



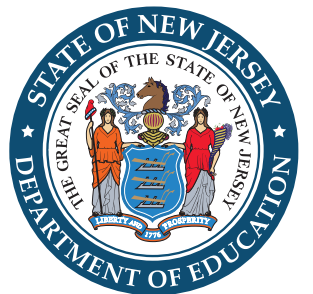
NJSLEDS Delete Request Training

Understanding When and How to Remove Records

NJSLEDS Project Team
Office of Information Technology

Updated: February 2026

nj.gov/education/sleds



Training Objectives

By the end of this training, you will be able to:

- **Distinguish** between deleting a person vs. deleting a submission record
- **Identify** when deletion is appropriate for each submission type
- **Complete** delete request templates correctly
- **Submit** delete requests through the Help Desk system
- **Avoid** common mistakes that lead to data integrity issues



The Problem We're Solving

What Districts Tell Us:

- ✗ “I uploaded a Staff Vacancy with the wrong DistrictPositionID and can't overwrite it”
- ✗ “I uploaded a Special Education record for a student who doesn't have an IEP”
- ✗ “My leading zeroes didn't work and now I have duplicate records”

The Solution:

- ✓ Standardized delete request process for all submission types



Critical Disclaimer

✓ Do This:

- Submit through the NJSLEDS web-to-case Help Desk form **only** using the “Contact Help Desk” button on the NJSLEDS system homepage
- Attach the completed Excel template to your form

✗ Never Do This:

- Send requests by email
- Use the wrong template
- Include personally identifiable information (PII) in emails
- Attach birth certificates or other legal documentation (**not** required)



Delete vs. Other Actions

Common Situations and Correct Actions

If You Need To...	Do Not Delete – You Should...
Mark student as transferred out	Inactivate in Student Management
Mark staff as resigned	Inactivate in Staff Management
Close a filled Staff Vacancy	Update with PositionClosedDate
Fix wrong information in a record	Reupload corrected record

Delete is **ONLY** for:

- Records that represent something that never existed
- Records uploaded completely in error



Critical Information

How Deletes Work in NJSLEDS

There are two completely different types of “delete” in NJSLEDS:

1. Deleting a Person (Student Management and Staff Management)

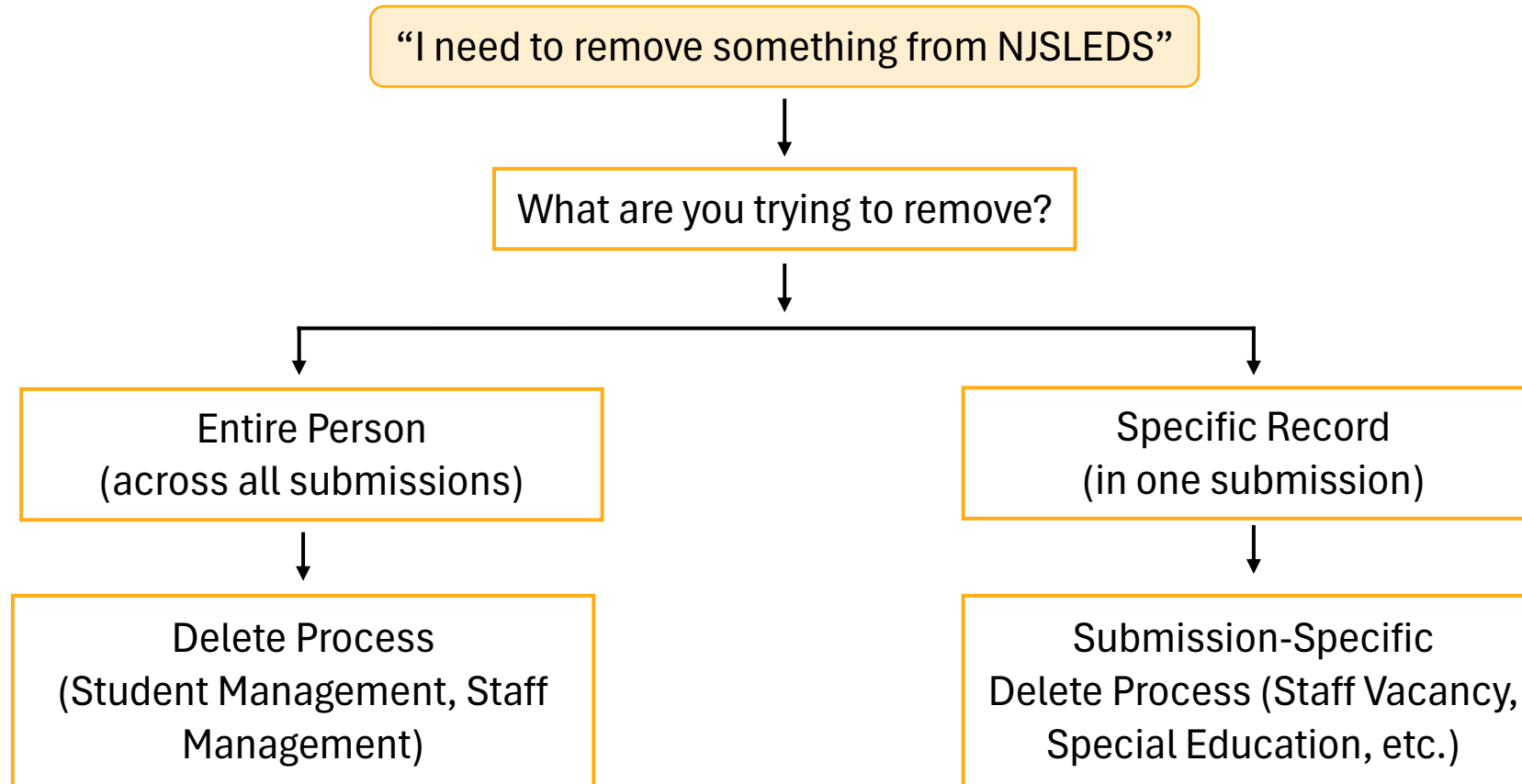
- Removes entire person from NJSLEDS
- Affects all submissions system-wide
- Very rare – not something that typically needs to occur when data is tracked longitudinally as intended

2. Submission Record Delete (Staff Vacancy, Special Education, SAR, Performance Report, CTE, Course Roster submissions)

- Removes one specific record from one submission type only
- Most common – for records uploaded in error
- Doesn't affect other submissions



Before You Delete: Decision Tree



Deleting in Student Management and Staff Management

What It Removes: Everything about a person across all submissions and all historical data.

When to Use:

1. Record does not represent an actual person

- Test record from training
- Dummy data or placeholder

2. Record uploaded in error and person was never your responsibility

- Wrong file imported
- Person actually attends different district
- Never enrolled/employed with you

⚠ Critical Rule: If the person was ever legitimately yours, do not delete. Use inactivation instead to preserve historical data.



Submission-Specific Delete

What It Removes: One record from one specific submission type

Examples:

- Staff Vacancy position that shouldn't have been posted
- Special Education record for student without an IEP
- Course roster entry uploaded in error

When to Use:

- Record was uploaded to wrong submission type
- Record doesn't meet submission eligibility requirements
- Duplicate record with wrong key fields (can't overwrite)
- Record represents data that never existed



Staff Vacancy Deletes

✓ Delete when:

- Position posted with wrong DistrictPositionID (key field – can't overwrite)
- Position posted with wrong SchoolID (key field – can't overwrite)
- Position doesn't actually exist
- Posted completely in error

✗ Don't delete when:

- Position was filled → Update with PositionClosedDate
- Position eliminated → Update with PositionType = 4
- Wrong JobCode but correct DistrictPositionID → Just reupload (will overwrite)
- Wrong applicant count → Just reupload (will overwrite)

Common Scenario: You posted a Math Teacher vacancy with DistrictPositionID “MATH-2024” but it should be “MATH-2025”. You can't overwrite because DistrictPositionID is a key field.



Special Education Deletes

✓ Delete when:

- Student does not have an IEP
- Student should not be in the Special Education submission
- Record uploaded in error
- Student never received special education services

✗ Don't delete when:

- Student declassified → Re-upload with classification of “99”, then exclude from further uploads
- Student transferred out → Inactivate in Student Management
- Wrong evaluation dates → Fix data and re-upload

Common scenario: You uploaded a student to Special Education who doesn't have an IEP and has never been evaluated for special education services.



State Assessment Registration (SAR) Deletes

✓ Delete when:

- Student registered in error
- Student not eligible for assessment
- Duplicate registration with wrong codes
- Student no longer enrolled before testing window

✗ Don't delete when:

- Student transferred → Update in Student Management first
- Wrong test code → Update registration record
- Wrong accommodations → Update registration record

Common Scenario: You have a student who withdrew from your school before testing, but was accidentally included in your SAR submission



Performance Report Deletes



Delete when:

- A narrative or performance report record was created by mistake



Don't delete when:

- You need to change the information in one of the fields → Update Performance Report record

Common Scenario: A district accidentally created a Performance Report entry for a school that doesn't exist in their district



Delete Submission Process Overview

- Step 1: Download the correct template for the type of record you need to delete
- Step 2: Complete the appropriate template using the instructions provided in the Excel and in this presentation
- Step 3: Access the Help Desk Web-to-Case Form
- Step 4: Fill Contact Information
- Step 5: Select Request Type and Fill In Details
- Step 6: Upload the Completed Excel file
- Step 7: Final Review
- Step 8: Submit Request



Step 1: Download the Correct Template

Step 1: Download the correct template for the type of record you need to delete

- [Student Management Delete Template](#)
- [Staff Management Delete Template](#)
- [Special Education Delete Template](#)
- [State Assessment Registration Delete Template](#)
- [Performance Report Delete Template](#)
- [Staff Vacancy Delete Template](#)



Step 2: Complete the Template

Step 2: Complete the appropriate template using the instructions provided below:

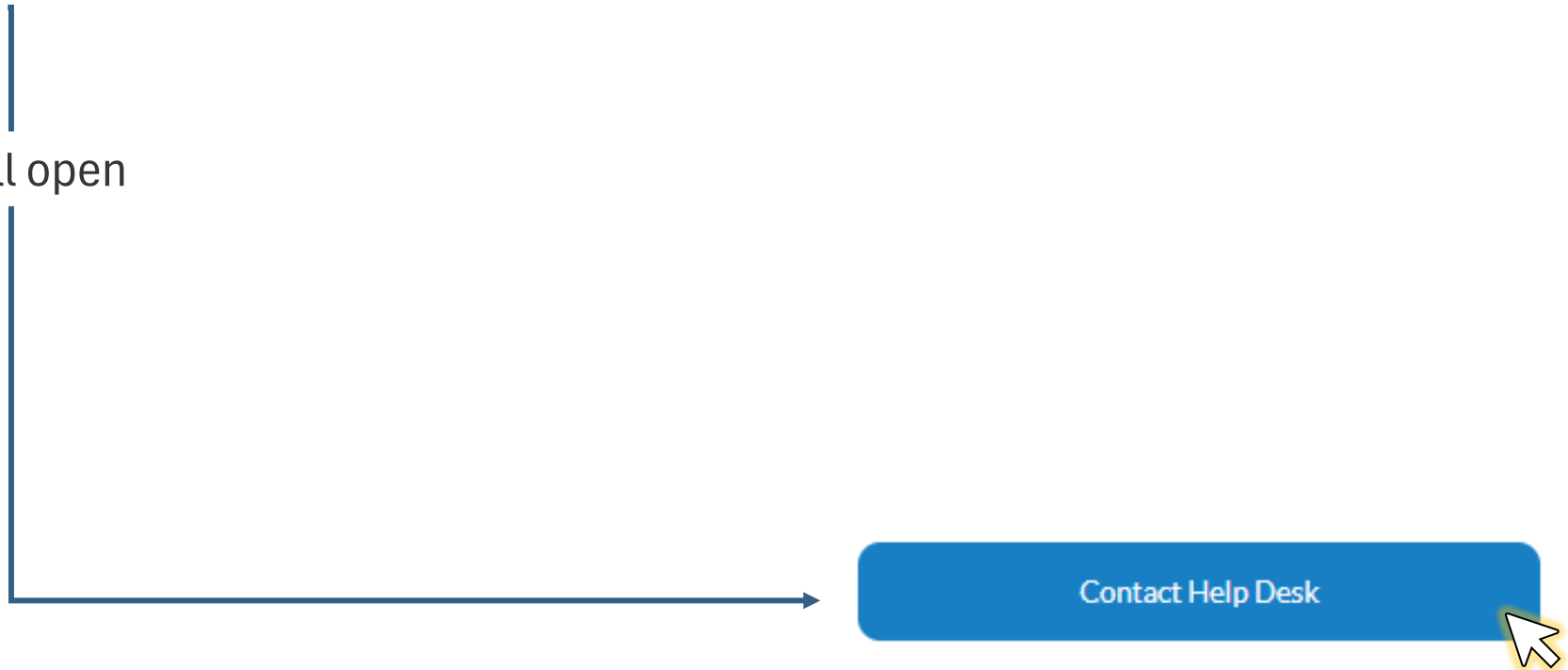
- Fill out the Delete Template by completing *every field in every column* in the template.
- Please follow these steps:
 - Download and open the template in Excel.
 - Do not delete, rename, or reorder any columns. The template must remain exactly as provided.
 - Start with the first column: *File ID*.
 - The File ID must be filled in for every row you submit.
 - This value tells us exactly which file the record belongs to so we can locate it in the system.
 - If the File ID is missing or incorrect, the delete request cannot be processed.
- Enter information in *every* cell for each row.
 - No blank cells.
 - Make sure each row contains one complete, fully filled-out record.
 - Review your entries to confirm all fields—including the File ID—are filled in and correctly formatted.
- Save the file in .xlsx format and attach to your Help Desk case:
 - Rename the file with the standard naming convention DistrictIDSubmissionDelete (ex. District1234SpecialEdDelete)



Step 3: Access the Help Desk Web-To-Case Form

Instructions:

1. Go to <https://www.nj.gov/education/sleds>
2. Click on the link on the home page to log into NJSLEDS through [myNJ](#)
3. Look for the blue “Contact Help Desk” button on the NJSLEDS system home page, in the lower righthand corner of the screen
4. Click the button
5. The Help Desk web form will open



Step 4: Fill Contact Information

Required Fields:

- Your name, email, and District ID will auto-populate from your account details
- You will be required to enter your phone number

* Name		
<input type="text" value="Your full name"/>		
* Email		
<input type="text" value="your.email@district.k12.nj.us"/>		
* District ID	* Phone ⓘ	Phone Extension ⓘ
<input type="text" value="Your 4-digit code"/>	<input type="text" value="609-555-1234"/>	<input type="text" value="1234"/>



Step 5: Select Request Type and Fill in Details

Select Request Type:

- Select “Delete Record” in the Type dropdown
- Select which submission you want to delete – This example shows “Staff Management” in Sub Type
- Fill in the details field

* Type

Delete Record

* Sub Type

Staff Management

* Details

Delete a staff record

Upload Files

Or drop files

Cancel

Submit



Step 6: Upload Completed Excel Template

Instructions:

1. Scroll down to the “Upload Files” button
2. Click the “Upload Files” button
3. Browse to your saved file
4. Select the file
5. Wait for upload confirmation
6. Verify file name appears

* Type
Delete Record

* Sub Type
Staff Management

* Details
Delete a staff record

 Upload Files Or drop files

Cancel Submit

 Upload Files Or drop files

Cancel Submit



Step 7: Final Review

Check Everything:

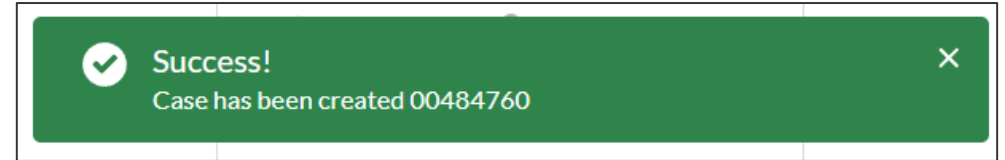
- ☐ Is your contact information correct?
- ☐ Is the Type set to “Delete Record?”
- ☐ Is the Sub Type set to the correct submission for the record or file you want to delete?
- ☐ Do the details clearly explain the request?
- ☐ Did the Excel file load properly?
- ☐ Is the file name showing correctly?



Step 8: Submit Request

Instructions:

1. Review all information one final time
2. Click the blue “Submit” button
3. Do not click multiple times
4. Wait for the confirmation pop-up



After Submission:

- Wait—you’ll receive a confirmation from the Help Desk team when the change has been made. Please do not submit additional tickets checking on the request.
- Save your case number
- Keep the confirmation email
- Respond promptly to Help Desk questions
- **Coming soon:** Check status in Case Management system



Common Mistakes

1. Incomplete Information

✗ Problem: Leaving required fields blank

✓ Solution:

- Fill all required fields
- Look up student in NJSLEDS system first
- Helps verify correct record

2. Wrong Date Format

✗ Problem: Using MM/DD/YYYY, adding dashes, etc.

✓ Solution:

- Always use YYYYMMDD

Wrong:

~~10/16/2025~~

~~2025-10-16~~

Right:

- **✓** 20251016



Common Mistakes

3. Wrong SID

✗ Problem: Typo in SID = wrong student affected

✓ Solution:

- Copy/paste SID from NJSLEDS exports
- Double-check every digit
- Have colleague verify
- One digit wrong = a problem

4. Emailing Request

✗ Problem: Sending Excel via email instead of submitting the web form

✓ Solution:

- Never email requests
- Always use the web-to-case form in the NJSLEDS system
- Email requests are not processed
- Do not send personally identifiable information (PII) via email



Common Mistakes

5. Merges/Changes/Deletes in Same File

✗ Problem: Submitting a merge, delete, and/or a change request in the same file/ticket.

✓ Solution:

- Merge, delete, and change requests must be sent as separate files in separate tickets
- Please resubmit your requests with the proper routing

6. Details in Case Instead of Excel

✗ Problem: Entering delete requests in Case Details text field without attaching Excel file

✓ Solution:

- Always complete the Excel template
- Attach the completed Excel file to your case
- Without Excel file = weeks of delay + resubmission required



Common Mistakes

7. Special Characters in File Name

✗ Problem: Using special characters like \$ or ‘ in Excel file names causes file corruption and cannot be opened

✓ Solution:

- Do not use special characters like \$, ‘, or others
- File becomes corrupted and Help Desk cannot open it
- Use only: letters, numbers, hyphens (-), underscores (_)
- Good: 1234_SpecialEd_Delete.xlsx
- Bad: 1234_SpecialEd_\$Delete’.xlsx



Best Practices

✓ Verify Before Submitting:

- Look up information in the NJSLEDS system first
- Confirm current information
- Double-check data accuracy

✓ Keep Records:

- Save copy of Excel file (very important)
- Save case number
- Save confirmation email

✓ Respond Promptly:

- Check email for updates
- Answer Help Desk questions

✓ Wait Patiently:

- Do not submit multiple tickets for the same request
- Do not submit new tickets asking for an update on a current case
- Deletions will be processed after change and merge requests, and could take up to 3-4 weeks to process
- You will receive a message through case management when your delete has been processed



Contact Information

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

Submit Requests: Web-to-case Help Desk form **only**

General Email: NJSLEDS@doe.nj.gov

(The web-to-case form is highly recommended for all Help Desk cases to properly route requests. Please limit emails to access issues)

Important Reminders:

✗ Do Not:

- Email requests
- Send PII via email
- Attach birth certificates or other legal documentation
- Delete transferred students

✓ Do:

- Use the web-to-case Help Desk form
- Complete the Excel template fully
- Save case number
- Keep records



Follow Us



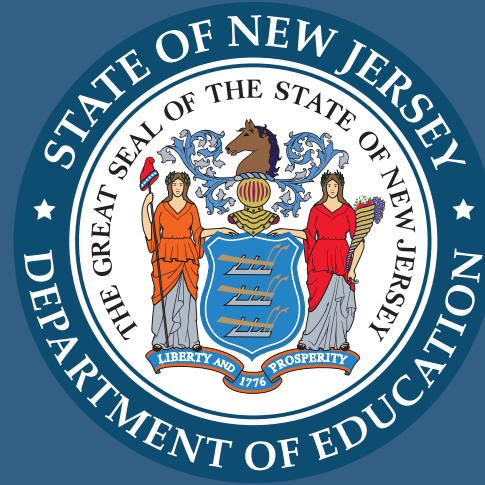
Facebook
@njdeptofed



Instagram
@newjerseydoe



Threads
@newjerseydoe



nj.gov/education



X
@newjerseydoe



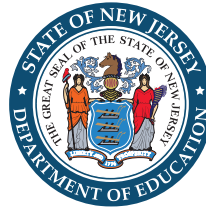
LinkedIn
New Jersey Department of Education



YouTube
@newjerseydepartmentofeduca6565

Thank You

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



nj.gov/education