downloads" folder.

School ID	Position Type	Job Code	Job Code Subcategory	District Position	Position Open Date	Position Closed Date	School Year	Level	Type	Data Element	Value	Description
000	1	1017	3		20240818	20240931	2024-2025		Format	NUMBEROFAPPLICANTS	1.5	The format of this data element must be YYYYMMDD
60	3	1018	1		20240819		2024-2025		Format	NUMBEROFAPPLICANTS	5.5	The format of this data element must be YYYYMMDD
110	3	9025		5	20241014	20241017	2024-2025		Format	NUMBEROFAPPLICANTS	1.5	The format of this data element must be YYYYMMDD
0	5	1017	4		20240818	20243118	2024-2025		Format	POSITIONCLOSEDDATE	20243118	The format of this data element must be YYYYMMDD
060	5	1017	4		20240818	20243018	2024-2025		Format	POSITIONCLOSEDDATE	20243018	The format of this data element must be YYYYMMDD
50	4	42	7	0	20243108		2024-2025		Format	POSITIONOPENDATE	20243108	The format of this data element must be YYYYMMDD
060	4	0042	7	0	20243008		2024-2025		Format	POSITIONOPENDATE	20243008	The format of this data element must be YYYYMMDD
0	3	1017	3		20240818		2024-2025		Required	DISTRICTPOSITIONID		This data element is required and cannot be blank or NULL if PositionType has a value of 3 or 5
110	3	9025					2024-2025		Required	JOBCODESUBCATEGORY		This data element is required and cannot be blank or NULL
60	5	1001	1		20240831		2024-2025		Required	NUMBEROFAPPLICANTS		This data element is required and cannot be blank or NULL if PositionType has a value of 3 or 5
2	2	1001	2						Unresolved	Record Level		This record has been flagged as a duplicate entry based on these fields: SchoolID, DistrictPositionID, PositionOpenDate and F
50	4	42	7	0	20243108		2024-2025		Validation	DISTRICTPOSITIONID	0	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
50	6	1003	4	1			2024-2025		Validation	DISTRICTPOSITIONID	1	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
002	2	1102	4	5	20240930		2024-2025		Validation	DISTRICTPOSITIONID	5	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										DISTRICTPOSITIONID	4	This data element must be blank or NULL if PositionType has a value of 1
										DISTRICTPOSITIONID	6	This data element must be blank or NULL if PositionType has a value of 1
										DISTRICTPOSITIONID	7	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										DISTRICTPOSITIONID	3	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										DISTRICTPOSITIONID	2	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										DISTRICTPOSITIONID	1	This data element must be blank or NULL if PositionType has a value of 1
										DISTRICTPOSITIONID	4	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										JOBCODE	0039	This data element must be blank or NULL if PositionType has a value of 1
										JOBCODE	1000	This data element must be blank or NULL if PositionType has a value of 1
										JOBCODESUBCATEGORY	5	This data element must be blank or NULL if PositionType has a value of 1
										NUMBEROFAPPLICANTS	25	This data element must be blank or NULL if PositionType has a value of 1
										NUMBEROFAPPLICANTS	18	This data element must be blank or NULL if PositionType has a value of 1
										NUMBEROFAPPLICANTS	20	This data element must be blank or NULL if PositionType has a value of 1
										POSITIONOPENDATE	20243108	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										POSITIONOPENDATE	20240831	This data element must be blank or NULL if PositionType has a value of 1
										POSITIONOPENDATE	20240930	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										POSITIONOPENDATE	20243008	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										POSITIONOPENDATE	20241014	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										POSITIONOPENDATE	20240817	This data element must be blank. See which are required data elements and validation checks for this data element in the Su
										SCHOOLID	0	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the c
										SCHOOLID	50	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the c
										SCHOOLID	60	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the c
										SCHOOLID	000	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the c

Access your Downloads folder on your device

Click on Sort & Filter button to add filters on columns

Navigate through sorted data to easily identify and resolve errors. Transfer these changes to your submission file.

Re-Upload Your Staff Vacancy Data

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

The screenshot displays the 'Submission Upload' tab in the NJSELDs system. The top navigation bar includes 'Home', 'Submission Records', 'Submission Upload' (highlighted), 'Submission History', and 'Reports'. Below the navigation bar, the section is titled 'Upload the Submission File' with instructions: 'Select Choose or Drop the File below to select the file you would like to upload. Once the file name appears, select Submit.' A dashed box contains an 'Upload File' button with an upward arrow icon and the text 'Or Drop File'. Below this, a modal window titled 'Upload File' is shown, displaying the file 'SV_3570_Demo.csv' (0.26 KB) with a progress bar and a checkmark icon. A 'Done' button is at the bottom right of the modal, and a 'Previous' button is visible in the background.

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

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

Re-upload 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.

Remember! The submission file should always be upload from your source system to ensure data is up-to-date across all systems.

Error Fixes in NJSMART vs. NJSLEDS

Currently in NJSMART users can edit their reported data. This will change for NJSLEDS.
NJSLEDS is a target system. It is your reporting destination, where data is submitted for state reporting.

It is not editable; changes cannot be made directly here as it is a target. It is designed for scalability and supports longitudinal tracking over time.

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.

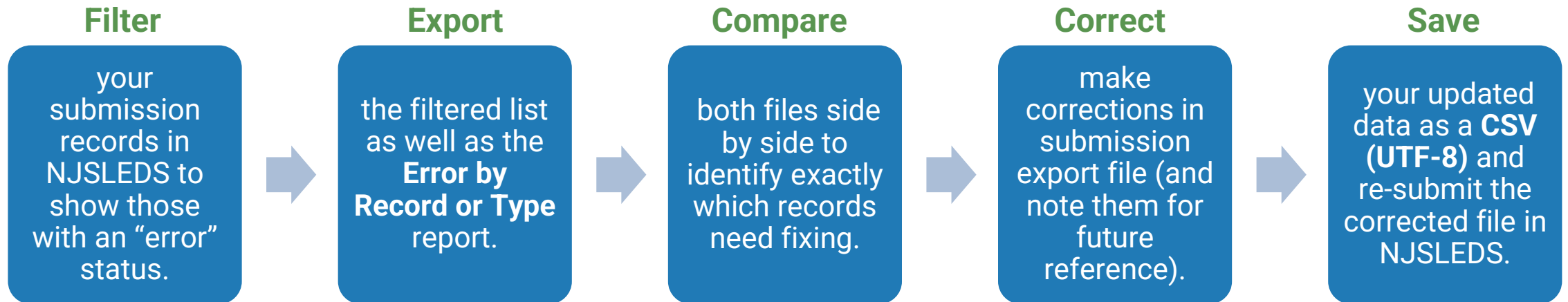
Target System: NJSLEDS

- **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.

Editing Submitted Records for NJSLEDS

NJSLEDS cannot be edited directly

- All data updates must come from your source system and be re-uploaded.
- If you need a quick way to correct your data, follow these steps:



Editing Submitted Records for NJSLEDS

Export- Staff Vacancy Error By Type Errors

	A	B	C	D	E	F
1	SchoolID	PositionTy	JobCode	JobCodeSu	DistrictPos	Positi
2		1	0102	6	1	20241
3	50	0	1000	3		20240
4	50	1	1000	3		20240
5	50	2	3103	1	20240828	
6	000	1	0039	4	1020	20240
7	000	3	0043	7	1022	20240
8	000	5	0252	6	1019	20240
9	010	3	0102	6	12	20241
10	012	4	1000	3	1028	20243
11	030	3	3103	3	4	20240
12	030	5	1000	4	1029	20240
13	040	1	1000	5	1030	20240

Export- Staff vacancy Record Level Errors

	A	B	C	D	E	F
1	Level	Error Type	Data Element	Description	School ID	Position
2	Field	Date	POSITIONOPENDATE	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission.	050	4
3	Field	Format	NUMBEROFAPPLICANTS	The format of this data element must be a whole number and cannot contain decimals or commas	160	2
4	Field	Required	DISTRICTPOSITIONID	This data element is required and cannot be blank or NULL if PositionType has a value of 3 or 5	455	3
5	Field	Required	JOBCODE	This data element is required and cannot be blank or NULL	60	2
6	Field	Required	JOBCODESUBCATEGORY	This data element is required and cannot be blank or NULL	60	2
7	Field	Required	POSITIONOPENDATE	This data element is required and cannot be blank or NULL if Position Type has a value of 3 or 5	060	3
8	Field	Required	POSITIONTYPE	This data element is required and cannot be blank or NULL	050	
9	Field	Required	SCHOOLID	This data element is required and cannot be blank or NULL		1

- After filtering your submission records, your export will extract all data with the same format and headers as the submission template.
- Your error report lists the data element(s) in error and gives a detailed description to identify which records to review/edit.
- Compare both files to identify and correct the necessary fields in the submission record export file.
- Save the file as a .CSV UTF-8 file and push it back into NJSLEDS.

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](#).

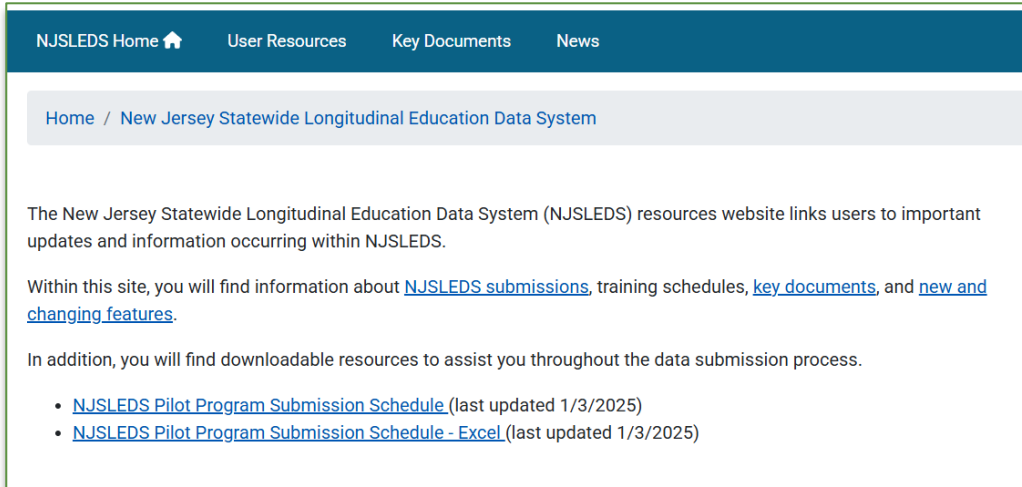
If you need assistance, please contact the [NJSLEDS Help Desk](#).

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


Step 6

Submit by the Deadline

Submit by the Deadline



The screenshot shows the NJSLEDS Home page. The top navigation bar includes links for Home, User Resources, Key Documents, and News. Below the navigation bar, the breadcrumb trail reads "Home / New Jersey Statewide Longitudinal Education Data System". The main content area contains a welcome message, a link to "NJSLEDS submissions", and a list of downloadable resources.

NJSLEDS Home  User Resources Key Documents News

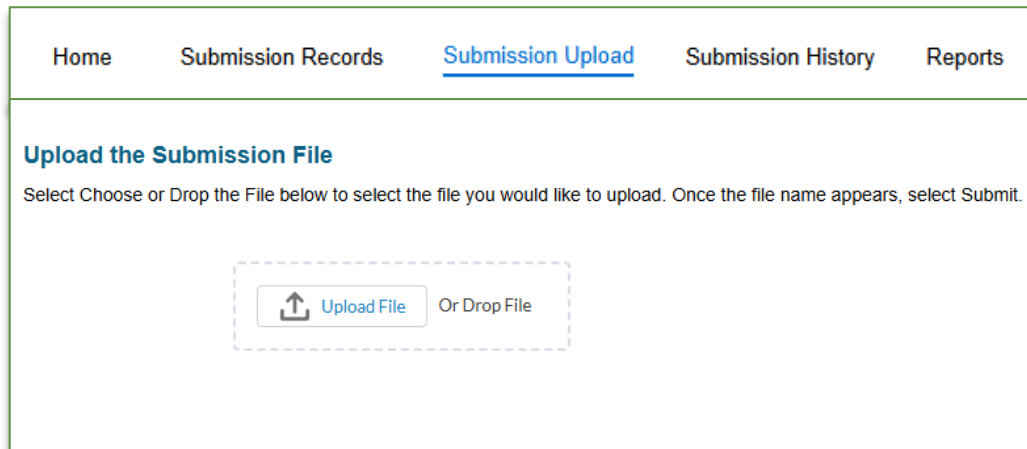
Home / New Jersey Statewide Longitudinal Education Data System

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) resources website links users to important updates and information occurring within NJSLEDS.

Within this site, you will find information about [NJSLEDS submissions](#), training schedules, [key documents](#), and [new and changing features](#).

In addition, you will find downloadable resources to assist you throughout the data submission process.

- [NJSLEDS Pilot Program Submission Schedule](#) (last updated 1/3/2025)
- [NJSLEDS Pilot Program Submission Schedule - Excel](#) (last updated 1/3/2025)




The screenshot shows the Submission Upload page. The top navigation bar includes links for Home, Submission Records, Submission Upload (which is underlined), Submission History, and Reports. The main content area has a heading "Upload the Submission File" and a text prompt "Select Choose or Drop the File below to select the file you would like to upload. Once the file name appears, select Submit." Below this is a dashed box containing an "Upload File" button with an upload icon and the text "Or Drop File".

Home Submission Records Submission Upload Submission History Reports

Upload the Submission File

Select Choose or Drop the File below to select the file you would like to upload. Once the file name appears, select Submit.

 Upload File Or Drop File

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

Check the submission schedule and ensure all data is complete by the pilot deadline.

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

Upload submission and confirm file is successfully processed without errors.

Common Mistakes to Avoid

1

Leaving required
data fields blank

2

Using incorrect
formatting

3

Misinterpreting
data definitions

4

Submitting
incomplete data

5

Missing the
deadline

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.

Resources & Support



[NJSLEDS Website](#) (please note users will receive access to their accounts and an email with their login credentials the day of the pilot launch)



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



[Staff Vacancy Handbook](#)



[Frequently Asked Questions \(FAQs\)](#)



[NJSLEDS User Resources Page](#)

Contacting the Help Desk



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



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



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

Contacting Help Desk – Secure Emails

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

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

Our email encryption process:

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

ipswitch MOVEit TRANSFER 2017

Username
Username

Password
Password

1 — Request a password change

Security Notice
You are about to access a secured resource.
MOVEit DMZ Demo reserves the right to monitor and/or limit access to this resource at any time.

Sign On

3 — Don't have an account?
> Register and Send Files

4 — Have an account on another Identify provider?
> Try Single Sign-On with SAML

Help 5



Call the Help Desk if you need further assistance: helpdesk-sleds-staging@doe.nj.gov
or call 609-376-3970

Key Takeaways, Additional Information & Resources

Key Takeaways for Districts

- Continue using NJ SMART for official reporting until NJSLEDS fully launches in September 2025.
- Do not enter pilot data into your SIS, data collection system or NJ SMART.
- Use the pilot to test submissions and workflows, but not for finalizing corrections.
- Pilot participation is encouraged and will be occurring through June 2025.

Thank You!

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Q&A