



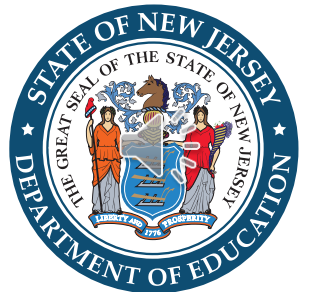
NJSLEDS ID Change Management Training

A Guide for Field Change Requests

NJSLEDS Project Team
Office of Information Technology

Updated: October 2025

nj.gov/education/sleds



Contents



1. Critical Submission Disclaimer
2. Field Change Requests
3. Submission Process
4. Common Mistakes
5. Best Practices



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
- Send change requests and merge requests in one ticket/file
- Include personally identifiable information (PII) in emails
- Attach birth certificates or other legal documentation (**not** required)



Field Change Requests

Section Overview

What We'll Cover:

- ✓ What is a Field Change?
- ✓ When to Use Field Change
- ✓ When Not to Use Field Change
- ✓ Download the Excel Template
- ✓ Understanding the Template Structure
- ✓ Required Fields Explanation
- ✓ Step-by-Step Template Completion
- ✓ Real Examples
- ✓ Checklist Before Submission



What is a Field Change?

This is a request to update incorrect key fields in NJSLEDS with correct information from your local source system.

What You Can Change:

- FirstName
- MiddleName
- LastName
- DateOfBirth
- Gender
- CityOfBirth
- CountryOfBirth

These 7 fields can only be changed through a field change request. They cannot be changed through the typical submission process.



When to Use Field Change: Common Scenarios

Common Scenarios:

Name Corrections

- Misspelling → “Sally” should be “Sallie”
- Name change → Adoption, court order, or any other reason for name change (no birth certificate required)

Date of Birth

- Data entry error → 20180102 should be 20180103
- Transposed digits → 20180503 should be 20180305

Gender

- Incorrect marker → M should be F
- Gender marker change → F to X, M to X, F to M, M to F, etc.

Birth Location

- Wrong city → Hamilton should be Hopewell
- Wrong country → Incorrect country code used



When Not to Use Field Change

Do Not Use If:

- Student Has Multiple SIDs → Use Merge Instead
- Updating Non-Key Fields (race, ethnicity, grade level, etc.) → Update in your local source system and reupload through Student Management

Remember: Field Change Requests are only for the 7 key demographic fields when a student has one SID

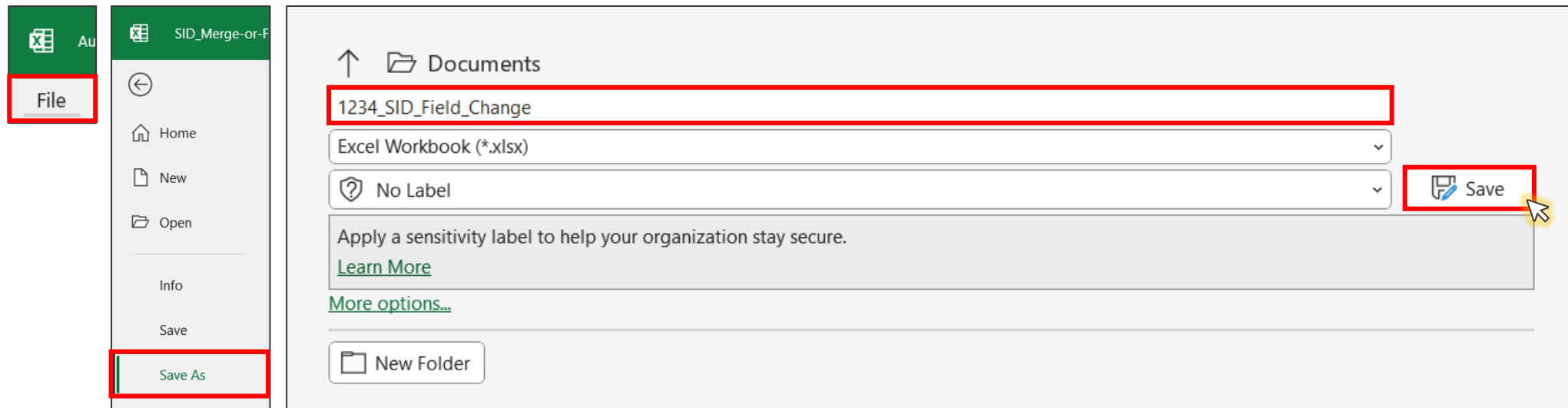


Download the Excel Template

1. Download: [SID_Field_Change Excel Template](#)
2. Immediately “save as” with your district code: XXXX_SID_Field_Change.xlsx

Example: 1234_SID_Field_Change.xlsx

⚠ Why rename? When we receive hundreds of files all named the same, it makes it more difficult to track which district sent what.



Understanding the Template Structure

“Current” Information (What’s in NJSLEDS now)

Fill **all fields** with the current NJSLEDS data, even if you’re only changing one field.

Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
EMMA	ELIZABETH	EXAMPLE	20180102	F	HAMILTON	2330
TAYLOR		TEST	20190304	F	TRENTON	2330
SALLY	SUSAN	SAMPLE	20180502	F	NEWARK	2330

“New” Information (What you want to change to)

Fill **all fields** with the current/exact data from your source system, even if you’re only changing one field.

New First Name	New Middle Name	New Last Name	New Date of Birth	New Gender	New City of Birth	New Country of Birth
EMMALINE	ELIZABETH	EXAMPLE	20180102	F	HOPEWELL	2330
TAYLOR	TRACY	TEST	20190304	F	TRENTON	2330
SALLIE	SUSANNAH	SAMPLE	20180502	F	NEWARK	2330

 **Tip:** Multiple students? Include all in **one** submission file.



Required Field: Date of Request

- **Format:** YYYYMMDD (8 digits, no spaces, dashes, or slashes)
- **Example:** October 16, 2025 → 20251016
- **What to Enter:** The date you are submitting the file to NJSLEDS.

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016								
20251016								
20251016								



Required Field: SID Number

- **Format:** 10-digit number
- **Example:** 1234567890
- **Critical:**
 - Double-check every digit
 - One wrong number = wrong student affected
 - Copy/paste from NJSLEDS exports when possible
 - Have colleague verify if possible

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	1234567890							
20251016	0987654321							
20251016	0099998888							



Fill All Current Fields

You Must Fill:

- Current First Name
- Current Middle Name (blank if none)
- Current Last Name
- Current Date of Birth (YYYYMMDD)
- Current Gender (M, F, or X)
- Current City of Birth
- Current County of Birth (4-digit code)

Important: Fill all fields even if you're only changing one field. Why? To verify we're updating the correct student.

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	1234567890	EMMA	ELIZABETH	EXAMPLE	20180102	F	HAMILTON	2330
20251016	0987654321	TAYLOR		TEST	20190304	F	TRENTON	2330
20251016	0099998888	SALLY	SUSAN	SAMPLE	20180502	F	NEWARK	2330



Current Fields Detail: Name

What to Enter: Student's name as it currently appears in the NJSLEDS system.

Example:

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	1234567890	EMMA	ELIZABETH	EXAMPLE				
20251016	0987654321	TAYLOR		TEST				
20251016	0099998888	SALLY	SUSAN	SAMPLE				

Tips:

- ✓ Must match NJSLEDS system data exactly
- ✓ Include hyphens if present (ex., EXAMPLE-TEST)
- ✓ Include spaces if present (ex., DE LA EXAMPLE)
- ✓ Check NJSLEDS system first to confirm



Current Fields Detail: Date of Birth

What to Enter: Student's date of birth as it currently appears in the NJSLEDS system.

Format: YYYYMMDD (8 digits, no dashes or slashes)

Example:

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	1234567890	EMMA	ELIZABETH	EXAMPLE	20180102			
20251016	0987654321	TAYLOR		TEST	20190304			
20251016	0099998888	SALLY	SUSAN	SAMPLE	20180502			

Common Mistakes:

- ☒ 01/02/2018
- ☒ 2018-01-02
- ☒ Jan 2, 2018



Current Fields Detail: Gender

What to Enter: Student’s gender as it currently appears in the NJSLEDS system.

Format: Single letter only

Options:

- M = Male
- F = Female
- X = Non-Binary/Other

Example: F

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	1234567890	EMMA	ELIZABETH	EXAMPLE	20180102	F		
20251016	0987654321	TAYLOR		TEST	20190304	F		
20251016	0099998888	SALLY	SUSAN	SAMPLE	20180502	F		



Current Fields Detail: Birth Location

What to Enter: City and country of birth as they currently appear in NJSLEDS.

Examples:

- Current City of Birth: HAMILTON
- Current County of Birth: 2330

Note: Use the 4-digit country codes provided in the Country Codes list.

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	1234567890	EMMA	ELIZABETH	EXAMPLE	20180102	F	HAMILTON	2330
20251016	0987654321	TAYLOR		TEST	20190304	F	TRENTON	2330
20251016	0099998888	SALLY	SUSAN	SAMPLE	20180502	F	NEWARK	2330



New Information: Provide Complete Record

Rules:

- Provide complete student record as it should be
- Match exact data from your source system



Think: “What needs to be different in NJSLEDS?”

New First Name	New Middle Name	New Last Name	New Date of Birth	New Gender	New City of Birth	New Country of Birth
EMMALINE	ELIZABETH	EXAMPLE	20180102	F	HOPEWELL	2330
TAYLOR	TRACY	TEST	20190304	F	TRENTON	2330
SALLIE	SUSANNAH	SAMPLE	20180502	F	NEWARK	2330



Field Change Example 1: Name and City Correction

Scenario: Emma’s preferred name is “Emmaline” (not Emma) and her City of Birth is Hopewell (not Hamilton)

“Current” (NJSLEDS System) Data

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	1234567890	EMMA	ELIZABETH	EXAMPLE	20180102	F	HAMILTON	2330

“New” (LEA Requested) Data



New First Name	New Middle Name	New Last Name	New Date of Birth	New Gender	New City of Birth	New Country of Birth
EMMALINE	ELIZABETH	EXAMPLE	20180102	F	HOPEWELL	2330



Field Change Example 2: Adding Middle Name

Scenario: Taylor was entered without a middle name by another district. Current district wants to add: “Tracy”.

“Current” (NJSLEDS System) Data

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	0987654321	TAYLOR		TEST	20190304	F	TRENTON	2330

“New” (LEA Requested) Data



New First Name	New Middle Name	New Last Name	New Date of Birth	New Gender	New City of Birth	New Country of Birth
TAYLOR	TRACY	TEST	20190304	F	TRENTON	2330



Field Change Example 3: Two Name Corrections

Scenario: “Sally” should be “Sallie” and “Susan” should be “Susannah”.

“Current” (NJSLEDS System) Data

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	0099998888	SALLY	SUSAN	SAMPLE	20180502	F	NEWARK	2330

“New” (LEA Requested) Data



New First Name	New Middle Name	New Last Name	New Date of Birth	New Gender	New City of Birth	New Country of Birth
SALLIE	SUSANNAH	SAMPLE	20180502	F	NEWARK	2330



Field Change Example 4: Multiple Students in One File

If you have multiple students needing changes, include all students in one file. Please do not create separate files/Help Desk tickets per student record.

“Current” (NJSLEDS System) Data

Date of Request	SID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
20251016	1234567890	EMMA	ELIZABETH	EXAMPLE	20180102	F	HAMILTON	2330
20251016	0987654321	TAYLOR		TEST	20190304	F	TRENTON	2330
20251016	0099998888	SALLY	SUSAN	SAMPLE	20180502	F	NEWARK	2330

“New” (LEA Requested) Data



New First Name	New Middle Name	New Last Name	New Date of Birth	New Gender	New City of Birth	New Country of Birth
EMMALINE	ELIZABETH	EXAMPLE	20180102	F	HOPEWELL	2330
TAYLOR	TRACY	TEST	20190304	F	TRENTON	2330
SALLIE	SUSANNAH	SAMPLE	20180502	F	NEWARK	2330



Field Change Checklist

Before Submitting, Verify:

- ☐ Are your dates entered in YYYYMMDD format?
- ☐ Are your SID numbers entered correctly and 10 digits long?
- ☐ Do you have all change requests in one file vs. individual files per student?
- ☐ Are all “current” fields filled in per student?
- ☐ Are all “new” fields filled in per student?
- ☐ Are all confirmation statements included?
- ☐ Is your file saved with your district code included in its name?



Submission Process

Section Overview

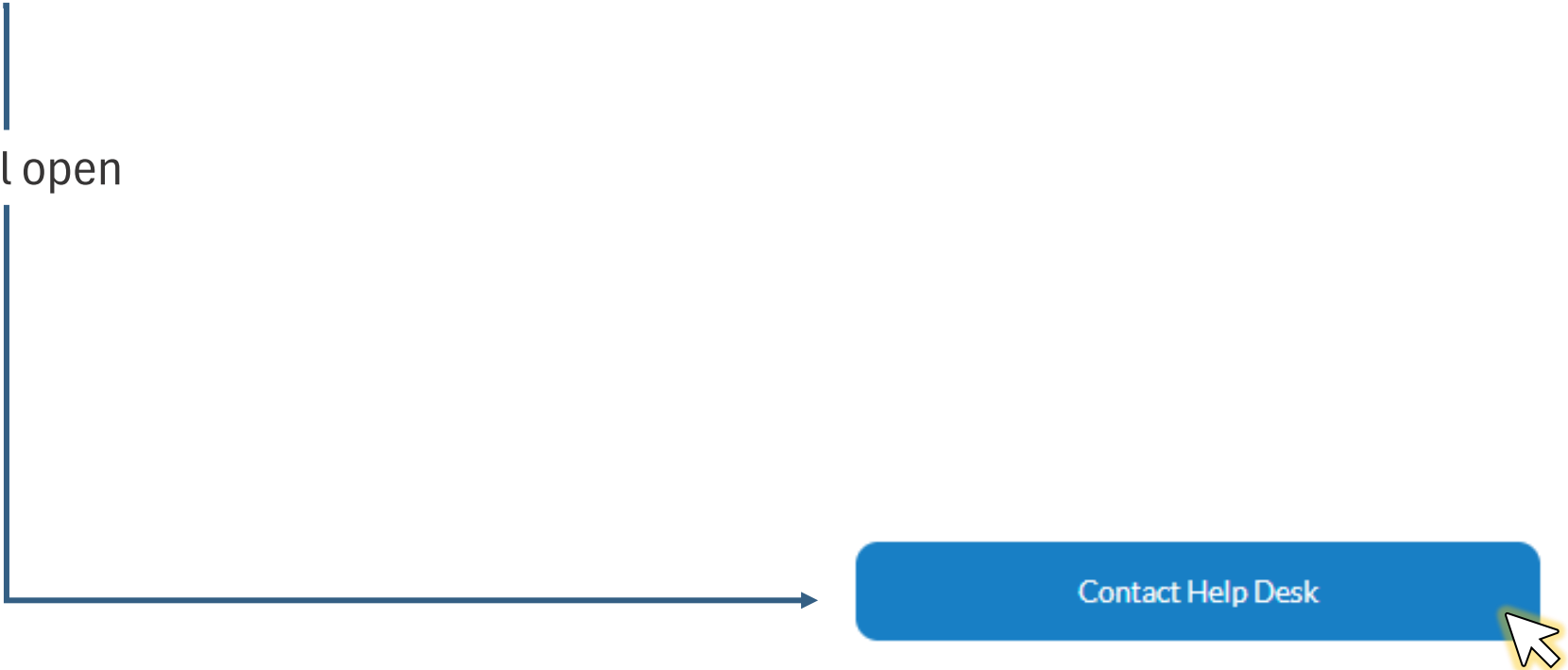
- Step 1: Access the Help Desk Web-to-Case Form
- Step 2: Fill Contact Information
- Step 3: Select Request Type
- Step 4: Write Details
- Step 5: Upload Excel file
- Step 6: Final Review
- Step 7: Submit Request



Step 1: 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 2: 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		
Your full name		
* Email		
your.email@district.k12.nj.us		
* District ID	* Phone ⓘ	Phone Extension ⓘ
Your 4-digit code	609-555-1234	1234



Step 3: Select Request Type

Select Request Type:

- Select “ID Change Management” in the Type dropdown
- Select “Change Request (First Name, Last Name, etc.)” in Sub Type
- Select “Student Management” in Sub Category

*** Type**

ID Change Management ▼

*** Sub Type**

Change Request (First Name, Last Name, etc) ▼

*** Sub Category**

Student Management ▼



Step 4: Write Details

For Field Change:

- “Corrections to [list different fields of correction] for [list number of records]”

* Details

 Upload Files

 Or drop files

Cancel

Submit



Step 5: Upload Excel Process

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

ID Change Management

Sub Type

Change Request (First Name, Last Name, etc)

Sub Category

Student Management

Details

Upload Files

Or drop files

Upload Files

Or drop files

Cancel

Submit



Step 6: Final Review

Check Everything:

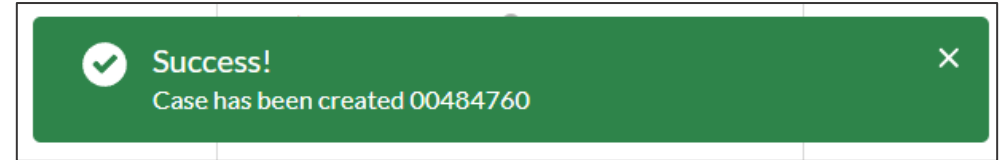
- ☐ Is your contact information correct?
- ☐ Is the Type set to “ID Change Management”?
- ☐ Is the Sub Type set to “Change Request”?
- ☐ Is the Sub Category set to “Student Management”?
- ☐ Do the details clearly explain the request?
- ☐ Did the Excel file load properly?
- ☐ Is the file name showing correctly?



Step 7: 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. This process will take **approximately 2 weeks**. 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 “Current” fields blank

✓ **Solution:**

- Fill all “Current” fields
- Even if only changing one
- 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 (✓ 20251016)

Wrong:

✗ ~~10/16/2025~~

✗ ~~2025-10-16~~



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. Attaching Birth Certificate

✗ Problem: Including unnecessary documentation

✓ Solution:

- Birth certificates not required
- Only attach the Excel template
- Legal documentation is not required
- Verify internally, do not send

6. 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



Common Mistakes

7. Details in Case Instead of Excel

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

✓ Solution:

- Always complete the Excel template
- Attach the completed Excel file to your case
- Do not type changes in the Case Details field
- Without Excel file = weeks of delay + resubmission required

8. 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_SID_Field_Change.xlsx
- Bad: 1234_SID_\$Change'.xlsx



Common Mistakes

9. Gender Field Format

✗ Problem: Entering full words (Female, Male, Non-Binary) instead of single letter code

✓ Solution:

- Use only single letter codes:
 - F (Female)
 - M (Male)
 - X (Non-Binary/Other)

10. Typing Words in Blank Fields

✗ Problem: Typing “remove”, “blank”, “delete”, or N/A instead of leaving field empty

✓ Solution:

- If a field should be empty, leave the cell completely blank
- Do not type: “remove”, “blank”, “delete”, “N/A”
- The script processes whatever text you enter



Best Practices

✓ Verify Before Submitting:

- Look up student in the NJSLEDS system first
- Confirm current information
- Double-check SID numbers

✓ 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



Contact Information

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

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

General Email: helpdesk-sleds@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
- Double-check SID numbers
- Save case number
- Keep records



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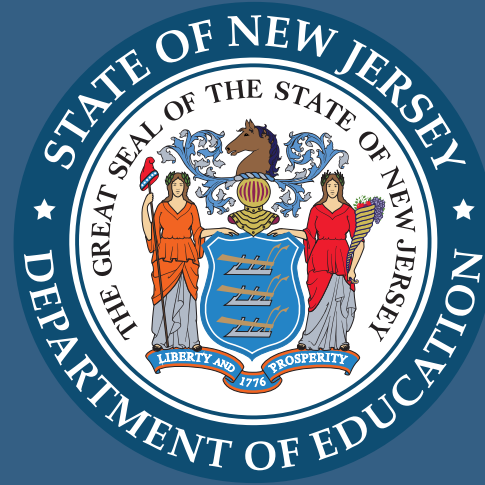
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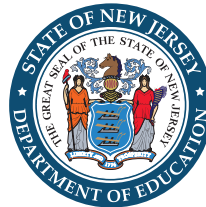
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Thank You

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