



ID Management in NJSLEDS

Training Guide for Changing, Merging or Deleting SID Records

NJSLEDS Project Team

Office of Information Technology

September 2025

nj.gov/education/sleds

Disclaimer: Please do not send Personally Identifiable Information (PII) by email.

All change, merge, or delete requests must be submitted through the NJSLEDS Help Desk in the NJSLEDS system. Requests sent by email will not be processed.

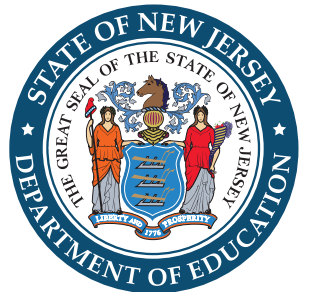


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ID Management Change/Merge Request Overview

Change or Merge Requests:

- When managing student records in NJSLEDS, Local Education Agencies (LEAs) may discover that student information in the longitudinal data is inaccurate.
- In such cases, they may need to update student demographic details or merge duplicate records to ensure that each student member is represented by a single, unique record.
- The Change Request or Merge Request in the NJSLEDS Case Management web form will allow users to make the changes.
- Detailed instructions on how to request an update will be covered in this presentation



Step by Step Instructions Change or Merge Request



SID Change Request

Definition: The same student, same SID, but one or more demographic fields in the statewide record are incorrect and must be updated to match official documentation.

Common Reasons for a Change Request:

Field	When You Would Change It
First / Middle / Last Name	Name change (adoption, legal name change, marriage in adult education, etc.) OR originally entered incorrectly (misspelling, wrong order).
Date of Birth	Data enter error; DOB must match the birth certificate.
Gender	Incorrect gender marker OR official gender marker change.
City of Birth	Incorrect city entered when SID was created
Country of Birth	Incorrect country entered when SID was created
Confirmation of Change	Required signature/approval verifying the change is correct and documented.

Key Note for Change Requests: Requests without complete information will be delayed.



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SID Merge Request

Definition: Two or more different SIDs exist for the same student—these duplicate records must be combined into a single SID.

Common Reasons for a Merge Request:

- The same student was enrolled under different SIDs in different years.
- A student transferred between districts, and a new SID was mistakenly created.
- An existing SID was not located before a new one was issued.

Key Notes for Merge Requests:

- Merges are permanent – once processed, they cannot be undone.
- All SIDs provided must be for the same student.
- Documentation may be required to verify identity.



Submitting a SID Change or Merge in the Case Management Web Form

Department Of Education

[Home](#) [ID Management](#) [Submission Records](#) [Submission Upload](#) [Submission History](#) [Reports](#)

SLEDS

NJ Statewide Longitudinal Education Data System

Welcome to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS)!

This platform is designed to streamline the process of submitting and uploading essential data for student and staff information, ensuring compliance with state and federal requirements and supporting administrative efficiency.

As of September 2, 2025, NJSLEDS is the official platform for all required submissions. All districts must use NJSLEDS for data reporting and align updates in their source systems to match the information submitted through the platform.

Important Note for All Users

- Follow the current-year submission schedule for each collection.
- Errors identified in NJSLEDS should be corrected in your source system and resubmitted.
- New State ID (SID) or Staff State ID (SMID) assignments created in NJSLEDS are official and must be maintained for all future submissions.
- File specifications and layouts remain consistent with prior NJ SMART formats to support a smooth transition.
- The NJSLEDS User Resources website will post system announcements, resource updates, and training opportunities.

Data Certification Statement

By submitting data to the New Jersey Department of Education (NJDOE), districts acknowledge and confirm the following:

- The submitted data has been thoroughly reviewed for accuracy and approved by all appropriate district and local staff.
- All known issues and discrepancies have been resolved or documented, and the data reflects the most accurate and complete information available at the time of submission.
- The district understands that certified data will be used for official NJDOE purposes, including federal, state, and public reporting; accountability determinations; and funding decisions.
- Submission of data is considered a formal certification that the information is accurate.

Knowingly submitting inaccurate or incomplete data may result in follow-up or corrective actions by the NJDOE.

By accessing this site, you acknowledge that the work completed within the NJDOE SLEDS Portal is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records. By logging into the NJDOE SLEDS Portal, you agree to the following terms.

Submission Schedule

October 2025: Graduation Appeals is planned for October 2025 (date TBD). Please check back soon for the official submission window.

Make sure to upload your Submissions before the scheduled dates below:

- September 2, 2025:** NJSLEDS Officially Opens; Student Management, Staff Management, and Staff Vacancy Fall Submissions
- September 22, 2025:** NJSLEDS Officially Opens; Performance Report Submission and Special Education Practice Period
- October 15, 2025:** Student Management and Staff Vacancy Fall Snapshot (Submission Closes)
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- October 31, 2025:** Staff Management Fall Snapshot (Submission Closes)

For the full [submission calendar](#), please visit the NJSLEDS User Resources website.

NJSLEDS User Resources

<https://www.nj.gov/education/sleds/resources/>

Trainings and Webinars

<https://www.nj.gov/education/sleds/training/>

Resources on FERPA

- [FERPA and COVID-19 FAQ](#)
- [FERPA Training](#)
- [Subscription to Student Privacy Newsletter](#)

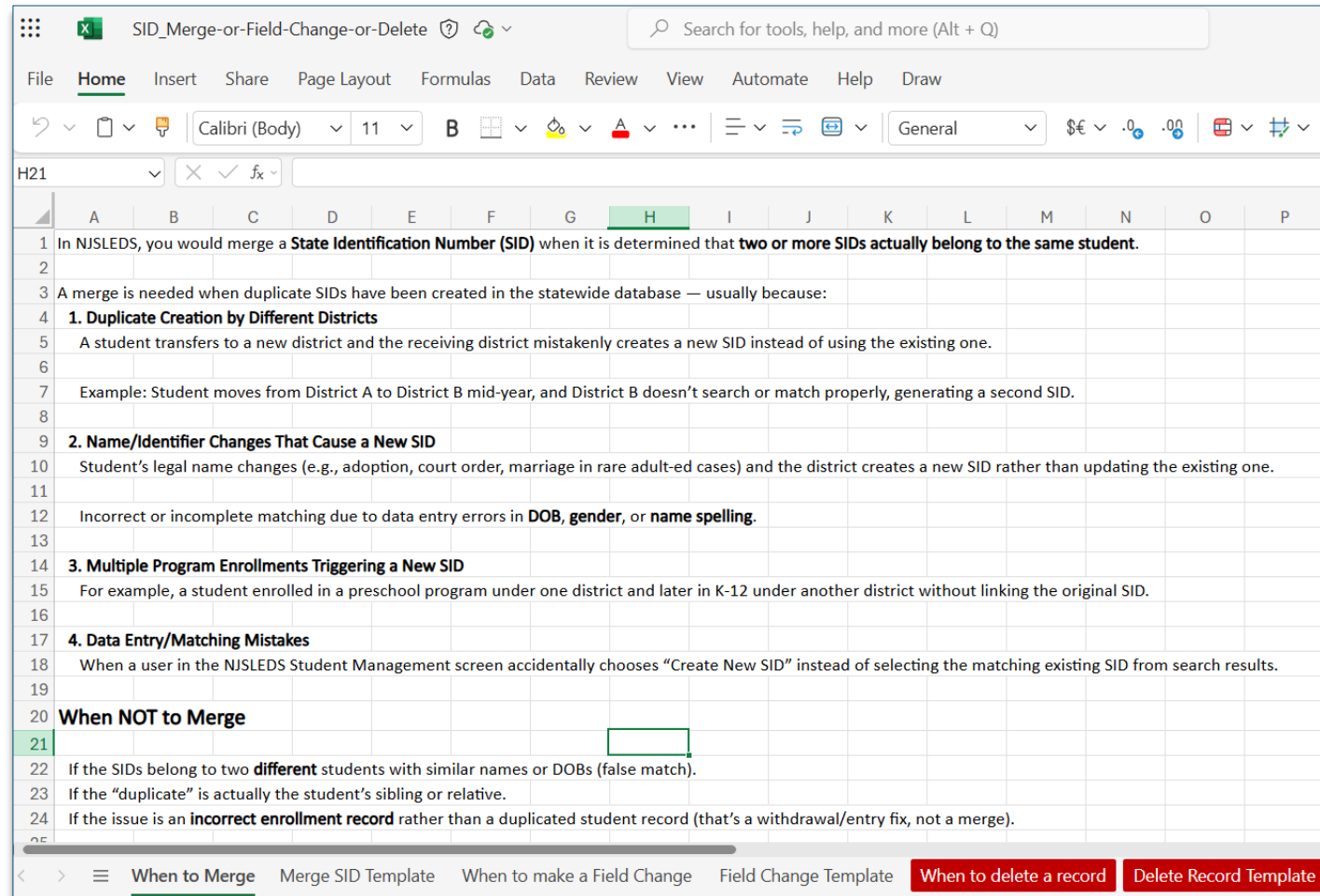
[Contact Help Desk](#)

- To submit a SID Change or Merge, you must use the Case Management web form
- This form is accessible through the “Contact Help Desk” button on the NJSLEDS home page



Step by Step Instructions

1. Download the [SID_Merge-or-Field-Change-or-Delete](#) Excel File



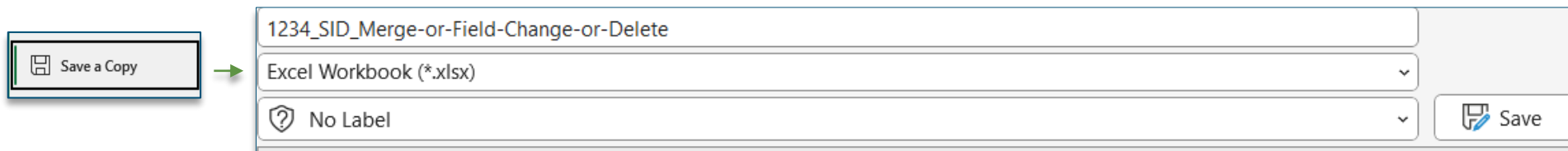
Disclaimer: Please do not send Personally Identifiable Information (PII) by email. All change, merge, or delete requests must be submitted through the NJSLEDS Help Desk in the NJSLEDS system. Requests sent by email will not be processed.



Step by Step Instructions

2. Complete the [SID_Merge-or-Field-Change-or-Delete](#) Excel File

a. Save the downloaded Excel as a new file called “XXXX_SID_Merge-or-Change-Delete-Field_NJSLEDS” with “XXXX” being your four-digit district ID.



b. Follow the instructions provided for either a Merge or Change Field in their respective tabs in the Excel, depending on your need



c. Complete the template tabs as necessary for your Merge or Change

d. Save the file with your updates



Step by Step Instructions

3. Go to the NJSLEDS Home Page to Access Case Management

- Go to the NJSLEDS Home Page and click the “Contact Help Desk” button shown on slide 6
- This will open the Case Management web form (shown here)

Contact the Help Desk

Help Desk support is available for all NJSLEDS inquiries. Please use the form below to submit your question or request.

* Name

UATDemo NJ Sleds

* Email

njsleds@doe.nj.gov

* District ID

9999

* Phone ⓘ

Phone Extension ⓘ

* Type

* Details

Cancel


Submit



Step by Step Instructions

4. Fill out the Web Case Form

a. In the “Type” dropdown, select “ID Change Management”



* Type

ID Change Management

General Inquiry

Account

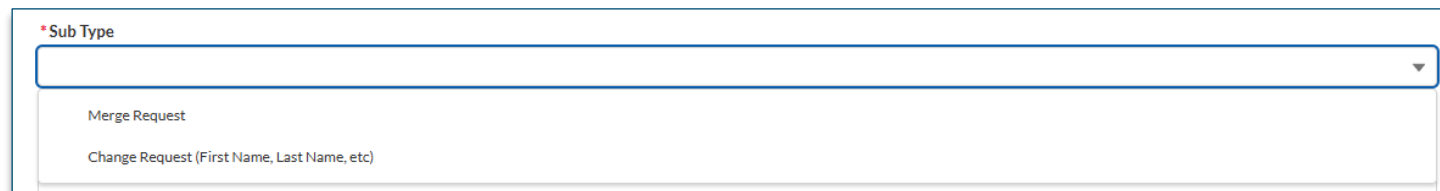
Data Inquiry

Directory Inquiry (CDS)

Graduation

✓ ID Change Management

b. In the “Sub Type” dropdown, select either “Merge Request” or “Change Request”



* Sub Type

Merge Request

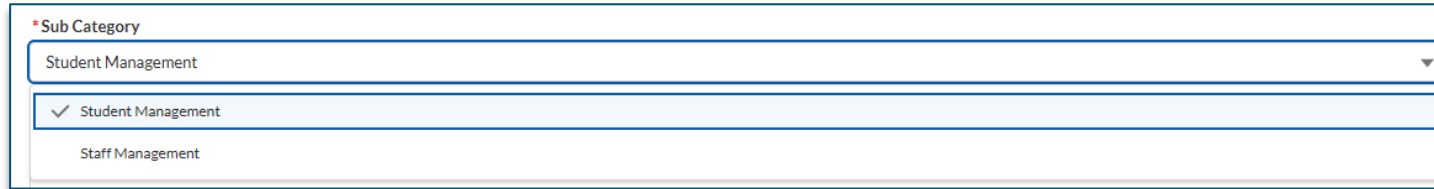
Change Request (First Name, Last Name, etc)



Step by Step Instructions

4. Fill out the Web Case Form

c. In the “Sub Category” dropdown, select “Student Management”



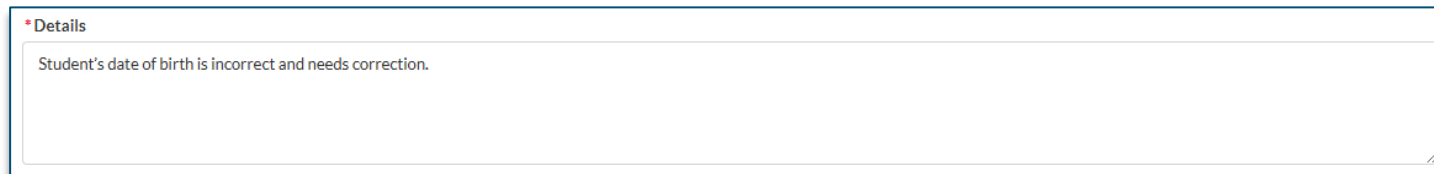
*Sub Category

Student Management

✓ Student Management

Staff Management

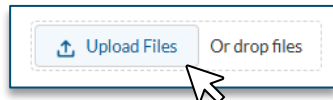
d. In the “Details” text box, explain the request clearly (e.g., “Student has duplicate SIDs that need to be merged” or “Student’s date of birth is incorrect and needs correction”).



*Details

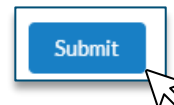
Student's date of birth is incorrect and needs correction.

e. In the “Upload File” section of the case form, attach the completed Excel file



Upload Files Or drop files

f. Submit the request via the web form



Submit



Step by Step Instructions Delete Record Request



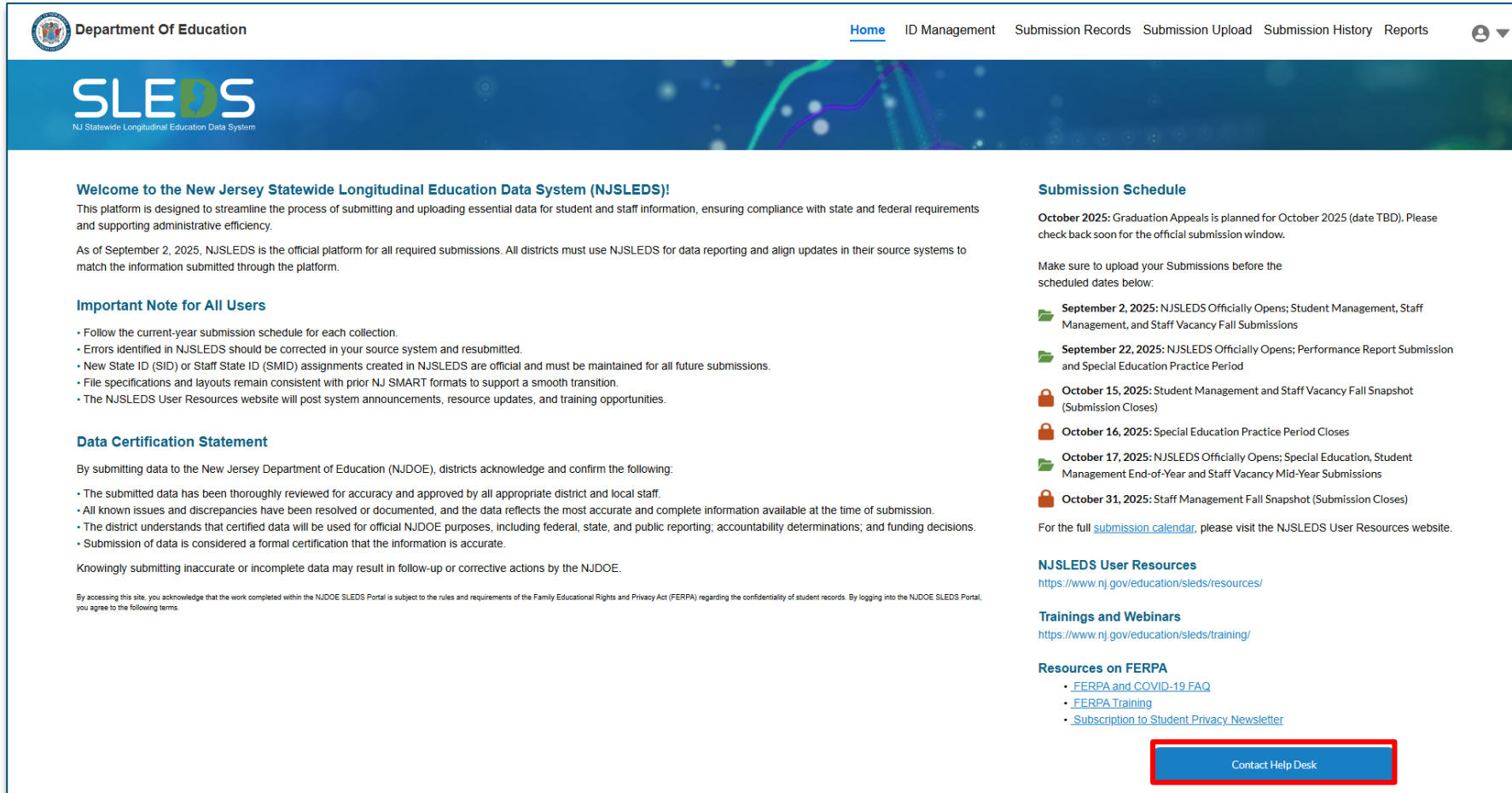
ID Management Delete Requests Overview

Delete Requests:

- Only users who submitted the data may request a deletion.
- If a student was ever your reporting responsibility, deleting the record is NOT the correct option; the record should be inactivated instead. There are only 2 reasons for a record being deleted:
 - **The record does not represent an actual student**
 - **The record was uploaded in error and the student has never been your reporting responsibility.**
- The delete operations performed in NJSLEDS are permanent. Use this function with caution and always operate with a backup mechanism in place.



Submitting a Delete Record Request in the Case Management Web Form

The screenshot shows the NJSLEDS (New Jersey Statewide Longitudinal Education Data System) home page. At the top is the Department of Education logo and navigation links: Home, ID Management, Submission Records, Submission Upload, Submission History, and Reports. Below the navigation bar is a large blue banner with the SLEDS logo and the text "NJ Statewide Longitudinal Education Data System". The main content area is divided into two columns. The left column contains a welcome message, an important note for all users, and a data certification statement. The right column contains a submission schedule, user resources, trainings and webinars, and resources on FERPA. A red rectangular box highlights the "Contact Help Desk" button at the bottom right of the page.

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[Contact Help Desk](#)

- To submit a Delete Record Request, you must use the Case Management web form
- This form is accessible through the “Contact Help Desk” button on the NJSLEDS home page



Step by Step Instructions

1. Download the [SID_Merge_Change_Delete](#) Field Excel File

The screenshot shows an Excel spreadsheet with the following content:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	In NJSLEDS, you would merge a State Identification Number (SID) when it is determined that two or more SIDs actually belong to the same student .															
2																
3	A merge is needed when duplicate SIDs have been created in the statewide database — usually because:															
4	1. Duplicate Creation by Different Districts															
5	A student transfers to a new district and the receiving district mistakenly creates a new SID instead of using the existing one.															
6																
7	Example: Student moves from District A to District B mid-year, and District B doesn't search or match properly, generating a second SID.															
8																
9	2. Name/Identifier Changes That Cause a New SID															
10	Student's legal name changes (e.g., adoption, court order, marriage in rare adult-ed cases) and the district creates a new SID rather than updating the existing one.															
11																
12	Incorrect or incomplete matching due to data entry errors in DOB, gender, or name spelling .															
13																
14	3. Multiple Program Enrollments Triggering a New SID															
15	For example, a student enrolled in a preschool program under one district and later in K-12 under another district without linking the original SID.															
16																
17	4. Data Entry/Matching Mistakes															
18	When a user in the NJSLEDS Student Management screen accidentally chooses "Create New SID" instead of selecting the matching existing SID from search results.															
19																
20	When NOT to Merge															
21																
22	If the SIDs belong to two different students with similar names or DOBs (false match).															
23	If the "duplicate" is actually the student's sibling or relative.															
24	If the issue is an incorrect enrollment record rather than a duplicated student record (that's a withdrawal/entry fix, not a merge).															

The bottom of the spreadsheet shows a navigation bar with the following tabs: **When to Merge** (selected), Merge SID Template, When to make a Field Change, Field Change Template, **When to delete a record**, and Delete Record Template.

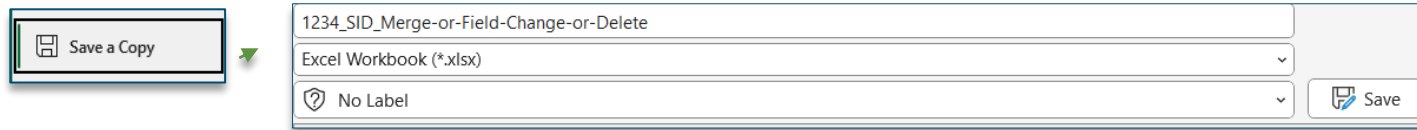


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a. Save the downloaded Excel as a new file called “XXXX_SID_Merge-or-Change-Delete-Field_NJSLEDS” with “XXXX” being your four-digit district ID.



b. Follow the instructions provided for a delete record



c. Complete the template tabs as necessary for your record deletion request

d. Save the file with your updates



Step by Step Instructions

3. Go to the NJSLEDS Home Page to Access Case Management

- Go to the NJSLEDS Home Page and click the “Contact Help Desk” button shown on slide 15
- This will open the Case Management web form (shown here)

Contact the Help Desk

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* Name
UATDemo NJ Sleds

* Email
njsleds@doe.nj.gov

* District ID
9999

* Phone ⓘ

Phone Extension ⓘ

* Type
▼

* Details

Cancel Submit

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Step by Step Instructions

4. Fill out the Web Case Form

a. In the “Type” dropdown, select “ID Change Management”



* Type

ID Change Management

General Inquiry

Account

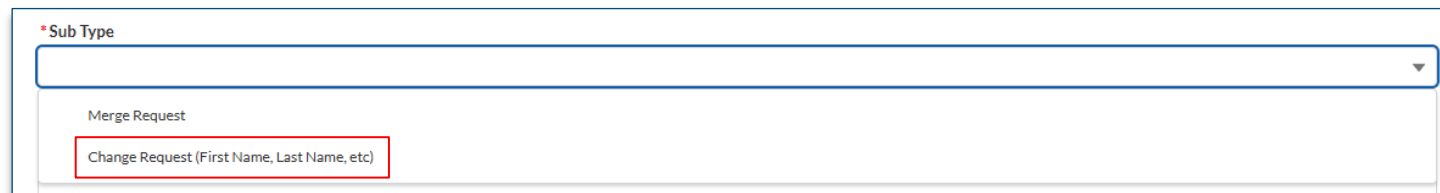
Data Inquiry

Directory Inquiry (CDS)

Graduation

✓ ID Change Management

b. In the “Sub Type” dropdown, select “Change Request”



* Sub Type

Merge Request

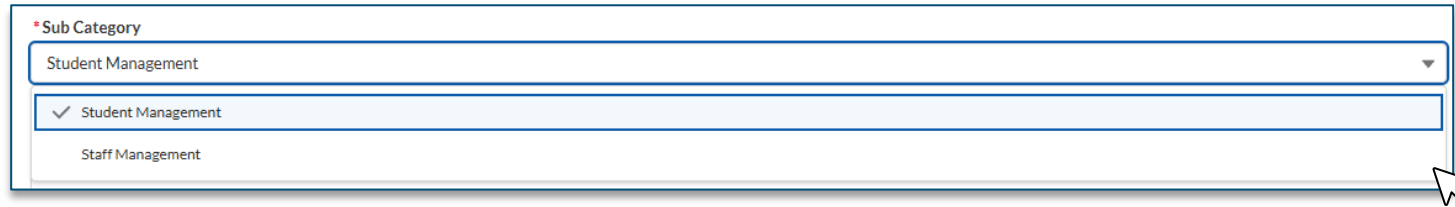
Change Request (First Name, Last Name, etc)



Step by Step Instructions

4. Fill out the Web Case Form

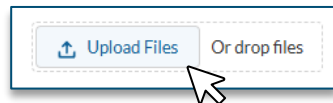
c. In the “Sub Category” dropdown, select “Student Management”



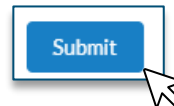
d. In the “Details” text box, explain the request clearly (e.g., “The record does not represent an actual student”).



e. In the “Upload File” section of the case form, attach the completed Excel file

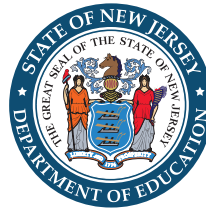


f. Submit the request via the web form



Thank You

NJSLEDS Project Team
Office of Information Technology
helpdesk-sleds@doe.nj.gov



nj.gov/education/sleds

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