



STATE OF NEW JERSEY DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 30, 2026

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

Route To: School Business Administrators, Web User Administrators, Superintendents, District Data Coordinators, Human Resources Administrators, Directors of Special Education, Principals and School Leads, Directors of Technology, NJSLEDS Points of Contact

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

Deadline: October 15, 2026, 5 p.m.

Action Required: Complete NJSLEDS Fall Submissions by October 15

The New Jersey Department of Education (NJDOE) is reminding local education agencies (LEAs) that the 2026-2027 Student Management, Staff Management and Staff Vacancy Official Fall Submission periods close **Thursday, October 15, 2026, at 5 p.m.**

LEAs should be uploading and reviewing their fall data in the New Jersey Statewide Longitudinal Education Data System (NJSLEDS). With the deadline approaching, LEAs should complete any remaining uploads, resolve records requiring action, and confirm that all expected records have processed successfully.

The **Special Education Practice Period also closes October 15**. Data uploaded during the practice period is not an official submission and data from the practice period will be cleared. The Special Education Official Fall Submission period opens Monday, October 19, and closes Monday, November 16, 2026, at 5 p.m.

Key Dates

- October 15, 2026, 5 p.m.: Student Management Official Fall Snapshot, submission closes
- October 15, 2026, 5 p.m.: Staff Management Official Fall Snapshot, submission closes
- October 15, 2026, 5 p.m.: Staff Vacancy Official Fall Snapshot, submission closes
- October 15, 2026, 5 p.m.: Special Education Practice Period closes, data is cleared
- October 16, 2026: Performance Report Official Submission opens
- October 19, 2026: Special Education Official Fall Submission opens
- November 16, 2026, 5 p.m.: Special Education Official Fall Submission closes, data as of October 15.
- November 20, 2026, 5 p.m.: Performance Report Official Submission closes

Items for Final Review Before October 15

Student Management Items: LEAs should confirm that Student Management includes:

- Active records for all students for whom the LEA has reporting responsibility;
- Required inactive records for students who transferred or otherwise exited after the prior school year;
- Accurate enrollment, grade level, school, status and exit information; and
- Resolved transfer records requiring action by the LEA.

Omitting a previous active student from an upload does not remove or inactivate the student's record in NJSLEDS. LEAs must submit the appropriate updated or inactive record.

Staff Management Items: LEAs should confirm that Staff Management includes:

- Active records for all staff members for whom the LEA has reporting responsibility;
- Required inactive records for staff members who exited after the prior school year; and
- Accurate employment status, job codes, school assignments and dates.

Note for APSSDs: Approved Private Schools for Students with Disabilities (APSSDs) are responsible only for the Fall Staff Management submission in NJSLEDS.

Staff Vacancy Items: Staff Vacancy reporting covers teaching positions only. LEAs should report qualifying staff vacancies for the 2026–2027 school year, including vacant, newly created and eliminated teaching positions. Vacancies filled on or before June 30, 2026, should not be reported in the 2026–2027 school year submission.

If a school has no qualifying vacancy activity, the LEA should submit one PositionType 1 record for that school. If a vacancy record already has a system-assigned RecordID, the same RecordID must be included when updating the record to avoid creating multiple records.

Resolve Records Requiring Action

LEAs should review Submission History, Submission Records and available error reports after each upload. Errors do not clear automatically after information is corrected in the local source system. LEAs must export and upload a corrected file to NJSLEDS, then confirm that the file has processed successfully.

Before the deadline, LEAs should:

- Resolve all errors;
- Review warnings and confirm that the reported data is accurate;
- Resolve records in Unresolved, Sync, Associated SID/SMID, New SID/SMID or Transfer statuses;
- Address transfer requests requiring LEA action; and
- Confirm that all expected records appear in NJSLEDS.

LEAs are encouraged to complete final uploads early enough to review processing results and make any required corrections before 5 p.m. on October 15.

Special Education and Performance Report Submissions

The Special Education Practice Period allows LEAs to test files, review processing results and correct data before the official submission opens. Practice data is not an official submission and will be cleared. LEAs must complete an official upload after the Special Education Official Fall Submission period opens October 19, 2026.

The Performance Report Official Submission opens October 16 and closes November 20, 2026.

Fall Data Dependencies

Student Management and Staff Management records support later NJSLEDS submissions and reporting. Missing or incorrect records may create errors in Special Education, Course Roster and other collections.

LEAs should coordinate with school administrators, human resources staff, technology staff, Child Study Team members and other personnel responsible for the reported data.

State Assessment Registration

Beginning with the 2026-2027 school year, State Assessment Registration is no longer collected through NJSLEDS. LEAs should register students directly in the applicable assessment vendor systems according to each assessment program's procedures and deadlines.

Resources

Current handbooks, templates and field guidance are available on the [NJSLEDS User Resources](#) pages.

Submission windows and deadlines are available on the [NJSLEDS Submission Calendar](#).

Training materials and upcoming sessions are available on the [NJSLEDS Trainings and Webinars](#) page.

Contact Information

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