

Student Management FAQs

Last Updated: October 15, 2025

This document answers frequently asked questions about the NJSLEDS Student Management submission. Use it with the [Student Management Handbook](#) and other [NJSLEDS User Resources](#).
If your question isn't answered here, please contact the [NJSLEDS Help Desk](#).

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General

1. What is the purpose of the Student Management submission in NJSLEDS?

The Student Management submission maintains accurate and up-to-date enrollment and demographic data across New Jersey’s Local Education Agencies (LEAs).
The NJDOE collects this data to ensure accurate tracking and reporting of student information across different systems and educational stages. It supports accountability, resources allocation, educational improvements, and data security, all while adhering to state and federal mandates for reporting student outcomes.

2. How does Student Management in NJSLEDS differ from SID Management in NJ SMART?

Student Management in NJSLEDS functions similarly to SID Management in NJ SMART:

- Submission requirements remain the same, and LEAs will continue to report student enrollment and demographic data as before.
- The primary difference is that all data is now managed through NJSLEDS, rather than NJ SMART, and is now referred to as the Student Management submission, rather than SID Management.

3. What are the core submission processes in NJSLEDS?

To upload a submission in NJSLEDS:

1. Log in and select Submission Upload from the top navigation bar.

2. Choose the correct submission type (in this case, Student Management) from the Submission Type dropdown menu and click Next.
3. Upload your file.

After submitting:

- Your file will appear as “In Process” on the Submission History page.
- You will receive an email notification once the upload is complete.

4. When is the submission deadline for the Fall Student Management Snapshot for the 2025-2026 school year in NJSLEDS?

To support the transition to NJSLEDS, the submission deadline has been extended to November 3, 2025, for the Student Management Fall Snapshot. **Please note:** All data submitted must be as of October 15, 2025.

5. Why does New Jersey use an “As of Date” for student data?

The U.S. Department of Education requires every state to submit student enrollment data based on a single, consistent snapshot in time. This ensures all 50 states report comparable data using the same timeframe. New Jersey uses an official “As of Date” of October 15 to:

- Meet federal reporting requirements for ED Facts and Common Core of Data
- Supporting federal funding formulas like Title I and IDEA
- Create an accurate, unduplicated statewide enrollment count
- Enable consistent year-over-year comparisons

By anchoring all districts to one date, NJDOE ensures everyone’s data represents the same moment in time.

6. How does the “As of Date” work in practice?

1. NJDOE sets the As of Date (e.g., October 15) for each data collection
2. Districts report students and staff who were enrolled/employed on that specific date
3. NJSLEDS validates the data and generates statewide counts
4. NJDOE uses this dataset to fulfill federal reporting requirements

7. What about students who enroll after October 15?

Important: Do NOT create new State Identification Numbers (SIDs) for students who enroll after the October 15 “As of Date”. Here’s what this means in practice:

For students enrolled on or before October 15:

- You should obtain or verify SIDs as usual
- Leave the SID field blank in your submission if the student needs a new SID
- NJSLEDS will automatically generate a SID for these students

For students who enroll after October 15:

- Do NOT create new SIDs during this reporting period
- These students should NOT be included in your October 15 snapshot data

- Wait to obtain SIDs for these students until the next reporting cycle

Why this matters: The October 15 snapshot must reflect only the students who were actively enrolled on that specific date. Creating new SIDs after October 15 would add students to the count who weren't actually present on the official "As of Date" which would:

- Violate federal reporting requirements
- Inflate your enrollment count
- Compromise the accuracy of state and federal funding calculations

System Note: NJSLEDS currently does not have a hard system block to prevent SID creation after October 15. Districts are expected to honor this policy and only request SIDs for students who were actually enrolled as of October 15. Creating SIDs for students who enrolled later misrepresents your official enrollment count and affects federal funding accuracy.

Only students physically enrolled on October 15 should be in your November 3 data submission. If a student enrolls on October 16 or later, do not create a SID or include them until the next reporting cycle.

Field Guidance

8. When should I update a student's StudentLearningEnvironment?

Update the StudentLearningEnvironment if the student's mode of instruction changes during the school year.

- If the student is marked as 1 (Full-time on Premises), then both RemoteDaysAbsent and RemoteDaysPresent must be 0.
- If the student begins receiving any remote instruction, update the field to:
 - 2 = Hybrid (part on premises, part remote)
 - 3 = Full-time Remote (district choice)
 - 4 = Full-time Remote (parent/guardian choice)

This ensures accurate tracking of instructional settings throughout the year.

9. Why is it important that demographic and classification information is entered correctly in NJSLEDS?

Data submitted to NJSLEDS is used for state and federal reporting, funding decisions, planning, and accountability. Inaccurate data can directly impact NJDOE's reporting and the allocation of resources.

10. If my LEA uses separate databases to assign Local IDs for each school, there may be duplicates within the LEA. Must Local Identification Numbers (LIDs) be unique within the LEA?

Yes. LIDs must be unique across the entire LEA to ensure accurate matching between LIDs and Statewide Identification Numbers (SIDs).

11. When do you indicate that a student has been retained?

In Student Management:

- If a student will be retained for the next school year but is not currently repeating, report "N" in the retained field.

- Update the record to “Y” only after the retention is confirmed in the Fall Student Snapshot of the following school year.

12. I have a student identified as needing placement in a language instruction educational program (LIEP), but their parents refused LIEP services. Are the fields for multilingual learner (ML) still filled out for these students in Student Management?

Yes. Students identified as MLs must still have the required fields completed, even if their parents refuse LIEP services.

For these students:

- Enter a date in ELPScreenerDate
- Enter “Y” for EligibleForLIEP
- Leave LIEPStartDate1 blank
- Enter a date in LIEPParentRefusalDate

13. What date should be used for SchoolExitDate?

Use the first day after the student’s last day of attendance as the SchoolExitDate. The date entered must be in YYYYMMDD format, with no slashes or dashes.

14. For the Seal of Biliteracy, can we submit scores from language assessments that were taken in 8th, 9th, or 10th grade?

No. The testing window for the Seal of Biliteracy begins January 1 of a student’s junior year and runs through the state testing deadline in senior year (typically February 10). For full details, please visit the [NJDOE Seal of Biliteracy](#) page.

15. What does the ImmigrantStatus field compare to?

The ImmigrantStatus field is based on two data elements: CountryOfBirth and FirstEntryDateIntoAUSSchool.

Under 3201 of the Every Student Succeeds Act (ESSA), “immigrant children and youth” are defined as students who:

- Are ages 3 through 12;
- Were not born in any U.S. state; and
- Have not attended schools in the U.S. for more than three full academic years.

If a student was born outside of the U.S. or Puerto Rico and has attended U.S. schools for less than three years, you must report “Y” for ImmigrantStatus.

For more information, please refer to the [Country Codes](#) guidance document on the [Key Documents](#) page.

16. How do I report ImmigrantStatus and FirstEntryDateIntoAUSSchool data fields for students that are U.S. citizens born abroad with two birth certificates?

If a student was born outside of the United States, report their CountryOfBirth as the country they were born, regardless of citizenship status.

ImmigrantStatus is not based on citizenship. It's based on where the student was born and how long they have attended a school in the United States.

Even students born abroad to American parents may be considered immigrants for reporting purposes if they have been enrolled in U.S. schools for fewer than three full academic years.

17. For SchoolEntryDate and SchoolExitDate, which date should the district report if a student enters and exits the district multiple times within a single school year?

If a student exits and later re-enters your district during the same school year, create two separate enrollment records:

- The first record should show the student's initial SchoolEntryDate and SchoolExitDate, with District and School statuses set to "Inactive".
- The second record should show the student's re-entry date as the new SchoolEntryDate, with both District and School statuses set to "Active".

This ensures that each enrollment period is accurately captured.

18. Should I provide a SchoolExitDate for a student who is active but who changed schools within their LEA?

Yes. When a student transfers between schools within the same district:

- Update the previous school's enrollment record to "Inactive" and enter a SchoolExitDate as the day after the student's last day of attendance.
- Create a new enrollment record for the new school with both DistrictStatus and SchoolStatus set to "Active", and enter the correct SchoolEntryDate.

19. When should we remove inactive records from Student Management?

Inactive records should be managed carefully to ensure accurate reporting:

- Students active at any point during the current school year must remain in Student Management through the Fall and End-of-Year Snapshots. Their inactive records are needed for validating other submissions, such as the Course Roster.
- Students not returning for the next school year, and whose inactive enrollment has already been captured in a Snapshot, can be removed from Student Management at the start of the new school year.
- Students expected to return but who withdraw over the summer should remain as Inactive in Student Management until after the Fall Snapshot is completed. After the Fall Snapshot, these records can be removed if the student did not re-enroll.

20. What should be included in my first file upload for the new school year?

Your first file upload for the new school year should include:

- Inactive records for students who transferred out of your district after the prior school year.
- Inactive records for graduates from the prior school year. Even if these students have already been marked as Inactive, they must still appear in the file to ensure proper validation.

- Active records for all returning students.
- Active records for all new students entering your LEA.

Including all active and relevant inactive records ensures a complete and accurate Student Management submission.

21. Now that T1 has been removed from Student Management, which SchoolExitWithdrawalCode should I use if a student transfers between registers within the same school?

No SchoolExitWithdrawalCode is needed. Student Management tracks enrollment at the school level, not the register level.

If a student moves between registers within the same school:

- Update the student's existing enrollment record in your Student Information System (SIS) or local source system with any changes.
- Reupload the updated record to NJSLEDS.
- Do not create a new enrollment record.

Note: T1 can still be used locally for internal tracking, but should not be submitted to NJSLEDS.

Reporting Scenarios

22. How should I report students who are only present for part of the day?

If a student participates in instruction or related activities for at least half of the school day, report them as present for that day. If the student participates for less than half of the day, report them as absent for that day.

This applies whether the student is on campus, at an approved off-site location, or learning virtually. Home instruction counts as participation and should be included when determining presence.

23. How do I report students receiving special education services who are parentally placed in a non-public school within the district?

If the student is considered non-public, report them using the appropriate code in the NonPublic field:

- REC = Receiving Services
- NREC = Not Receiving Services

For full details on reporting requirements for non-public students, please refer to the [Student Management Handbook](#).

24. How are shared-time vocational students reported to Student Management?

Shared-time students must be reported by both the resident district and vocational school.

- The resident CDS codes reflect the district where the student lives.
- The attending CDS codes represent the vocational school.
- The non-vocational school the student attends for part of the day should be listed as the receiving school.

For full guidance, please refer to the [NJSLEDS Reporting Responsibilities Document](#), which can be found in the [Key Documents](#) section.

25. I have a student who is homeless but has been domiciled in temporary/transitional housing at the same address for one year. Do I still report the student as being homeless?

Yes. If a student does not have permanent housing, they should continue to be reported as Homeless in NJSLEDS.

Additional guidance:

- If a student originally became homeless in one district but finds temporary housing (such as doubling up or shelter) in a second district, the original district remains responsible for tuition and transportation for 12 months.
- After 12 months, if the student still does not have permanent housing, the second district (where the student is residing) becomes the Resident district and is responsible for reporting the student in NJSLEDS.

For full guidance, please refer to the [NJSLEDS Reporting Responsibilities Document](#), which can be found in the [Key Documents](#) section.

26. What should I do if a student has completed graduation credits but still has other diploma requirements? Should I continue submitting the student to NJSLEDS?

Yes. Continue to report the student with:

- DistrictStatus and SchoolStatus set as Active.
- GradeLevel as 12.
- ProgramTypeCode as NE (Not eligible yet for a diploma).

This ensures the student remains properly tracked until all graduation requirements are completed.

27. We are a K-8 district. Are we required to report data for the Biliterate, WorldLanguageAssessment, and WorldLanguagesAssessed data elements?

No. These fields are only required for 12th grade students. Students in grades below 12, including those in K-8 districts, can leave these fields blank.

28. What if a student enrolls in the LEA in the summer and then leaves the LEA before the first day of school?

If a student enrolls but leaves before the first day of school, the LEA should report the student as Inactive in Student Management.

- The SchoolExitDate should be recorded as the first day after the last date the student attended school (if applicable).
- If the student never attended and a SID was never issued, the student's record should not be reported to NJSLEDS.

29. How do LEAs manage student enrollment, transfers, and exits?

Districts must report enrollment data for every student under their responsibility.

- All changes must be made first in your Student Information System (SIS) or local source system, and then uploaded into NJSLEDS, which is the target system.

For transfer:

- The Associated District (formerly Conflict-Owning) is the district that first reported the student as Active.
- The Requesting District (formerly Conflict-Claiming) is the district that later uploaded an Active record.
- Both districts will receive email notifications with the last four digits of the student's SID and contact information to help resolve the transfer.

Any record that is in this status will be marked as such in your submission list. The Associated District will see Transfer Requested and the Requesting District will see Transfer Request.

For exits:

- Exits are recorded using a SchoolExitWithdrawalCode.
- Updates must be made in your SIS or local source system and reuploaded to NJSLEDS.
- Refer to the [Student Management Handbook](#) for the full list of withdrawal codes.

Error Resolution

30. I received an error stating that the combination of County, District, and School codes is not valid. Where do I go to find the correct CDS codes combination to resolve this?

All valid County, District, and School (CDS) code combinations are listed in the [NJSLEDS County District School Code List](#), available under the [Key Documents](#) section. Make sure your codes match exactly as listed.

31. When do I erase a record?

Records cannot be erased in NJSLEDS, as it is a target system.

If a student was uploaded in error, correct it by reuploading the record as Inactive. This will remove the record from your list of active enrollments without deleting it from the system. To have a record completely removed from the system, a Help Desk ticket must be submitted through the Help Desk button in the NJSLEDS system.

32. What if I have an incorrect SID number?

To correct a SID number:

- Export the student's record, delete the incorrect SID, and reupload the file.
- If the key fields (First Name, Last Name, Middle Name, Date of Birth, Country of Birth, City of Birth) match an existing record, the correct SID will automatically associate.
- If one or more fields do not match, the record will move to ID Management for manual association.
- If no match is found, a new SID will be generated through the Create SID process.

33. Will I receive an error if my SpecialEducationClassification field differs in the Special Education submission from what was submitted in Student Management?

Yes. Validation rules require that the SpecialEducationClassification code is the same in both submissions. To avoid errors:

- Submit your Student Management file first to establish the correct classification.
- Then, submit your Special Education file.

If the codes do not match, the error will reappear in the Special Education submission, not in Student Management.

34. What if my LEA does not have the available information to correct an error for a student?

Work with the student's previous district's Point of Contact (POC) to retrieve the missing information. You may also contact the student's parent or guardian if needed. [NJSLEDS Point of Contact](#) information can be found in the [Key Documents](#) section.

35. I looked through the out-of-district records page, but noticed students on that page that I do not recognize and have no relationship with my LEA. What should I do?

If you see students listed on your out-of-district records page who do not belong to your LEA:

1. Contact the Submitting District:
 - Use the [NJSLEDS Point of Contact](#) list available under [Key Documents](#). The submitting district may have mistakenly reported the student under your CDS code and can correct the error in their data.
2. Follow up with NJSLEDS support if needed:
 - If you've confirmed that the student doesn't belong to your district, and the submitting district can't resolve the issue, contact the [NJSLEDS Help Desk](#) for assistance. NJSLEDS staff can review the record and correct any systemic coding issues.

36. Why do I have records in Student Sync?

Records appear in Student Sync when students were previously uploaded as Active but were missing from your most recent Student Management file upload.

To resolve this:

- Cross-check the missing students against your Student Information System (SIS) or local source system.
- Determine whether each student should be reported as Active or Inactive.
- Upload a new file containing the correct records from your Sis to update their status in NJSLEDS.

This process ensures that all enrollment records remain active and up-to-date.

Support

37. Where do I find contact information for an NJSLEDS Point of Contact (POC) for another LEA?

The [NJSLEDS Point of Contact List](#) is available in the [Key Documents](#) section.

38. What technical support is available for LEAs?

The NJSLEDS Help Desk is available Monday through Friday from 8:00 AM to 5:00 PM to assist NJSLEDS users. You can contact the Help Desk by:

- **Email:** helpdesk-sleds@doe.nj.gov
- **Phone:** 609-376-3970
- Or, by submitting a ticket through the NJSLEDS Home Page after logging into the system.

39. Where can I find training materials and resources?

Training materials, submission guides, and more are available on the [NJSLEDS Student Management User Resources](#) page and the [Trainings and Webinars](#) page.