



# STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

**Date:** April 15, 2026

**To:** Local Educational Agency Leads, Administrators of Approved Private Schools for Students with Disabilities

**Route To:** School Business Administrators, Web User Administrators, Principals

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## Updates for the 2025-2026 NJSLEDS Course Roster Submission

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) Course Roster Submission opened for the 2025-2026 school year practice period on April 1, 2026. The practice period runs through June 30, 2026. The official submission window opens on July 2, 2026, and the deadline to submit course roster data for the 2025-2026 school year is August 3, 2026. This memo provides updates for the 2025-2026 submission and reminders about how the data collected through this submission is used and reported.

### Course Roster Submission Overview

The Course Roster Submission is used to collect data on all courses offered in the state and provide a link between students and teachers. The submission is composed of both the Staff Course Roster and Student Course Roster. For the Staff Course Roster, local educational agencies (LEAs) must submit records for all teachers of record, both teachers and co-teachers. These teachers should cover 100% of the class rosters in an LEA. For the Student Course Roster, LEAs must submit course records for all students who attend courses in their LEA. This may include some students who attend courses in an LEA but are not included in the LEA's SID Management reporting responsibilities.

Both the Staff and Student Course Roster data should reflect all courses taught during the school year. This includes:

- Courses taught by a single teacher, or a co-teacher assigned to your LEA;
- Both fall and spring semester courses, with each course reported separately;
- Courses where students physically attend off-site, other than at another LEA, that are taught by staff not assigned to your LEA; and
- College-level dual enrollment/dual credit courses taught by either staff assigned to your LEA or staff not assigned to your LEA.

As a reminder, LEAs should submit data for all courses across all grade levels. LEAs are required to provide instruction in all content areas to ensure students can achieve the New Jersey Student

Learning Standards (NJSLS) grade band performance expectations. All of these courses should be reported in the Course Roster Submission at all grade levels.

### **Course Roster Practice Period**

The practice period gives LEAs an opportunity to upload preliminary data and identify any potential errors prior to the official submission. The practice period is optional, but the NJDOE encourages LEAs to use this period to determine if updates are required to their SCED course codes. For questions or assistance during the practice period, contact the NJSLEDS Help Desk using the [NJSLEDS Help Desk Web Form](#) or by phone at (609) 376-3970.

### **SCED Code Updates**

The NJDOE collects course data through the NJSLEDS Course Roster Submission based on National Center for Education Statistics (NCES) [School Courses for the Exchange of Data](#) (SCED) course codes. The NJDOE provides the [NJSLEDS SCED Course Code List](#) that shares the full list of available SCED codes for the 2025-2026 school year. LEAs should use this resource and the included SCED course names and descriptions to select the most appropriate SCED code for each local course. The NJDOE annually reviews the list of available SCED codes and makes updates to align with NCES codes and the New Jersey Student Learning Standards. Any new codes that have been added, or existing codes that have been removed or changed, can be found on the Updates tab of the SCED Course Code List.

For 2025-2026, information on how SCED codes are used in the School Performance Reports can be found directly in the SCED Course Code List document. These new fields, which were previously available in a separate mapping document, indicate which courses are identified as Advanced Placement (AP) or International Baccalaureate (IB) courses and their corresponding exams and which courses are included in the Course Participation tab and their corresponding subject areas. The SCED Course Code List also includes an NJDOE Guidance column that may provide corresponding course titles that apply to specific SCED codes or address common errors seen in the course roster data.

If additional assistance is needed in identifying the appropriate SCED code for a specific course, contact the NJDOE Office of Standards at [standards@doe.nj.gov](mailto:standards@doe.nj.gov).

### **Course Roster Public Reporting**

Data from the Course Roster Submission is used for reporting in the School Performance Reports. This includes participation in coursework by subject area, AP and IB courses, dual enrollment courses, and structured learning experiences. The [School Performance Reports: Course Roster Guidance](#) document explains how data from this submission is used and how to ensure your data is reported accurately.

For questions on how data is used in the School Performance Reports, contact [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov). Additionally, if an LEA would like the NJDOE to review its data during the practice period to confirm if data is being reported correctly, such as whether AP, IB, or dual enrollment coursework is being accurately reported, please contact [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov) to request a review.

## Resources

Several resources are available on the [NJSLEDS Course Roster User Resources page](#):

- Handbooks: [Staff Course Roster](#) and [Student Course Roster](#)
- [NJSLEDS SCED Course Code List](#)
- [Course Roster Submission FAQ](#)
- [School Performance Reports: Course Roster Guidance](#)

Additionally, review the [NJSLEDS Trainings and Webinars webpage](#) to register for upcoming Course Roster Submission webinars. The Course Roster Submission webinars will be held on May 12 at 1 p.m. and June 4 at 10 a.m. Downloadable webinar presentations from past webinars can also be found on that page.

## Contact Information

Contact the NJSLEDS Help Desk using the [NJSLEDS Help Desk Web Form](#) or by phone at (609) 376-3970. For questions about how the data from Course Roster is used for reporting, contact the Office of Performance Management at [reportcard@doe.nj.gov](mailto:reportcard@doe.nj.gov).