



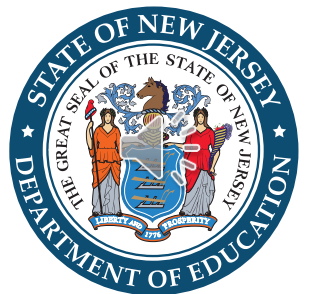
NJSLEDS ID Change Management Training

A Guide for SID Merge Requests

NJSLEDS Project Team
Office of Information Technology

Updated: October 2025

nj.gov/education/sleds



Agenda



1. Critical Submission Disclaimer
2. Merge 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**
- Use 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)



Merge Requests

Section Overview

What We'll Cover:

- ✓ What is a Merge?
- ✓ When to Use Merge
- ✓ When Not to Merge
- ✓ Download the Excel Template
- ✓ Open the Correct Tab
- ✓ Required Fields Explanation
- ✓ Step-by-Step Template Completion
- ✓ Real Examples
- ✓ Review Checklist



What is a Merge?

Definition: Combine two or more SIDs for the same student into **one** SID.

What Happens:

- One SID stays active (you choose which)
- Other SIDs are retired/inactivated
- All data consolidated under Merged SID

Warning: Merges are permanent and cannot be undone.

SID You Keep:

-  Retains all historical data
-  Stays active
-  Used going forward

SIDs You Don't Keep:

-  Retired/inactive
-  Data moves to merged SID
-  Can't be reactivated



To Merge or Not to Merge

When to Merge:

Student Transferred:

- Moved from District A to District B
- District B created new SID instead of using existing

Multiple Programs:

- Preschool SID from one district
- K-12 SID from another district

Data Entry Error:

- User clicked “Create New SID” instead of matching
- Spelling variation caused duplicate

When Not To Merge:

Different Students:

- Two siblings with similar names
- False match (wrong DOB or name)

One Record Wrong:

- Use Field Change instead
- Then they’ll match automatically

Records Shouldn’t Exist:

- Use Delete instead
- Then no merge needed

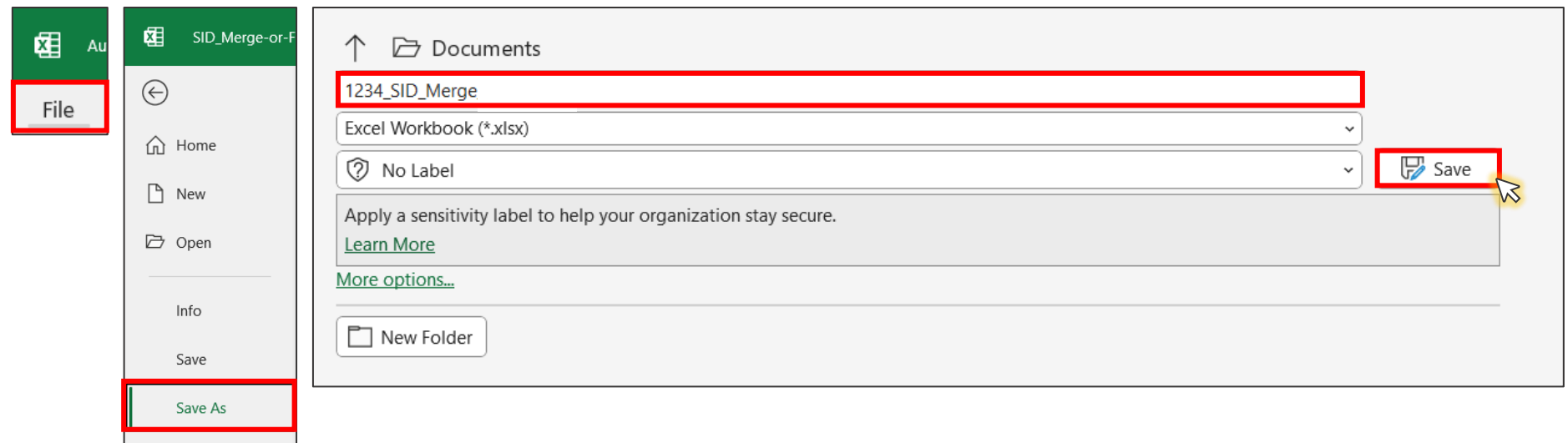


Download the Excel Template

1. Download the [SID_Merge_Request Excel template](#).
2. Immediately save a copy: *(replace XXXX with your 4-digit district ID)*
XXXX_SID_Merge.xlsx

Example: 1234_SID_Merge.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

You Must Fill:

- Date of Request
- First Name
- Last Name
- SID #1 + District Code #1
- SID #2 + District Code #2
- SID to Keep
- Cohort Year
- Comments (confirmation)

Optional Fields:

- SID #3 + District Code #3
- SID #4 + District Code #4

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARTIN	MERGE	1112223334	1111	5556667778	2222					1112223334	2027
20251016	MOLLY	MERGE	2223334445	1111	4443332221	2222					4443332221	2029
20251016	MARGE	MERGE	6665557778	3333	9990009998	2222	9999...	1111			9999999999	2026



Required Fields: Date of Request

Format: YYYYMMDD (8 digits)

Example:

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016												
20251016												
20251016												



Required Fields: First and Last Name

What to Enter: Student's first name and last name as reported in NJSLEDS

Example:

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort* Year
20251016	MARTIN	MERGE										
20251016	MOLLY	MERGE										
20251016	MARGE	MERGE										

Tips:

- Should match across all SIDs
- If slightly different, use most common version
- Explain variation in comments

* Cohort Year is only required for High School students, based on the Cohort assigned by NJSLEDS



Required Fields: SID #1 and District Code #1

What to Enter:

- **SID #1:** 10-digit State Identification Number
- **District Code #1:** 4-digit district code associated with SID #1

Example:

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARTIN	MERGE	1112223334	1111								
20251016	MOLLY	MERGE	2223334445	1111								
20251016	MARGE	MERGE	6665557778	3333								



Required Fields: SID #2 and District Code #2

What to Enter:

- **SID #2:** Second 10-digit State Identification Number
- **District Code #2:** 4-digit district code associated with SID #2

Example:

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARTIN	MERGE	1112223334	1111	5556667778	2222						
20251016	MOLLY	MERGE	2223334445	1111	4443332221	2222						
20251016	MARGE	MERGE	6665557778	3333	9990009998	2222						



Optional Fields: SID #3 and District Code #3

What to Fill: Only if student has a third SID

If Not Needed: Leave blank

If Needed:

- **SID #3:** Third 10-digit SID for same student
- **District Code #3:** 4-digit district code associated with SID #3

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARTIN	MERGE	1112223334	1111	5556667778	2222						
20251016	MOLLY	MERGE	2223334445	1111	4443332221	2222						
20251016	MARGE	MERGE	6665557778	3333	9990009998	2222	9999...	1111				



Optional Fields: SID #4 and District Code #4

What to Fill: Only if student has a fourth SID (*rare*)

If Not Needed: Leave blank

If Needed:

- **SID #4:** Fourth 10-digit SID for same student
- **District Code #4:** 4-digit district code associated with SID #4

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARTIN	MERGE	1112223334	1111	5556667778	2222						
20251016	MOLLY	MERGE	2223334445	1111	4443332221	2222						
20251016	MARGE	MERGE	6665557778	3333	9990009998	2222	9999...	1111				



Required Fields: SID to Keep

What to Enter: The SID you want to remain active

Example:

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARTIN	MERGE	1112223334	1111	5556667778	2222					1112223334	
20251016	MOLLY	MERGE	2223334445	1111	4443332221	2222					4443332221	
20251016	MARGE	MERGE	6665557778	3333	9990009998	2222	9999...	1111			9999999999	

⚠ Critical:

- Must match one of the SIDs listed above
- This SID keeps all data
- Others are retired
- Choose carefully

Tip: Usually keep the oldest/original SID



Required Fields: Cohort Year

What to Enter: Student's expected graduation year

Format: 4-digit year

Example:

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARTIN	MERGE	1112223334	1111	5556667778	2222					1112223334	2027
20251016	MOLLY	MERGE	2223334445	1111	4443332221	2222					4443332221	2029
20251016	MARGE	MERGE	6665557778	3333	9990009998	2222	9999...	1111			9999999999	2026



Merge Request Examples

Scenario: Student transferred mid-year, got duplicate SID

Template:

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARTIN	MERGE	1112223334	1111	5556667778	2222					1112223334	2027

Scenario: Student was mistakenly assigned three SIDs

Template:

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARGE	MERGE	6665557778	3333	9990009998	2222	9999...	1111			9999999999	2026



Merge Request Checklist

Before Moving to Submission:

- ☐ Are your dates entered in YYYYMMDD format?
- ☐ Are your First and Last Name fields filled out correctly?
- ☐ Are all applicable SIDs filled out (minimum of 2)?
- ☐ Do you have all merge requests in one file vs. individual files per student?
- ☐ Are all district codes filled out?
- ☐ Are all SIDs to keep matching a code listed above?
- ☐ Are all SIDs to keep the correct choice?
- ☐ Are all cohort years 4 digits for your high school students? (YYYY)
- ☐ Is your confirmation statement included in the Comments section?
- ☐ Is the file saved with the district code in its name?



Submission Process

Section Overview

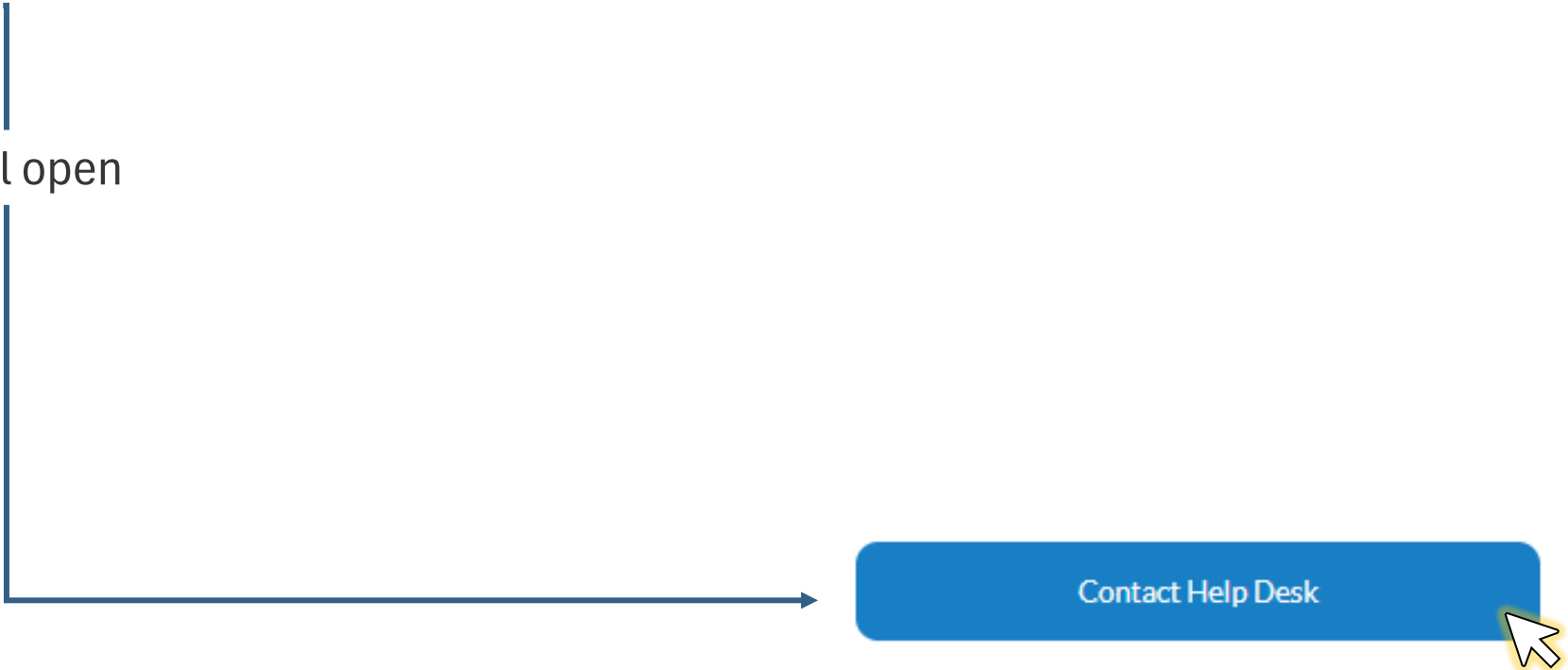
- Step 1: Access the Help Desk Web-to-Case Form
- Step 2: Fill Contact Information
- Step 3: Select Request Type
- Step 4: Write Details
- Step 5: Upload Excel file
- Step 6: Final Review
- Step 7: Submit Request



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

Merge Request

* Sub Category

Student Management



Step 4: Write Details

For Merge:

- “Merges for [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:

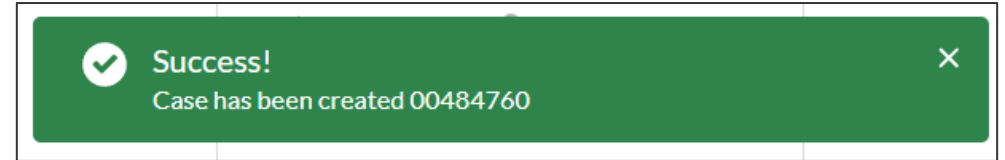
- ☐ Is your contact information correct?
- ☐ Is the Type set to “ID Change Management”?
- ☐ Is the Sub Type set to “Merge Request”?
- ☐ Is the Sub Category set to “Student Management”?
- ☐ Do the details clearly explain the request?
- ☐ Did the Excel file load properly?
- ☐ Is the file name showing correctly?



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 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 merge 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 merge request details in the Case Details field
- 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_SID_Merge.xlsx
- Bad: 1234_SID_\$Merge’.xlsx



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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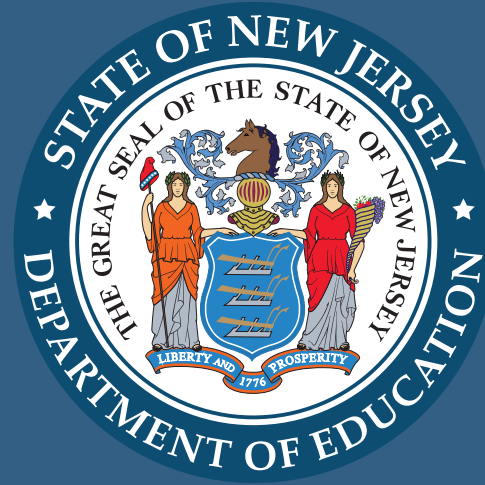
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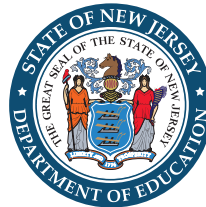
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