



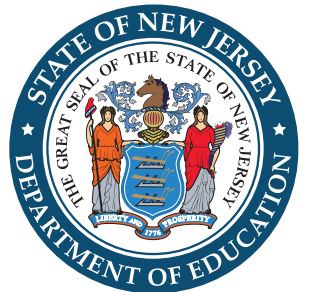
NJSLEDS ID Change Management Training

A Guide for Field Change Requests – Staff Management

NJSLEDS Project Team
Office of Information Technology

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nj.gov/education/sleds



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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
- FormerName
- DateOfBirth
- Gender
- Social Security Number

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 → Marriage, divorce, court order, or any other reason for name change (no birth certificate required)

Date of Birth

- Data entry error → 19910310 should be 19910319
- Transposed digits → 19910310 should be 19911003

Gender

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

Social Security Number

- SSN entered incorrectly
- Staff member received a new SSN (rare, but can happen in cases like identity theft)



When Not to Use Field Change

Do Not Use If:

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

Remember: Field Change Requests are only for the 7 key demographic field.

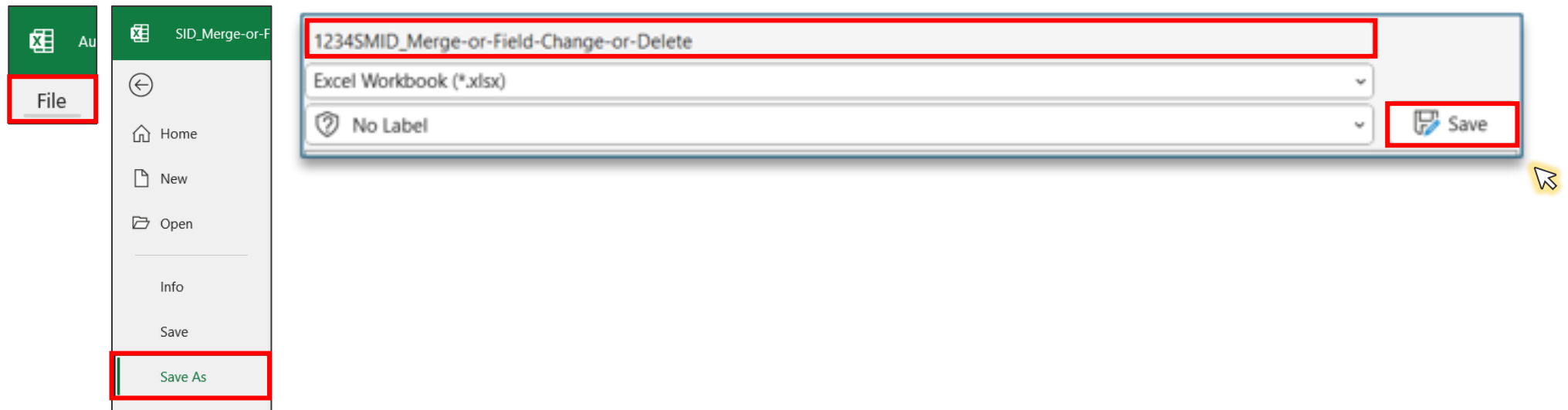


Download the Excel Template

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

Example: 1234_SMID_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 Former Name	Current Date of Birth	Current Gender	Current SSN*
DEVON	DANIELLE	DEMO		19920718	F	000-000-0000
TIFFANY		TEMPLATE		19881109	F	000-000-0000
CHRISTY	CAROLINE	CASE		19900225	F	000-000-0000

“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 Former Name	New Date of Birth	New Gender	New SSN*
DEVON	DANIELLE	DELANCY	DEMO	19920718	F	000-000-0000
TIFFANY	TORI	TEMPLATE		19881109	F	000-000-0000
CHRISTY	CAROLINE	CASE		19900325	F	000-000-0000



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

* Using placeholder SSN in this example.



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	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016							
20251016							
20251016							



Required Field: SMID Number

- **Format:** 8-digit number
- **Example:** 12345678
- **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	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016	12345678						
20251016	09876543						
20251016	00999988						



Fill All Current Fields

You Must Fill:

- Current First Name
- Current Middle Name (blank if none)
- Current Last Name
- Current Former Name (blank if none)
- Current Date of Birth (YYYYMMDD)

- Current Gender (M, F, or X)
- Current Social Security Number

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

Date of Request	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Former Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016	12345678	DEVON	DANIELLE	DEMO		19920718	F	000-00-0000
20251016	09876543	TIFFANY		TEMPLATE		19881109	F	000-00-0000
20251016	00999988	CHRISTY	CAROLINE	CASE		19900225	F	000-00-0000



Current Fields Detail: Name

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

Example:

Date of Request	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Former Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016	12345678	DEVON	DANIELLE	DEMO				
20251016	09876543	TIFFANY		TEMPLATE				
20251016	00999988	CHRISTY	CAROLINE	CASE				

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: Staff Member's date of birth as it currently appears in the NJSLEDS system.

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

Example:

Date of Request	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Former Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016	12345678	DEVON	DANIELLE	DEMO		19920718		
20251016	09876543	TIFFANY		TEMPLATE		19881109		
20251016	00999988	CHRISTY	CAROLINE	CASE		19900225		

Common Mistakes:

✗ 01/02/2018

✗ 2018-01-02



Current Fields Detail: Gender

What to Enter: Staff member's gender as it currently appears in the NJSLEDS system.

Format: Single letter only

Options:

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

Date of Request	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Former Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016	12345678	DEVON	DANIELLE	DEMO		19920718	F	
20251016	09876543	TIFFANY		TEMPLATE		19881109	F	
20251016	00999988	CHRISTY	CAROLINE	CASE		19900225	F	



Current Fields Detail: Social Security Number

What to Enter: Social Security Number currently appear in NJSLEDS.

Examples:


- Current Social Security: 000-00-0000

Date of Request	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Former Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016	12345678	DEVON	DANIELLE	DEMO		19920718	F	000-00-0000
20251016	09876543	TIFFANY		TEMPLATE		19881109	F	000-00-0000
20251016	00999988	CHRISTY	CAROLINE	CASE		19900225	F	000-00-0000



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 Former Name	New Date of Birth	New Gender	New Social Security Number
DEVON	DANIELLE	DELANCY	DEMO	19920718	F	000-00-0000
TIFFANY	TORI	TEMPLATE		19881109	F	000-00-0000
CHRISTY	CAROLINE	CASE		19900325	F	000-00-0000



Field Change Example 1: Name Correction

Scenario: Devon got married and her new last name is Delancy (not Demo)

“Current” (NJSLEDS System) Data

Date of Request	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Former Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016	12345678	DEVON	DANIELLE	DEMO		19920718	F	000-00-0000

“New” (LEA Requested) Data



New First Name	New Middle Name	New Last Name	New Former Name	New Date of Birth	New Gender	New Social Security Number
DEVON	DANIELLE	DELANCY	DEMO	19920718	F	000-00-0000



Field Change Example 2: Adding Middle Name

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

“Current” (NJSLEDS System) Data

Date of Request	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Former Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016	09876543	TIFFANY		TEMPLATE		19881109	F	000-00-0000

“New” (LEA Requested) Data



New First Name	New Middle Name	New Last Name	New Former Name	New Date of Birth	New Gender	New Social Security Number
TIFFANY	TORI	TEMPLATE		19881109	F	000-00-0000



Field Change Example 3: Changing a Date of Birth

Scenario: Christy's Date of Birth was entered incorrectly by her previous district and needs to be changed

“Current” (NJSLEDS System) Data

Date of Request	SMID Number	Current First Name	Current Middle Name	Current Last Name	Current Former Name	Current Date of Birth	Current Gender	Current Social Security Number
20251016	00999988	CHRISTY	CAROLINE	CASE		19900225	F	000-00-0000

“New” (LEA Requested) Data



New First Name	New Middle Name	New Last Name	New Former Name	New Date of Birth	New Gender	Current Social Security Number
CHRISTY	CAROLINE	CASE		19900325	F	000-00-0000




Field Change Example 4: Multiple Staff Members in One File

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

“Current” (NJSLEDS System) Data

Current First Name	Current Middle Name	Current Last Name	Current Former Name	Current Date of Birth	Current Gender	Current Social Security Number
DEVON	DANIELLE	DEMO		19920718	F	000-000-0000
TIFFANY		TEMPLATE		19881109	F	000-000-0000
CHRISTY	CAROLINE	CASE		19900225	F	000-000-0000

“New” (LEA Requested) Data



New First Name	New Middle Name	New Last Name	New Former Name	New Date of Birth	New Gender	New SSN*
DEVON	DANIELLE	DELANCY	DEMO	19920718	F	000-000-0000
TIFFANY	TORI	TEMPLATE		19881109	F	000-000-0000
CHRISTY	CAROLINE	CASE		19900325	F	000-000-0000



Field Change Checklist

Before Submitting, Verify:

- ☐ Are your dates entered in YYYYMMDD format?
- ☐ Are your SMID numbers entered correctly and 8 digits long?
- ☐ Do you have all change requests in one file vs. individual files per staff member?
- ☐ Are all “current” fields filled in per staff member?
- ☐ Are all “new” fields filled in per staff member?
- ☐ Are all confirmation statements included?
- ☐ Is your file saved with your district code included in its name?



Submission Process

Section Overview

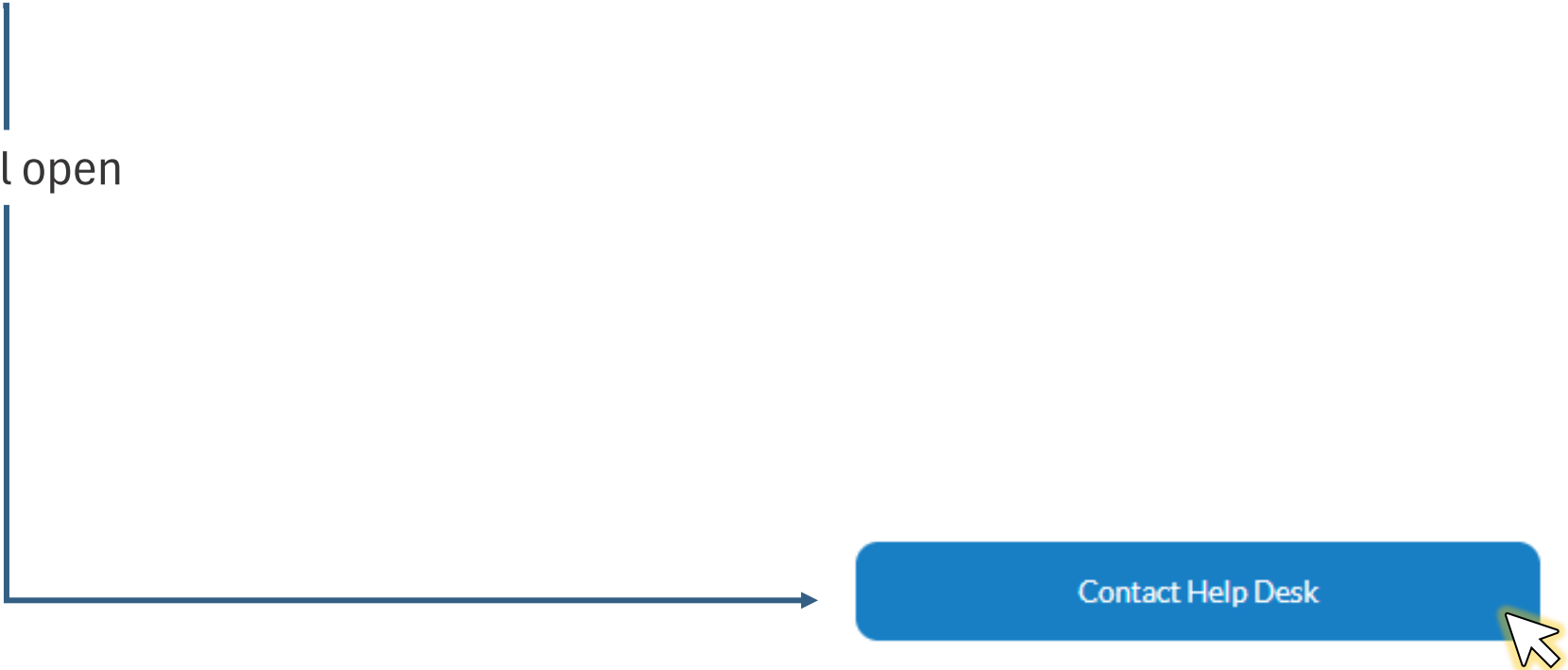
- Step 1: Access the Help Desk Web-to-Case Form
- Step 2: Fill Contact Information
- Step 3: Select Request Type
- Step 4: Write Details
- Step 5: Upload Excel file
- Step 6: Final Review
- Step 7: Submit Request



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		
<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 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 “Staff Management” in Sub Category

* Type

ID Change Management

* Sub Type

Change Request (First Name, Last Name, etc)


* Sub Category

Staff Management



Step 4: Write Details

* 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

Staff Management

* Details

Upload Files

 Or drop files

Cancel

Submit

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 “Staff Management”?
- ☐ Do the details clearly explain the request?
- ☐ Did the Excel file load properly?
- ☐ Is the file name showing correctly?

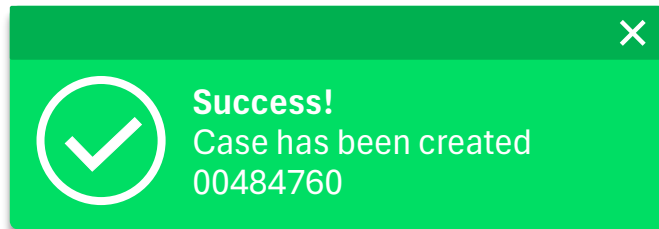


Step 7: Submit Request

Quickly double-check all form fields:

- Is your contact info correct?
- Are the request types selected properly?
- Is the correct file attached?

Click the 'Submit' button once. Wait for the confirmation pop-up with your case number to appear. Your case will be accessible via the "View All Cases" button on the system homepage for reference and updates.



What Happens Next?



Review Your Case Status: The case will be available for reference on the "View All Cases" page.



Wait for Confirmation: You will receive an email when the change is complete.



Timeline: This process takes approximately 2 weeks. Please do not submit duplicate tickets checking in on status.



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 SMID

✗ Problem: Typo in SMID = wrong staff member affected

✓ Solution:

- Copy/paste SMID 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_SMID_Field_Change.xlsx
- Bad: 1234_SMID_\$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 staff member in the NJSLEDS system first
- Confirm current information
- Double-check SMID 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: njsleds@doe.nj.gov

(This email is for general inquiries only. To create a Help Desk ticket, use the "Contact Help Desk" button on the NJSLEDS system homepage.)

Important Reminders:

✗ Do Not:

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

✓ Do:

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



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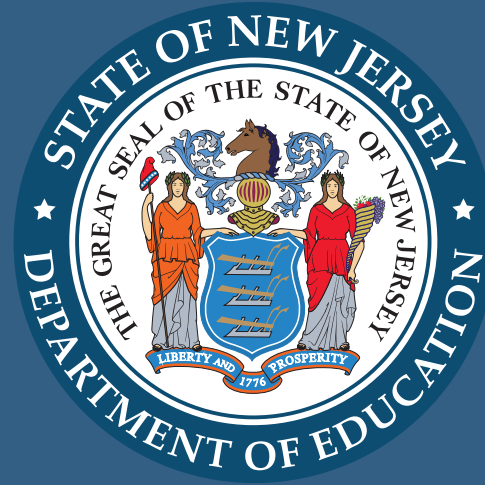
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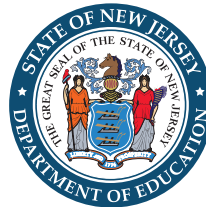
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Thank You

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