Staff and Student Course Roster Submission FAQs

This document answers frequently asked questions about the NJSLEDS Staff and Student Course Roster submission. For official requirements, districts should refer to the NJSLEDS Student and Staff Course Roster Handbooks and NJSLEDS User Resources, or contact the NJSLEDS Help Desk if additional clarification is needed.

Contents

Section 1: Reporting Scope and Submission Responsibility

1.1 How does NJSLEDS identify a unique Course Roster record?

For Course Roster Submissions, NJSLEDS defines a "unique record" using a specific combination of identity, assignment, and course-section fields.

- If two rows contain identical values across all required uniqueness fields, NJSLEDS considers them duplicates.
- If one or more of those fields differ, NJSLEDS treats the row as a separate record.

1.2 What makes a Student Course Roster record unique?

A Student Course Roster record is considered unique when the following fields together describe one instance of a student enrolled in a specific course section:

- LocalIdentificationNumber (LID)
- StateIdentificationNumber (SID)
- FirstName
- LastName
- DateOfBirth
- CountyCodeAssigned
- DistrictCodeAssigned

- SchoolCodeAssigned
- SectionEntryDate
- SectionExitDate
- SubjectArea
- CourseIdentifier
- GradeSpan
- LocalSectionCode

These fields collectively define one student in one section during one time period.

1.3 When is a Student Course Roster record considered a Duplicate?

A Duplicate occurs when two or more rows in the same file, submitted by the same district, contain identical values across all of the fields listed above. When this happens, NJSLEDS flags the record as a Duplicate. The system does not merge or choose between records. The district must remove or correct the duplicate row before processing can continue.

1.4 Why am I getting an "Out of Sync" error in Student Course Roster?

An "Out of Sync" error means the student course roster record does not match the student's record in Student Management, or a required student is missing from your course roster file.

NJSLEDS checks that:

Identity fields match exactly:
- StateIdentificationNumber (SID)
- FirstName
- LastName
- DateOfBirth

And

The assigned school matches the correct school in Student Management:
- CountyCodeAttending
- DistrictCodeAttending
- SchoolCodeAttending

For shared-time students (EnrollmentType = S), the school must match:
- The **attending school** if ReportedSharedVoc = Y (vocational district)
- The **resident school** if ReportedSharedVoc = N (academic district)

If the identity or school location does not match, the record is flagged as Out of Sync.

1.5 How do I fix an Out of Sync error in Student Course Roster?

Review these fields in both Student Course Roster and Student Management:

Identity fields:
- StateIdentificationNumber (SID)
- FirstName
- LastName
- DateOfBirth

School location fields:

- CountyCodeAssigned in Course Roster and CountyCodeAttending in Student Management*
- DistrictCodeAssigned in Course Roster and DistrictCodeAttending in Student Management*
- SchoolCodeAssigned in Course Roster and SchoolCodeAttending in Student Management*

Also confirm that the student is active (DistrictStatus = A and SchoolStatus = A) and that shared-time students are reported under the correct district (vocational vs. academic).

* For shared-time students (EnrollmentType = S), the school must match:

- The **attending school** if ReportedSharedVoc = Y (vocational district)
- The **resident school** if ReportedSharedVoc = N (academic district)

Common causes include:

- Typo in name or DOB
- Wrong SID
- Reporting the wrong school (attending vs. resident)
- Student not active in Student Management
- Student missing from the Student Course Roster file

After correcting the data in your source system, re-export and re-upload the file to NJSLEDS. The error will clear once the records align.

1.6 What makes a Staff Course Roster record unique?

A Staff Course Roster record is considered unique when the following fields describe one instance of a staff member assigned to teach a specific course section:

- LocalStaffIdentifier (LSID)
- StaffMemberIdentifier (SMID)
- FirstName
- LastName
- DateOfBirth
- CountyCodeAssigned
- DistrictCodeAssigned
- SchoolCodeAssigned
- SectionEntryDate
- SectionExitDate
- SubjectArea
- CourseIdentifier
- GradeSpan
- LocalSectionCode

These fields together define one teacher assigned to one section during one timeframe.

1.7 When is a Staff Course Roster record considered duplicate?

A Duplicate occurs when two or more rows in the same file, submitted by the same district, contain identical values across all of the unique fields. When this occurs, NJSLEDS flags a Duplicate error. The district must remove or consolidate the duplicate rows before re-uploading.

1.8 Why am I getting an "Out of Sync" error in Staff Course Roster?

An "Out of Sync" error means the staff course roster record you submitted does not match the staff member's record in Staff Management. NJSLEDS compares your Staff Course Roster file to Staff Management and checks that:

Identity fields match exactly:

- StaffMemberIdentifier (SMID)
- FirstName
- LastName
- DateOfBirth

And

The assigned school matches one of the staff member's assignment locations in Staff Management:

- CountyCodeAssigned
- DistrictCodeAssigned
- SchoolCodeAssigned

If either the identity fields or the assigned school codes do not match Staff Management, the record is flagged as Out of Sync.

1.9 How do I fix an Out of Sync error in Staff Course Roster?

Start by checking the following fields in both Staff Course Roster and Staff Management:

Identity fields:

- StaffMemberIdentifier (SMID)
- FirstName
- LastName
- DateOfBirth

Assignment location fields:

- CountyCodeAssigned
- DistrictCodeAssigned
- SchoolCodeAssigned

Common causes include:

- Staff member not marked active in Staff Management
- Typo in name or date of birth
- Incorrect SMID
- Course roster reported under the wrong school
- Staff assignment not listed in Staff Management

Once corrected in your source system, re-export and re-upload the file to NJSLEDS. The error will clear once the Staff Course Roster record matches Staff Management.

1.10 In general, who do I report to the Course Roster submission?

Districts must report all teachers who are responsible for 100% of students on a section roster, and all students enrolled in courses delivered by the district. Please follow the reporting guidance below:

- Staff Course Roster: Report the teachers and co-teachers who are 100% responsible for the course section's roster and assigned to your district. A district must submit staff information for teachers that carry

responsibility for 100% of the students on the district's rosters. Thus, lead teachers and co-teachers will be included in your Course Roster submission.

- Student Course Roster: Report students enrolled and attending courses in your district. This includes students attending your district, that are not your Student Management reporting responsibility; these students will appear in your Out of District Records page in Student Management.

Note: Preschool students placed at contracted preschool provider locations are not reported to the Course Roster Submission as they do not attend an in-district school.

1.11   Are we required to report service rosters to the Course Roster Submission?

Districts are not required to report service rosters (commonly defined as rosters in which a subset of the section is receiving specialized services, i.e., an inclusion teacher working with small group of students).

Districts that have chosen to report service rosters have done so by creating a separate course section that is specific to the service roster.

For example:

- Teacher A is the primary teacher for a Language Arts course section and is responsible for all students enrolled in that course. The district would report the full course section as assigned only to Teacher A, who is responsible for all students on the entire roster.

- Teacher B is an Inclusion teacher who works cooperatively with Teacher A to provide services for a subset of the students in the course. To report the service roster, an additional course section with a different local section number would be reported to include only the subset of students receiving the service and would be assigned to Teacher B.

1.12   Are Special Services School Districts (SSSDs) and Approved Private Schools for Students with Disabilities (APSSDs) with students assigned to courses required to submit to the Course Roster Submission?

Special Services School Districts will be required to transmit their records to the Course Roster Submission. Course Roster data will not be collected from private placements or non-publics. **APSSDs are only required to submit Staff Management data and do not submit Course Roster records.**

1.13 Is the Educational Services Commission (ESC) or the Department of Children and Family (DCF) required to report students assigned to courses to the Course Roster Submission?

Neither the ESC nor the DCF must submit any information to Course Roster Submission.

Section 2: Courses and Instructional Settings Required for Reporting

2.1 Which classes are to be submitted for the Course Roster Submission?

The following courses will be collected for the Course Roster Submission:
- Standard courses taught by a single teacher or co-teachers assigned to your district
- Remote courses (not at another LEA), dual enrollment, and online courses taught by staff **not assigned** to your district
- College level dual enrollment/ dual credit courses taught by staff **not** assigned to your district
- College level dual enrollment/ dual credit courses taught by staff assigned to your district

2.2. Are we responsible for submitting records for students attending college, remote, or virtual courses in addition to our standard courses?

Yes. Students enrolled in courses occurring in any of the following nonstandard instructional environments should be reported to the Course Roster submission:
- College level dual credit/dual enrollment courses taught by staff not assigned to your district
- Remote courses physically attended by students at a location other than at another LEA that are taught by staff not assigned to your district

- Online courses taught by staff not assigned to your district

The data element, Course Type, allows districts the opportunity to report these courses regardless of the lack of staff data. Course Type codes for these scenarios should only be used if the district/ entity where the student attends the course is NOT required to report these students. Each term or semester of a course must be reported separately if scheduled as separate sections.

2.3. Should I include classes such as Study Hall, Community Service, Workplace Experience, etc. in the Course Roster Submission?

As the Course Roster Submission collects transcript data, all courses that appear on a student's transcript should be reported. Courses that are not classified under a specific content area may be found in the miscellaneous section of the SCED codes list (Prior to Secondary: Subject Area 72, Secondary: Subject Area 22). The available credit value should be 0.000 if students do not receive a grade. If a course appears on the transcript (even with zero credit), it should be reported. See also Grade Span, Credit Value, and Course Design Rules.

Section 3: Enrollment Status, Course Completion, and Final Grades

3.1. What are the implications if we do not submit a Student Course Roster record for a student who is no longer active in my district and was being taught by a teacher in an SGP subject?

If no Student Course Roster Record is submitted for a student, then that student's SGP will not be counted in the Median SGP calculation for any teacher that taught them that year.

3.2. My student information system does not automatically store a year-end final grade when a student does not complete a course and is no longer active in my district. How do I decide if a student should have a final grade stored so it will create a Student Course Roster Record?

This is a district decision and should be made by an administrator such as a Principal, Guidance Director, Curriculum Director, or Superintendent. NJSLEDS submitters and SIS Administrators should have clear direction from an administrator to store a final grade for a student who has left the district so that a Student Course Roster Record is submitted to the Course Roster Submission.

3.3. Since the course submission is being collected at the end of the year, will all students have a course exit date?

Yes.

3.4. How should I report a student's name if it is unknown?

In the case that you do not know a student's first or last name, you should report the value of "Unknown" into the FirstName or LastName data elements.

Section 4: Staff Reporting Requirements and Teacher of Record Determination

4.1. If a teacher goes on temporary leave (illness, sabbatical, maternity leave, etc.) and a permanent sub comes in, should the teacher on leave be reported?

The teacher on leave and the permanent sub should both be reported to the Course Roster Submission. Include the section exit date when reporting staff members who have exited a course section on temporary leave.

4.2. Am I required to report long-term substitutes to Course Roster Submission?

Yes, you are required to submit long-term substitutes to Course Roster. You may identify your long-term substitutes as any substitute that holds a certificate from the state and is replacing a regularly employed teacher for a period of twenty or more consecutive days.

4.3. One of our courses did not have a permanent teacher this year. Instead, the course was taught by a series of short-term/per-diem substitutes, who do not get reported to Staff Management. Who do I report as the StaffMemberAssigned for this course?

You should report whichever staff member is most directly tied to this course. It may be whoever oversaw the curriculum/assignments, or it may be a department head or other administrator. Please note that whoever is assigned to this course may therefore be eligible for an mSGP (median Student Growth Percentile) score if the staff member, the students, and the course itself meet other criteria. For more information on mSGPs, click here.

Section 5: Course Roster Record Linkage

5.1. What are the Course Identifier elements?

The Course Identifier elements are nine data elements combined to form your unique course identification. **All nine of these elements must match exactly** between the staff record and student record to successfully link a staff member and student to one course. The nine elements are Subject Area, Course Identifier, Course Level, Course Sequence, Local Course Code, Local Section Code, County Code Assigned, District Code Assigned, and School Code Assigned.

Section 6: SCED Codes, Course Types, and Coding Changes

6.1. How do I determine whether to use a Prior to Secondary SCED code or a Secondary SCED code?

If the student is earning credit applicable to a high school diploma through the course, a code from the Secondary list must be selected. Courses designated with a Prior to Secondary Grade Span should not be reported using Secondary course codes.

Note: A course in high school can carry a Secondary SCED while not offering credit toward the diploma, i.e., an extra period to enhance study skills that carry zero credits. Your district may decide whether to report this course depending on its practice of placing zero credit courses on transcripts.

6.2. How do I indicate that a class is an AP class?

AP and IB classes have separate and unique SCEDs as the College Board and the International Baccalaureate Organization define the content and set the performance standards for AP and IB courses.

6.3. Will I be required to identify each subject area for my self-contained K-5 courses?

For non-subject specific Prior to Secondary courses, use the codes that begin with Subject Area 73.

6.4 Which NCES SCED Code must be used for students enrolled in a Prior to Secondary Algebra 1 course?

Students enrolled in a Prior to Secondary Algebra 1 course must use the NCES SCED of 52 052 (Subject Area 52 and Course Identifier 052).

6.5. Which NJSLEDS SCED Codes are used to indicate that a course is a Structured Learning Experience (SLE)?

A secondary SCED code with a Course Identifier ending in 48 or 98 indicates that the course is a SLE.

Section 7: Grade Span, Credit Value, and Course Design Rules

7.1 What grades should be included in the Grade Span field?

The Grade Span field is intended for use with Prior to Secondary courses.

7.2. How do I determine Grade Span for a class that is intended for a particular grade range but has students of varying grade levels in membership?

Grade Span indicates the grades the course is meant to teach rather than the grades of students in membership. For example, a 6th grade student that sits in a 7th grade class would not change the grade span of the class. The grade span would be 0707 though the student membership span would be 6th-7th grade.

7.3. How do I determine my Available Credit value?

Available Credit value for a course is the credit value that has already been assigned to a course by your district. Established credit values for a course should not be altered for the purpose of submitting to the Course Roster Submission and should reflect what is captured in the student's transcript.

If a course is part of a multipart sequence, a district may break apart the Available Credit value to accurately reflect the credit value of each term, i.e., a Chemistry 1 course with 2 terms and a total available credit value of 5.000 may potentially have an available credit value of 2.500 for sequence 12 and a value of 2.500 for sequence 22. The combined credits of each sequence should equal the total available credit value. It is up to the district to determine the value of each term. The combined credit value across all sequences must equal the total course credit

7.4. Is there any state-standardized grading system being used to determine grade values submitted to the Course Roster Submission?

No, there is no standard state grade scale in place for the Course Roster Submission. Use the values that are already developed and in use by your LEA.

Section 8: Use of Course Roster Data is Used for mSGP and Accountability

8.1. How are Staff and Student Course Roster Submissions data used in the School Performance Reports?

Course roster data is used to report on Advanced Placement (AP), International Baccalaureate (IB), and dual enrollment course participation. It is also used to report on course participation in Mathematics, Science, Social Studies/History, World Language, Computer Science, and Visual and Performing Arts courses.

Please see the NJ School Performance Reports: NJSLEDS Course Roster Submission Guidance for more details on what fields are used and how data is calculated.

8.2. What courses will be pulled for use in mSGP calculations for my staff?

A course will be included in the mSGP calculation if it meets the following criteria:

- Subject area of 51, 52, or 73 (Math and ELA).
- mSGPs are only available for Language Arts in grades 4-8 and Mathematics in grades 4-7.
- The teacher of record is present for 60% of the course prior to the state assessment.
- There are SGP scores for at least 20 separate students who are enrolled in the class for at least 70% of the school year before taking the state assessment.

8.3. What are the implications if we do not submit a Student Course Roster record for a student who is no longer active in my district and was being taught by a teacher in an SGP (Student Growth Percentile) subject?

If no Student Course Roster Record is submitted for a student, then that student's SGP will not be counted in the Median SGP calculation for any teacher that taught them that year.

Section 9: Data Quality Rules and Common System Issues

9.1. I uploaded my data, and some special characters are missing from my LocalCourseTitle fields. Why?

If data is uploaded into any NJSLEDS submission with one of four special characters listed as the first character in a field, the special character will be removed after being uploaded. The four special characters are: + - @ =

For example, if your LocalCourseTitle field is +Geometry, after your file uploads into NJSLEDS, the name of the class will appear as Geometry in your State Assessment Registration Submission records. **This rule will apply to all NJSLEDS fields in all submissions.** Please avoid using these special characters in the first position throughout any NJSLEDS data collections to ensure that your local data system always matches what is reported to NJSLEDS.

9.2. Why have certain SCED codes been removed for the 2025-2026 school year?

The New Jersey Department of Education (NJDOE) annually reviews the list of SCED codes available and makes updates to both align the NJSLEDS list with the most recent SCED list provided by the National Center for Education Statistics (NCES) and also make sure the courses on the list align with the courses offered in New Jersey public schools. Certain codes may have been removed if they were either duplicative or redundant or did not align to courses taught in New Jersey. The goal is to increase data quality and make sure that the most appropriate codes are used. To further support LEAs, the NJDOE has added more information to the NJDOE Guidance column in the NJSLEDS SCED Course Code List document. If LEAs need additional assistance in identifying the appropriate SCED code for a specific course, please contact the Office of Standards at standards@doe.nj.gov.

Revision History

Date	Version	Comment
March 2026	1.0	• Initial version published for NJSLEDS launch.