Student Management in NJSLEDS

Office of Data Management
Updated: May 2025

SLEDS
NJ Statewide Longitudinal Education Data System

Webinar Etiquette

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

How can I ask a question?

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Webinar Live Captioning

To use live captions during this webinar:

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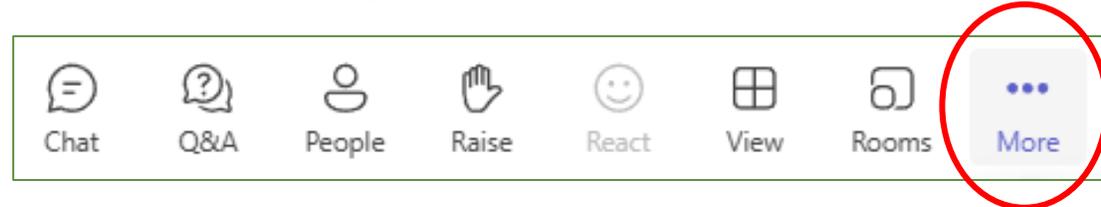
2. Click on "Language and speech" and then "Show live captions."
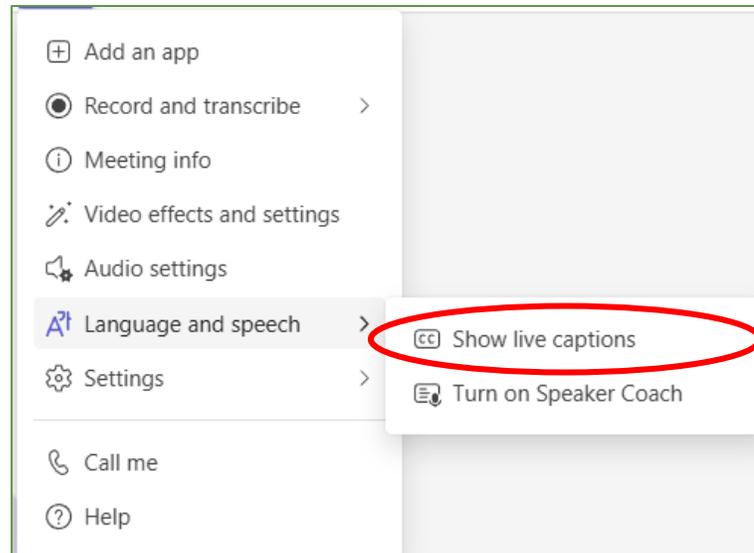
Agenda

✓ Transition to NJSLEDS

🖥 Overview of Student Management and Key Updates

👤 NJSLEDS Submission Process

⚠ Common Errors and Resolutions

👥 Resources and Support

❓ Q&A

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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.

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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.

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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 – All Districts

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**.

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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

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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.

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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 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.

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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.

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How Pilots Help Districts Prepare

How This Helps 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.

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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.

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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.

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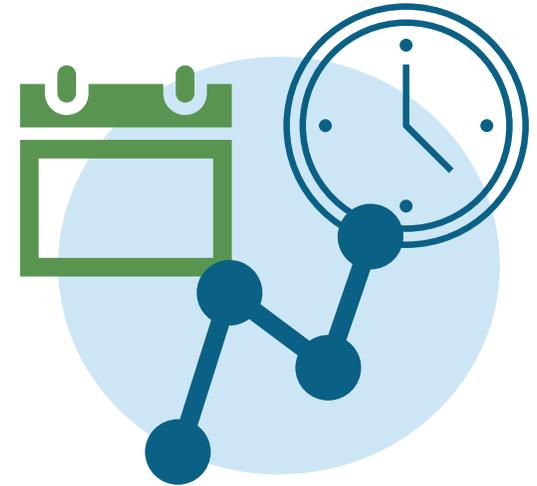
Important Notes Regarding Student Management Submission

What is Student Management?

Student Management is the collection of student demographic data.
Districts are responsible for submitting all students that they are responsible for to Student Management.

\#   Uniquely identifying students by issuing SID numbers to every student for whom you are responsible

\+   Adding new students who have entered your school and/or district

−   Inactivating students who have left your school and/or district

↳   Resolving records that are being claimed (via Transfers) by other LEAs

☑   Updating demographic information about your students

Student Management data must be maintained and updated on a regular basis to reflect the current status of all students in your district.

For a complete list of reporting responsibility scenarios, please refer to the Student Management Reporting Responsibilities document on the Key Documents page.

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Data Quality

Why is it so important that the correct information is entered into NJSLEDS?

Your reported data:

- Is used for State and Federal reporting purposes, including:

  - Accountability

  - EDFacts

  - Funding

- Informs policy and decision making

- Provides valuable insights into trends at your LEA

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District Level Collection

Student Management Enrollment Reporting:

- Districts must report enrollment data for every student under their LEA's responsibility.

- Multiple enrollment records are required when a student has enrollment changes while remaining your reporting responsibility.

Examples of When to Report Multiple Enrollment Records:

- Students transferring in and out of schools within your district multiple times in a year.

- Students transferring to an APSSD mid-year.

- Students placed out-of-district but still reported by your LEA.

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Changes since Fall Snapshot

January 2025 updates:

- **Added new data element, FAFSACompletionIndicator**

- **Expanded the Additional Note to LIEPStartDate and LIEPStartDate2**

  - "This field must be reported for all Special Education Non-public students who have been identified as Multilingual."

- **Adjusted the Additional Notes section of LIEPEndDate and LIEPEndDate2**

  - Changed reporting sentence to "The date reported should reflect the last day on which the student was served by an LIEP."

  - Updated the date reflected instructions to "The date reported should reflect the last day on which the student was served by an LIEP."

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FAFSA Completion Indicator

New NJ Law (P.L. 2023, c.295):

- Starting with the Class of 2025, all New Jersey high school seniors must either complete the FAFSA or the NJ Alternative Financial Aid Application (NJAFAA) or submit a waiver to graduate.LEAs must collect and report this data.

Who is impacted?

- **Mandatory for all 12th graders,** including those graduating early.

- Exemptions available via parental or counselor-approved waivers.

For more information, visit https://www.nj.gov/education/finaid_waiver.shtml

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FAFSACompletionIndicator Data Element

What is it?

A required data field in the Student Management submission.	Mandatory for all active 12th graders.	Tracks whether a student has completed the FAFSA or NJAFAA or submitted a waiver.

Acceptable Values:

C = Completed via FAFSA or NJAFAA.	**E =** Exempt via a waiver from parent/guardian or counselor.	**N =** Not completing FAFSA but also not graduating this year.

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FAFSACompletionIndicator Data Element

System Checks:

If WithdrawalCode = L, FAFSACompletionIndicator must be reported.

The field cannot be blank unless a student is in a non-public or shared vocational program.

Reporting Deadlines:

End of Year Snapshot:
June 30

Graduation Snapshot:
August 31

Becomes **mandatory** for all 12th graders by April 1 in NJ SMART this year.

Please note: This field will be required for the pilot in NJSLEDS.

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Conflict-Claiming/Conflict-Owning to Transfer Requests

What it was?

In NJ SMART a Conflict is triggered when a district has an active student record, and another district reports the same student as active. If an LEA uploads a record of a student that is already being reported by another district, the record falls into Conflict – Owning/Conflict - Claiming.

The Changes in NJSLEDS

- When another LEA uploads a student record that is still **active** in a district, the first district is flagged as the **Associated District** (previously called Conflict-Owning) and the district that loaded the active record second is flagged as the **Requesting District** (previously called Conflict-Claiming).

- The Associated District will receive an email notification with the last 4 digits of the student's SID as well as the Requesting District's contact information.

- The Requesting District will receive an email notification listing the Associated District holding the record.

- The Transfer Request will appear in Error Report inside NJSLEDS.

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Resolving Transfer Requests

How to resolve in NJSLEDS:

For the Associated LEA

- **Accept the request:** Update DistrictStatus and SchoolStatus to "I" (Inactive) in your SIS and reupload the record.

- **Reject the request:** Contact the Requesting District if you believe the student should remain

    in your LEA.

For the Requesting LEA

- **Request the transfer:** Contact the Associated District and ask them to inactivate the record. Once done, reupload your record as Active.

- **Dismiss the request:** If the upload was incorrect, fix it in your SIS (mark Inactive or correct data) and reupload to clear the error.

Student Management Submission

Submission Process Overview

Step 1: Prepare your student management data for upload

Step 2: Review and validate your data

Step 3: Log into the system

Step 4: Upload your student management data

Step 5: Review and clean up your errors

Step 6: Submit by the deadline

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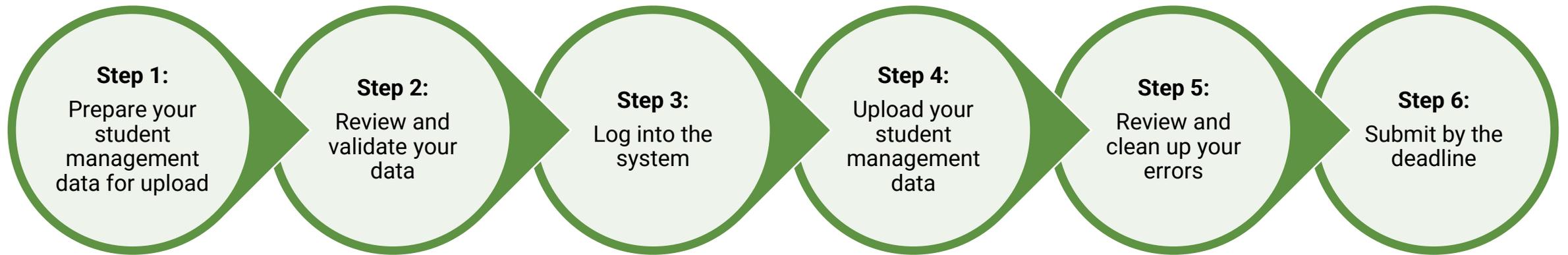
Step 1
Prepare your Student Management Data for Upload

Review Available User Resources

It's mandatory for all districts to use the provided Student Management Handbook and review all definitions, additional notes, and common errors.

Not all data elements are relevant to each student submission.

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.
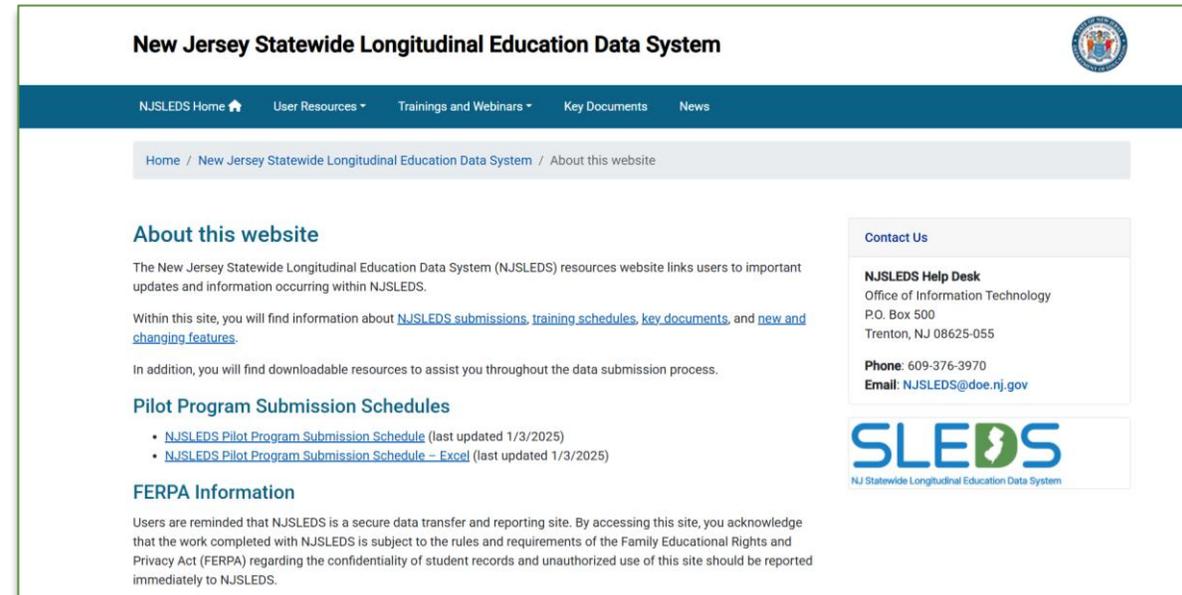
New Jersey Statewide Longitudinal Education Data System

NJSLEDS Home 🏠 | User Resources ▾ | Trainings and Webinars ▾ | Key Documents | News

Home / New Jersey Statewide Longitudinal Education Data System / About this website

About this website

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.

Pilot Program Submission Schedules

- NJSLEDS Pilot Program Submission Schedule (last updated 1/3/2025)
- NJSLEDS Pilot Program Submission Schedule – Excel (last updated 1/3/2025)

FERPA Information

Users are reminded that NJSLEDS is a secure data transfer and reporting site. By accessing this site, you acknowledge that the work completed with NJSLEDS is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records and unauthorized use of this site should be reported immediately to NJSLEDS.

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

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Use the Student Management Handbook

The Student Management Handbook is a required tool that is available on the **NJSLEDS User Resources website**.

→

If you haven't already done so, thoroughly review the Student Management Handbook sections.

→

Share the handbook with your staff data coordinator or in-house data administrator.

→

Ensure that the data you collect will be able to be aligned with all NJDOE requirements.

→

Review your data for accuracy. Submitting accurate data now reduces future errors, saving you time later!

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Handbook Sections

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

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Use the Student Management Template

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

This template can be found under the Student Management User Resources on the NJSLEDS User Resources website.

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Student Management Template A

This is a downloadable Student 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.

Student Management Template B

This is a downloadable Student 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.

Step 2
Review and Validate Your Data

Review and Validate Your Data

New Jersey Department of Education
Student Management Data Handbook

PILOT VERSION

State of New Jersey
Department of Education

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

February 2025

Check for missing fields.

Ensure correct formatting.

Validate against the Student Management Handbook.

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Step 3
Log Into the System

Department of Education

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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.

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.

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.

👤 Username

🔒 Password

Login

Forgot Password

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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

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 Student Management Data

NJSLEDS Submission Records Tab

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

Click on the "Submission Records" tab and select "Student 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.

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.

NJSLEDS Submission Upload Tab

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

| Home | ID Management | 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

Student Management

Next

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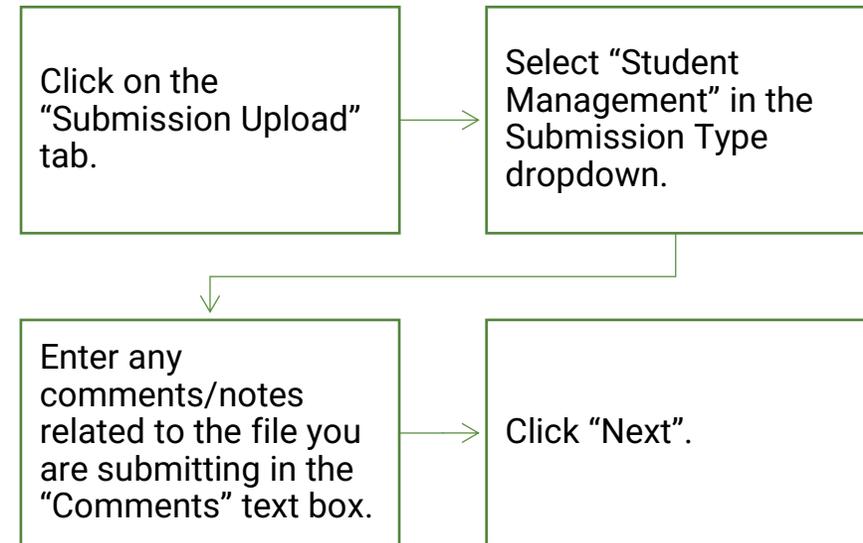
NJSLEDS Submission Upload Tab

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

Upload the submission in the "Submission Upload" tab.

Choose <u>one</u> of the following methods to upload your .CSV file:
- "Upload File"
- "Drop File"

Ensure the file name is not longer than max. length of 80 characters.

A popup window will confirm once the upload is complete. Click "Done".
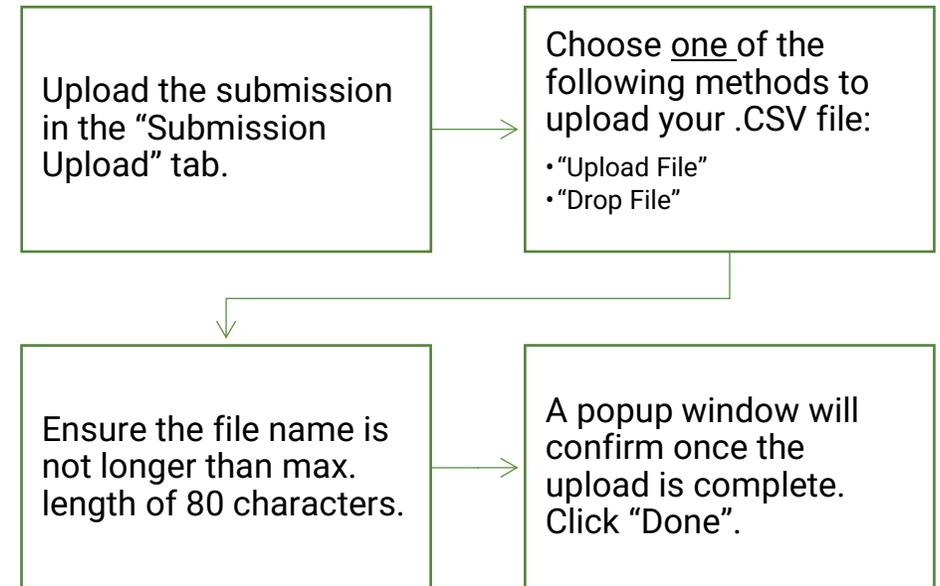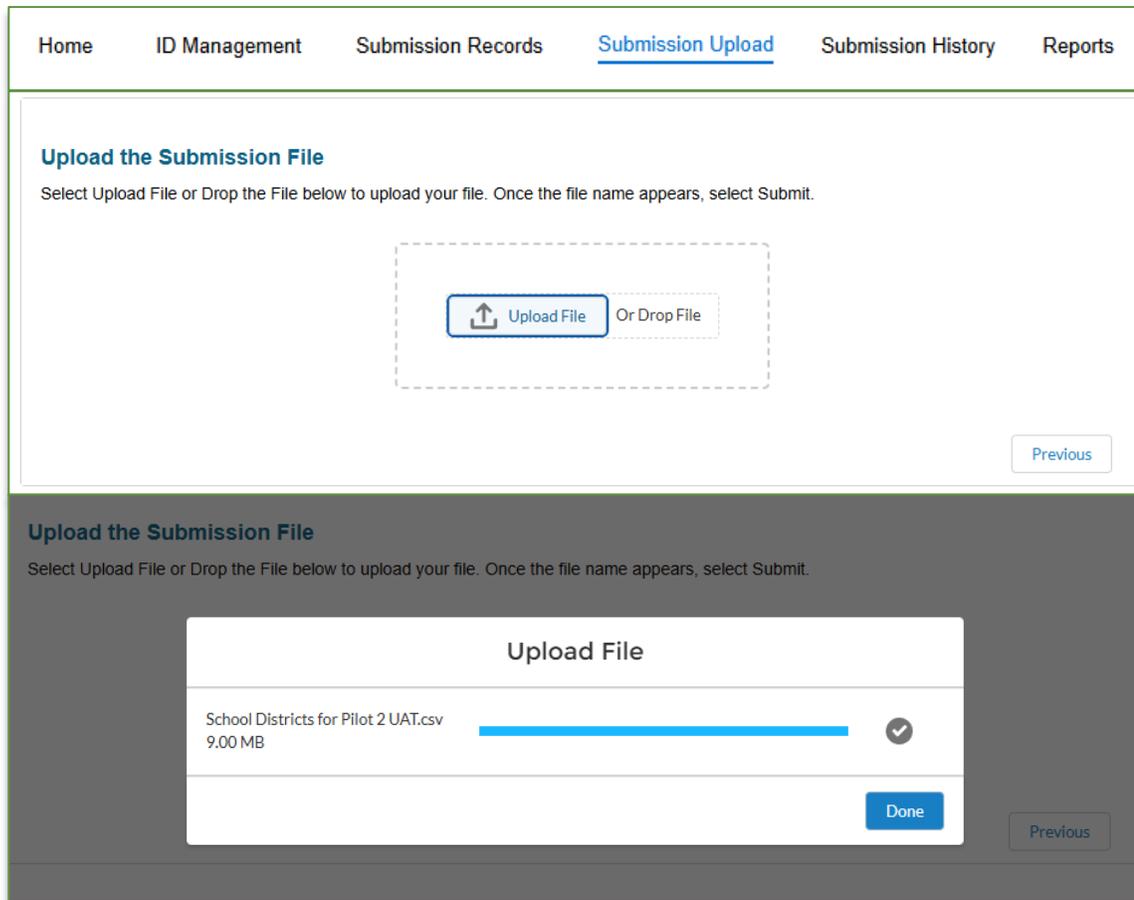
NJSLEDS Submission History Tab

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

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.
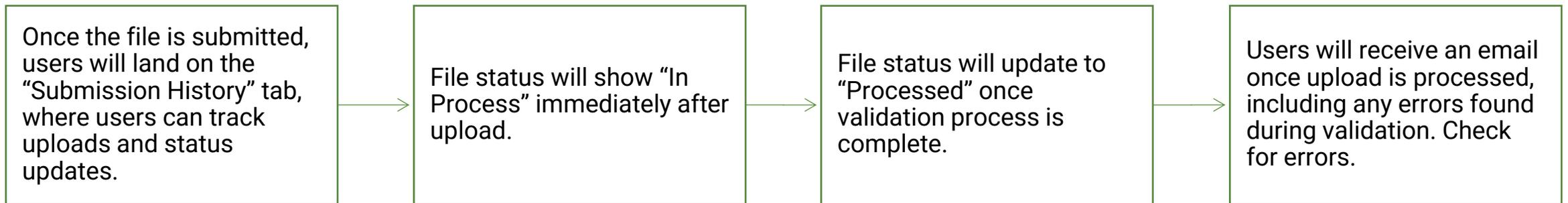
Home   **ID Management**   **Submission Records**   **Submission Upload**   **Submission History**   **Reports**

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
School Districts for Pilot 2 UAT	Student Management					In Process	02/24/2025, 06:33:41 PM	02/24/2025, 06:35:06 PM
School Districts for Pilot 2 UAT	Student Management	32,599	83	32515	4216	Processed	02/21/2025, 12:29:47 PM	02/21/2025, 12:50:48 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 underlineunderline.

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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 their submission contains errors. Users will be notified via email and will be prompted to log into the system

Log into NJSLEDS.

Click on the "Submission Records" tab and select "Student 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.

Interpret the Error Report and Error Details

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

| The error report will auto-display Record Level errors. To sort errors by type, click on "Error By Type" in the top right corner. Users can toggle back and forth to each view. | Users can use filters on the left navigation to sort and filter their errors. | To see details about a specific error, click on any record in the error report. | Export your error report to review and resolve your errors efficiently. |

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

View Error Report by Record Level

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

| 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. |

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

View Error Report by Error Type

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

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.

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

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Export Your Error Report

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

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

Click on the "Export" button within the Error Report.

The export will include any filters that were applied.

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

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

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Navigating Through Download Export

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.

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. Apply these changes to your SIS vendor 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.

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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.

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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:

Filter
your submission records in NJSLEDS to show those with an "error" status.

Export
the filtered list as well as the **Error by Record or Type** report.

Compare
both files side by side to identify exactly which records need fixing.

Correct
make corrections in submission export file (and note them for future reference).

Save
your updated data as a **CSV (UTF-8)** and re-submit the corrected file in NJSLEDS.

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Editing Submitted Records for NJSLEDS

Export- Student Management Submission

	A	B	C	D	E	F
1	LocalIdenti	StateIdentific	FirstName	MiddleNan	LastName	Generatior
2	123456	1234567890	MEREDITH		GREY	
3	123456	1234567890	ALEXANDE	MICHAEL	KAREV	
4	123456	1234567890	GEORGE		O-MALLEY	JR
5	123456	1234567890	ISOBEL	KATHERINI	STEVENS	
6	123456	1234567890	CRISTINA		YANG	
7	123456	1234567890	DEREK	CHRISTOPI	SHEPHERD	
8	123456	1234567890	MARK		SLOAN	
9	123456	1234567890	ADDISON		MONTGOMERY	
10	123456	1234567890	MIRANDA		BAILEY	
11	123456	1234567890	RICHARD		WEBER	
12	123456	1234567890	JACKSON		AVERY	
13	123456	1234567890	JOSEPHINE	BROOKE	WILSON	
14	123456	1234567890	ARIZONA		ROBBINS	
15	123456	1234567890	APRIL		KEPNER	
16	123456	1234567890	TEDDY		ALTMAN	

Export-Student Management Error By Type Errors

	A	B	C	D	E	F	G	H	I
1	Level	Error Type	Data Element	Description	LID	SID	First Name	Middle Nar	Last Name
2	Field	Format	LIEPENDDATE	The format of this data element must be YYYYMMDD	123456	1234567890	MEREDITH		GREY
3	Field	Required	ALTERNATIVEEDI	This data element is required and cannot be blank or NULL unless NonPublic has a value of REC or NREC, ReportedSharedVoc has a value of Y, or student is preschool referred	123456	1234567890	ALEXANDE	MICHAEL	KAREV
4	Field	Validation	DATEOFBIRTH	The age of the student must be between 2 and 23 years old.	123456	1234567890	GEORGE		O-MALLEY
5	Field	Value	SCHOOLEXITWITH	This data element does not contain an acceptable value. See the acceptable values for this data element in the Submission handbook.	123456	1234567890	ISOBEL	KATHERINI	STEVENS
6	Field	Warning	LIEPSTARTDATE	LIEP Start Date indicates that the student has been actively identified as an ML for more than 4 years. Is this student still being served by an LIEP?	123456	1234567890	CRISTINA		YANG
7	Record	Transfer Request		This record is marked as a Transfer Request and is linked to an active record in a different Local Education Agency (LEA), identified by the fields: StateIdentificationNumber, FirstName,	123456	1234567890	DEREK	CHRISTOPI	SHEPHERD
8	Record	Unresolved		This record has been marked as unresolved due to the absence of a SID or the SID not matching with the data provided and requires attention. The system detected possible matches based on the following data: FirstName, MiddleName, LastName, Gender, DateofBirth, CityofBirth, CountryofBirth. You need to examine the	123456	1234567890	MARK		SLOAN

- 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.

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Reupload Your Student Management Data

The Submission Upload tab allows users to re-submit Student Management data once errors are resolved.
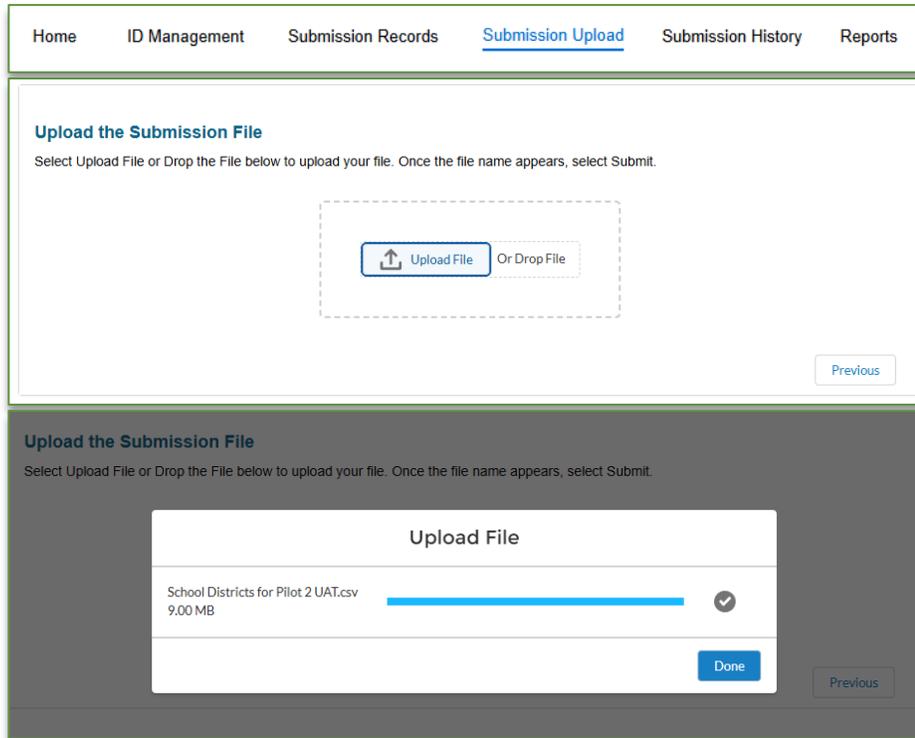
Resolve and update errors within your submission file/source system, then navigate to the "Submission Upload" tab in NJSLEDS.

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

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

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

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 or Grade Levels

CDS Codes and Grade Levels are assigned to each district and school based on information the LEA provided in the [CDS application](#).

- Grade Level updates should be configured via this application.

- If your student is attending a school that is not on NJSLEDS current [County District School Code List,](#) please contact the NJSLEDS Helpdesk.

New Jersey Department of Education

County District School Information System (CDS) Handbook

2024-2025

Version 14

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

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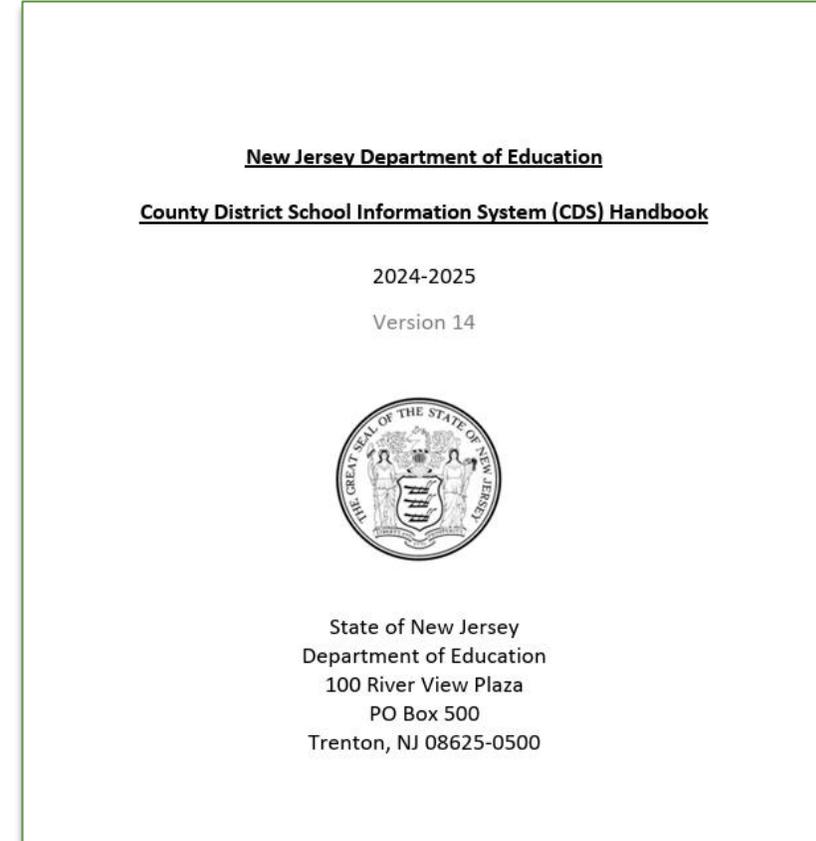
Common Errors and Resolutions

Managing Unresolved Records Student Management

The unresolved status will work the same way as in NJ SMART.

1. If a record was uploaded without a Student Identification (SID) and the (CreateSID) process revealed one or more records as potential matches.

2. If a record was uploaded with a SID; however, a matching SID was not found based on the combination of fields listed for matching in the (CreateSID) process.

Unresolved Records View

- The Unresolved Records interface in Student Management shows all available Unresolved Records.

- If there are no Unresolved Records present, the message "There are no Unresolved records to view" will appear on the display.

- When a user chooses a record, they will be directed to the detailed view of the Unresolved Records.

Department of Education   Home   ID Management   Submission Records   Submission Upload   Submission History   Reports   Graduation Appeals

Student Management Unresolved Records

Date Uploaded	SID	LID	First Name	Middle Name	Last Name	Date Of Birth	Gender	City Of Birth	Country Of Birth	District Status	School Status	Associated District
12/09/2024	1234567800	234567	John	Joseph	Smith	01052006	M	Hamilton		A	A	1234

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Unresolved Records Details View

- The Student Management Unresolved Record Detail view will present the Unresolved record chosen by the user, along with any Potential Matched records linked to that Unresolved record.

- The user has the option to select Cancel to return to the Unresolved Records screen, **Create New** to request a new SID, or **Associate** to link one record identified by the system as a potential match.

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

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Handling Errors and Transfers

No Sync Errors During the Pilot

- Sync errors will not be triggered during the pilot.

Transfer Errors Will Not Apply

- Districts will not be participating at the same time, so transfers will not work as expected
during the pilot.

- Ignore transfer-related errors for now—these will function correctly when all districts are included.

- Please do not hesitate to reach out to the Help Desk if you do not understand the transfer error emails you receive.

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Sample Transfer Email

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

Sent: Tuesday, March 4, 2025 1:48 PM

To:

Subject: Sandbox: Notification of a Transfer Request in NJSLEDS

Dear Sample User,

You are receiving this email because another LEA has uploaded records to the Student Management Submission, that are active record(s) associated to your LEA.

Log into NJSLEDS to review the Transfer Requests (labeled as Transfer Requested) in your error report for Student Management. If the record(s) are no longer associated to your LEA, update DistrictStatus and SchoolStatus to "I" and reupload the record(s). If the record(s) should still be active within your LEA, contact the following:

Last 4 of SID 9049, 2319, 7260, 5630 - Sample User, Sample Email Address   at Sample District Name and Sample District ID.

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

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

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

NJ Statewide Longitudinal Education Data System

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)

Unresolved Records

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

1. If a record was uploaded and the SID is blank, but the (CreateSID) process ran and one or more records were found to match.
2. When a record is loaded with a SID, but it does not match the combination of fields listed for matching in the (CreateSID) process.

Student Management Unresolved Records

Date Uploaded	SID	LID	First Name	Middle Name	Last Name	Date Of Birth	Gender	City Of Birth	Country Of Birth	District Status	School Status	Associated Dist...
02/24/2025	123456	1234567890	Meredith		Grey	20050903	F	SEATTLE	2330	A	A	
02/24/2025	123456	1234567890	Alexander	Michael	Karev	20050903	M	SEATTLE	0660	A	A	
02/24/2025	123456	1234567890	George		O-Malley	20050903	M	SEATTLE	2330	A	A	
02/24/2025	123456	1234567890	Isobel	Katherine	Stevens	20050903	F	SEATTLE	2330	A	A	
02/24/2025	123456	1234567890	Cristina		YANG	20050903	F	SEATTLE	0570	A	I	
02/24/2025	123456	1234567890	Derek	Christopher	Shepherd	20050903	M	SEATTLE	0650	A	A	
02/24/2025	123456	1234567890	Mark		Sloan	20050903	M	SEATTLE	2330	A	A	
02/24/2025	123456	1234567890	Addison		Montgomery	20050903	F	SEATTLE	2330	A	A	
02/24/2025	123456	1234567890	Miranda		Bailey	20050903	F	SEATTLE	2330	A	A	
02/24/2025	123456	1234567890	Richard		Weber	20050903	M	SEATTLE	2330	A	A	
02/24/2025	123456	1234567890	Jackson		Avery	20050903	M	SEATTLE	2330	A	A	
02/24/2025	123456	1234567890	Josephine	Brooke	Wilson	20050903	F	SEATTLE	0490	A	A	

Step 6
Submit by the Deadline

Submit by the Deadline

Navigate to the Home page of the NJSLEDS User Resources site.

Check the submission schedule and ensure all data is complete by MAY 15, 2025.

Navigate to Submission Upload tab in NJSLEDS.

Upload submission and confirm file is successfully processed without errors.

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Pilot "Snapshot"

For the last day of Pilot 2, we will "Snapshot" your Student Management data. This should include:

- Active enrollment records for students who are currently attending a school within your district or who you are currently responsible for reporting to Student Management

- Inactive enrollment records of students who attend a school within your district for the 24-25 SY and transferred out/withdrew prior to end of Pilot 2.

- Active enrollment records of new students who have transferred into a school within your district or into your reporting responsibility during the Pilot 2 reporting period.

Please note: Since the Pilot is occurring Post Fall Snapshot all EOY rules apply.
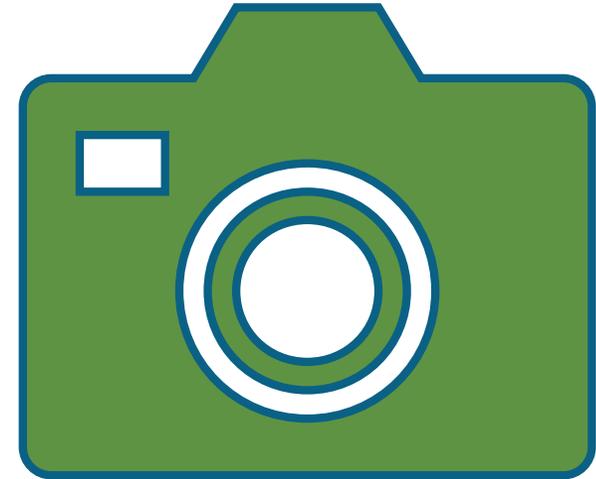
Common Mistakes to Avoid

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.

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Resources and Support

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

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

Student Management Handbook

Student Reporting Responsibilities Guidance

NJSLEDS User Resources Website

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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.

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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.

The NJSLEDS help desk will send you a request through MOVEit to send a file ➤ You will receive an email notification containing a secure Username and Temporary Password and a link to the MOVEit platform. ➤ Click on the URL at the bottom of the email. This will open your browser. ➤ In the opened browser, fill in the previously provided Username and Temporary Password. ➤ Reply to the secure email with your inquiry.

Call the Help Desk if you need further assistance

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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.

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Thank You!

New Jersey Department of Education

nj.gov/education

New Jersey Department of Education

@newjerseydoe

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

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Q&A