



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 17, 2026

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

Route To: Superintendents, Data Coordinators, Directors of Technology, NJSLEDS Points of Contact

From: Shashi Yellambhatla, Chief Information Officer
Office of Information Technology

Deadline: June 30, 2026

Action Required: Prepare for End of Year Collection for Student and Staff Data

The New Jersey Statewide Longitudinal Data System (NJSLEDS) End of Year (EOY) snapshots for Student Management, Staff Management and Staff Vacancy will occur on June 30, 2026, at 5 p.m. EST.

Local Educational Agencies (LEAs) are strongly encouraged to complete and review their data submissions well ahead of the deadline. Submitting early ensures your team has ample time to address any system validation errors before the final snapshot.

Key Steps/Action Items

Student Management is a collection of student demographic data. LEAs are responsible for submitting records for all students who attend their district or for whom the district is responsible for reporting.

The EOY snapshot includes all students who attended your LEA during the current school year. LEAs should ensure submitted records accurately reflect each student's status, attendance, and demographic information as of the last day of school.

For the EOY June 30, 2026, Snapshot at 5 p.m., your Student Management submission should include:

1. Active enrollment records - students who were active on the last day of school, including graduates and summer transfers.
2. Inactive enrollment records - any student who was enrolled for at least one day during the current school year but left prior to the close of the school year should be captured as inactive in this snapshot.
3. Students who will be graduating or transferring out after the last day of school should not be inactivated in Student Management until after the June 30 EOY submission. These updates should be made after the portal opens for the new school year in August.

4. Final attendance data should be submitted as soon as possible after the last day of school to ensure it reflects attendance for the full school year. LEAs must also report attendance data for all students they report in NJSLEDS Student Management, including students who attend schools outside of the LEA. This may include students who attend an approved private school for students with disabilities (APSSD), a special services district, an educational services commission, or other types of programs in other districts. While attendance is generally tracked by the attending LEA, the reporting LEA is responsible for submitting the attendance data of their out-of-district students in NJSLEDS. Refer to the [April 29, 2026 broadcast about Attendance Reporting](#) for more details about reporting attendance data.

To ensure accurate New Jersey Department of Education (NJDOE) funding calculation and NJSLEDS reporting, please review and share the [NJSLEDS Student Management Reporting Responsibilities](#) document with any district staff that is responsible for entering in student data. LEAs should ensure the accuracy of the county, district, and school codes that are used for Resident, Receiving, and Attending Schools in Student Management.

As a reminder, the data submitted through the June 30 EOY submission will be used to report on enrollment, demographics, and attendance/chronic absenteeism in the 2025-2026 School Performance Reports. The attendance data will also be used to calculate the chronic absenteeism rates that are used as indicators in New Jersey's Every Student Succeeds Act (ESSA) accountability system and the New Jersey Quality Single Accountability Continuum (NJQSAC).

Staff Management is the collection of demographic data that is used as a basis for all staff level submissions. The EOY snapshot is used to support the Course Roster Submission, therefore the data collected should reflect the staff member's status at the close of the school year.

For the June 30, 2026, Snapshot at 5:00PM, your Staff Management submission should include:

1. The active records for all staff active as of the last day of the 2025-2026 school year
 - a. Staff who will be retiring or leaving the LEA after the last day of school should not be inactivated until Staff Management reopens for the 2026-2027 school year.
2. The inactive records of staff who worked within your district at any point during the current school year.

The Staff Vacancy collection in NJSLEDS is required under state law and captures information on vacant, new, and eliminated teaching positions across New Jersey districts. This data supports statewide planning, helps identify teacher shortages, and informs policy, workforce development, and resource allocation decisions.

For the June 30, 2026, Snapshot at 5:00PM, your Staff Vacancy submission should include:

1. Full-time, certificated teaching positions that at any point from July 1, 2025, through June 30, 2026, are:
 - a. Vacant
 - b. Newly created
 - c. Eliminated
2. If the district/school has no vacancies to report for the current submission timeline, a "no vacancies" record should be reported.

For questions about reporting Student Management, Staff Management, or Staff Vacancy data, contact the NJSLEDS Help Desk at 609-376-3970 or submit a web-to-case ticket through the NJSLEDS portal.

The Course Roster Submission Practice Period is currently open. The Official Submission will begin on July 2, 2026. The Course Roster submission collects data that links students and teachers to establish instructional responsibility, monitors course participation to understand enrollment patterns, and highlights gaps in access to key coursework. For additional information on the Course Roster Submission please see the [NJSLEDS Course Roster User Resources](#) webpage.

The Career and Technical Education (CTE) Submission Practice Period is currently open. The Official Submission will begin on July 2, 2026. The CTE submission collects data on CTE programs and participants to help ensure program quality, support student success, and promote equity. This data informs reporting, funding decisions, and continuous improvement to align CTE programs with workforce needs. **The CTE Submission is required for all LEAs that have an approved Career and Technical Education program.** For additional information on the CTE Submission please see the [NJSLEDS CTE User Resources](#) webpage.

The 2026-2027 school year will open on July 6, 2026. Districts are encouraged to submit a full file upload with their initial data submission for the new school year.

User Resources and Support

- **User Resources:** Districts can access submission handbooks, file templates, and other reference materials on the [NJSLEDS User Resources page](#). Select a submission from the drop-down menu, to find submission-specific resources. Resources related to the School Performance Reports, including Data Quality Guidance and attendance guidance, can be found on the [School Performance Reports Resources page](#).
- **Training Opportunities:** Live webinars and Q&A sessions will be offered to support districts. Details and registration links are posted on the [NJSLEDS Trainings and Webinars page](#).
- **Help Desk Support:** Ongoing assistance is available by calling the NJSLEDS Help Desk at 609-376-3970 or by submitting a web-to-case ticket.

The NJDOE appreciates the continued partnership and commitment to accurate, high-quality data reporting in NJSLEDS.

Contact Information

For any additional questions or inquiries, please contact the NJSLEDS team at NJSLEDS@doe.nj.gov.