

NJSLEDS Orientation Guide

An introduction for new users

New Jersey Department of Education

New Jersey Statewide Longitudinal Education Data System

Office of Information Technology

NJSLEDS@doe.nj.gov

Contents

How to use this guide 2

1. Welcome to NJSLEDS..... 2

 Why accurate data matters 2

2. How NJSLEDS handles records and uploads 3

 How NJSLEDS looks across time 3

 API integration 4

3. Key concepts and the general workflow 5

 Key concepts 5

 General submission workflow 5

 Snapshots and official submission periods 5

4. Errors, warnings and validation..... 6

 Errors and Warnings..... 6

 SID and SMID identity matching..... 6

 Other common record-level statuses 7

 How to resolve submission errors..... 7

5. Submission areas and user permissions 8

 Know your permissions 8

6. Accounts and first-time access 9

 How access is requested 9

 Processing and the myNJ authorization code 9

7. Find current NJSLEDS resources..... 10

 Use current handbooks and files 10

8. Get help..... 11

 NJSLEDS Help Desk 11

 Follow up on an existing case 11

 myNJ login help..... 11

9. Getting started checklist 12

10. Glossary 13

How to use this guide

Use this guide as a starting point for understanding NJSLEDS. It explains the general submission workflow, introduces key concepts, and points you to current resources. You should read the guide from beginning to end the first time you use this. Then you may continue to use this guide and go directly to the section that matches your task. Submission-specific requirements can change, so use this guide together with the current [NJSLEDS handbooks](#), [templates](#), [code lists](#), [FAQs](#) and [submission calendar](#).

Start with current guidance

The [NJSLEDS User Resources website](#) is the source for current submission dates, materials and any news or system updates. Before preparing a file, confirm that you are using the latest resources for your submission area(s) and you have checked for any news updates.

1. Welcome to NJSLEDS

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) is the New Jersey Department of Education (NJDOE)'s platform for student, staff and program data submissions. The data collected through NJSLEDS supports State and Federal reporting requirements, maintains statewide information across school years and helps NJDOE better understand student needs, monitor programs and make informed decisions. In this way, NJSLEDS connects data collection back to NJDOE's vision that "Every New Jersey student is safe, supported, and successful."

How NJSLEDS connects data over time:

NJSLEDS does more than check one upload at a time. It also looks at how a student or staff record connects to information already reported in NJSLEDS, including earlier school years, related submissions and statewide ID information. This helps NJDOE and districts keep records consistent and reliable over time, so the same student or staff member is connected to the right information throughout their education or employment history.

Why accurate data matters

Accurate and timely data supports:

- School and district planning
- State and federal reporting
- Accountability and public reporting
- Staffing, programs, funding and other education decisions

Each district remains responsible for reviewing its submission data, resolving any errors caused by incorrect data and meeting the dates on the [NJSLEDS Submission Calendar](#).

2. How NJSLEDS handles records and uploads

After you upload a file, NJSLEDS keeps the information as part of your district's submission history. If you upload another file later, NJSLEDS uses that newer file to add or update matching records, but it does not automatically remove records that were included before. The table below explains what this means in everyday terms and what users should do when they upload corrections, leave records out of a file or need a record removed.

Area	How NJSLEDS works	What users should do
After you upload a file	NJSLEDS keeps a history of each file you submit, including when it was uploaded and how it processed.	Check Submission History to confirm the file processed, review record totals and compare earlier versions when needed.
When you correct a record	When you upload a corrected record, NJSLEDS uses key fields to match it to the record already in the system and update it.	Fix the information in your local source system first, create a new file and upload the corrected record again.
When a record is left out of a later file	If a record was submitted before, leaving it out of a later file does not remove it from NJSLEDS.	Do not try to remove a record by leaving it out of a file. Use the official deletion process when a record truly needs to be removed.
What to include in your file	NJSLEDS does not ask you to choose "Full" or "Partial" when you upload. Your file may include all records or only the records you need to correct.	Use the current handbook to decide which records belong in the file for the task you are completing.
When a record truly needs to be removed	Removing a record from NJSLEDS requires the current Record Deletion request process.	Follow the Record Deletion instructions on the Key Documents page and submit the request through the secure Help Desk form.

Key takeaway: Uploading a new file is the usual way to add or correct records in NJSLEDS, but it is not the same as deleting records. If a record was already submitted, it stays in NJSLEDS unless the official Record Deletion process is completed. When in doubt, correct the information in your local source system, upload a fresh file and use NJSLEDS Submission History to confirm what changed.

How NJSLEDS looks across time

NJSLEDS is a longitudinal system, which means it looks at data over time instead of treating each upload as a completely separate event. When you upload a file, NJSLEDS may compare the record to information that was already reported in prior school years, related submissions or statewide SID and SMID identity records. This helps make sure the right student or staff member stays connected to the right information across school years, districts and reporting areas.

- **Example: Prior year information.** If a student was reported in Student Management last year, NJSLEDS may check whether the new record connects to that same student this year.
- **Example: Related submissions.** If a student appears in one NJSLEDS collection, another collection may need to align with that record.

- **Example: Statewide identity.** NJSLEDS checks SID, SMID and key identity fields so the record is connected to the correct student or staff member.

Use the correct process

Routine submission errors are corrected in the local source system and re-uploaded to NJSLEDS. Key identity field changes, ID merges and record deletions use separate request process available on the [NJSLEDS Key Documents page](#).

API integration

NJDOE has identified Application Programming Interface (API) integration as a long-term strategy for NJSLEDS. In the future, an API may allow approved local systems, such as a student information system or HR system, to send data securely to NJSLEDS without users manually preparing and uploading CSV files each time. Until NJDOE announces a new process, continue to follow the current file preparation and upload instructions.

3. Key concepts and the general workflow

Key concepts

Local source system

Your local source system is where submission data is created and maintained. It may be a student information system (SIS), a Human Resources platform, a Payroll application or another local data system. For routine corrections, update the information in your local system, create a new CSV UTF-8 file and upload it to NJSLEDS.

NJSLEDS as the target system: the reporting destination

NJSLEDS receives and validates district data for state reporting. Users can view records, reports and errors in NJSLEDS, but they cannot edit submitted records there.

CSV UTF-8

NJSLEDS submission uploads must use CSV UTF-8 format. Before preparing a file, use the current layout and instructions for your submission on the [NJSLEDS User Resources page](#). If your upload has errors, use the Error Report to identify what needs to be fixed. Then correct the data in your local source system and prepare a new upload using the official submission file layout.

General submission workflow

1. Prepare

Review current guidance and export fresh data from your local source system.

2. Upload

Submit one CSV UTF-8 file in NJSLEDS.

3. Review

Check processing status, records and errors.

4. Correct

Fix submission data in the local system for any errors that resulted from incorrect data entry.

5. Re-upload

Confirm errors clear and records are in Valid status by the deadline.

Submission-specific instructions control

Most submissions follow this general process. Timing, required fields, file processing and correction steps can vary, so check the current [handbook](#), [user resources](#) and [webinar materials](#) for your submission.

Snapshots and official submission periods

NJSLEDS collections use scheduled windows and deadlines. Some are described as snapshots, while others are described as official submission periods. Always use the [Submission Calendar](#) to confirm the name, school year, opening date and closing date for the collection you are working on.

4. Errors, warnings and validation

NJSLEDS validates data in layers. A problem in an earlier layer can prevent later validation from running, so the order of resolution matters.

Layer	What NJSLEDS checks	Possible result
1. File-level	Can the system process the file?	The file is unsuccessful. No records are created and later validation does not run.
2. Identity matching	Can NJSLEDS match the student or staff record to an existing statewide identity, or determine that a new ID is needed?	The record receives an Associated SID/SMID, New SID/SMID or Unresolved status before later validation continues.
3. Record-level	Is the record complete, unique, and properly accounted for?	The record has an issue that must be resolved before field-level validation can run.
4. Field-level	Do individual field values meet required formats and business rules?	Specific data fields are flagged and must be corrected before the record can become fully Valid.

Errors and Warnings

- **Errors:** Must be resolved for the affected file, record or field to process successfully to a Valid status. Correction is required for incorrect data causing errors.
- **Warnings:** Do not function as validation errors, but they should be reviewed to confirm the data is accurate. If the data is accurate, warnings may be ignored but cannot be dismissed.

SID and SMID identity matching

When a Student Management or Staff Management record is uploaded without a valid SID or SMID, NJSLEDS compares the record's key identity fields with the statewide ID Master. The result will appear as Associated SID/SMID, New SID/SMID or Unresolved.

Status	What it means	What to do
Associated SID/SMID	Automatic match: NJSLEDS finds a 95% or higher match to an existing SID or SMID, except for a difference in Middle Name or Gender. LEA-selected match: The LEA reviews possible matches in ID Management and selects the correct SID or SMID when the match is less than 95%.	Review how the record became Associated. It may have been automatically associated by NJSLEDS, or selected by the LEA in ID Management. In either case, export the Associated record, add the SID or SMID to the local source system, confirm the identity fields are correct, and re-upload. If the ID Master information is incorrect, submit a Field Change request and wait for confirmation before re-uploading.
New SID/SMID	NJSLEDS did not find an existing SID or SMID that clearly matches the student or staff record. If no possible match is found, NJSLEDS	If NJSLEDS automatically creates a new SID or SMID, export the record by searching for Record Status of New SID or New SMID, add the new ID to the correct record in your local source system and re-upload the

	may automatically create a new SID or SMID. If possible matches are found, the record goes to ID Management so the user can review the choices.	record with the ID included. If the record appears in ID Management, review the possible matches first. Associate the record with the correct existing SID or SMID or select Create New only if none of the possible matches are correct. After the SID or SMID is created, add it to the local source system and re-upload the record with the ID included.
Unresolved	NJSLEDS found one or more potential matches but could not confirm a high-confidence match. The record appears in ID Management.	Review the suggested matches in ID Management. Associate the correct existing ID or select Create New only when no match is correct and the person is truly new to New Jersey public education. Then export, update the local source system and re-upload to NJSLEDS.

Keep the SID or SMID in your source system

After an ID is associated or created, update the local source system before the next upload. Leaving the SID or SMID field blank can rerun identity matching and may create multiple IDs for the same student or staff member.

Other common record-level statuses

After identity matching, other common record-level statuses include:

- Duplicate
- Transfer-related status (Transfer Request, Transfer Requested, Transfer Waiting)
- Sync
- Out of Sync

The exact status and resolution path depend on the submission type and the record. Use the error description provided in the detailed Error Report and current NJSLEDS guidance rather than relying only on the status name.

How to resolve submission errors

- Open Submission Records and the Error Report for the relevant submission.
- Use the record details and error description to identify the affected data.
- Correct routine submission data in the local source system.
- Generate a fresh CSV UTF-8 submission file and re-upload the corrected records.
- Return to the Error Report after processing to confirm the issue is resolved.

5. Submission areas and user permissions

The [NJSLEDS User Resources website](#) currently organizes guidance into the submission areas below. Please note that Staff Course Roster and Student Course Roster are two separate, related submissions shown together on one resource page.

Submission area	Purpose
Student Management	Student demographic, enrollment and identity data. Core submission.
Staff Management	Staff demographic, assignment and employment data. Core submission.
Special Education	Data for students receiving special education and related services. Compares to Student Management submission.
Performance Report	District and school narrative information used in the New Jersey School Performance Reports .
Career and Technical Education (CTE)	Data for students enrolled in approved CTE programs.
Staff and Student Course Roster	Two related submissions that connect students, courses and instructional staff.
Staff Vacancy	Data on unfilled teaching positions and related vacancy reporting.
High School Graduation	Graduation data review, reports and the Graduation Appeals submission process.

Know your permissions

- All NJSLEDS users have the LEA user base role and can access only their district's information.
- Submission permissions determine which upload and record areas a user can access.
- The district's Web User Administrator (WUA) requests users and submission permissions through the [NJSLEDS User Change Request Form](#).
- The [District Point of Contact \(POC\) Excel](#) lists the district's current NJSLEDS authorized users. Districts should review the POC list regularly to make sure the correct people have access to NJSLEDS. If a user leaves the district or no longer manages submission uploads, the WUA should submit the [NJSLEDS User Change Request Form](#) to update that access.
- If a submission is missing from your account, confirm the requested access with your WUA or contact the NJSLEDS Help Desk.

Use the official submission calendar

Submission areas do not open at the same time. Check the current [NJSLEDS Submission Calendar](#) for the collection name, school year and deadline for each submission.

6. Accounts and first-time access

How access is requested

District users cannot create NJSLEDS accounts on their own. The district's Web User Administrator (WUA) submits the [NJSLEDS User Change Request Form](#) to add, remove or update users and submission permissions.

- Each district may have up to eight active NJSLEDS user accounts at a time.
- Accounts must be assigned to individual users and cannot be shared.
- When a staff member leaves the LEA or no longer holds the position to report data into NJSLEDS, their account must be closed. The WUA can do this using the [NJSLEDS User Change Request Form](#).
- The user's district-issued work email, first name and last name must match the request exactly.
- WUAs and superintendents do not automatically receive NJSLEDS access.
- Users who submit data for more than one district need a separate NJSLEDS account for **each** district CDS code. Each account must use that district's work email address or a district-approved email alias so access is tied to the correct district.

Processing and the myNJ authorization code

Account processing typically takes one to two business days after the WUA submits the request. It may take longer during high-volume periods. Approved users receive a welcome email from NJSLEDS@doe.nj.gov with a personal authorization code. If the email does not arrive as expected, please check your junk and/or spam folders.

Step	What to do
1	Open the link in the NJSLEDS welcome email and go to myNJ .
2	Log in to an existing myNJ account or create one using the exact name and district email submitted by the WUA.
3	Select the "auth code" option on the myNJ Welcome page.
4	Paste the personal authorization code and select Finished.
5	Log out and log back in. The NJSLEDS link should appear on the myNJ page.

Keep the code private

Authorization codes are assigned to individual users. Do not share a code or activate an account for someone else. For more information, view the [NJSLEDS Login Instructions page](#).

7. Find current NJSLEDS resources

The NJSLEDS website is available at nj.gov/education/sleds. Its main sections support different parts of the reporting process.

Website section	Use it for
Submission Calendar	Opening dates, closing dates, snapshots and official submission periods.
User Resources	Submission-specific handbooks, templates, layouts and guidance.
Trainings and Webinars	Upcoming sessions, Live Q&A information and downloadable training materials.
Key Documents	ID Management, deletion, Help Desk, reporting, code list and account resources.
News	Announcements, release notes, newsletters and known system issues.
FAQs	General access guidance and submission-specific answers.

Use current handbooks and files

Why this matters: NJSLEDS submission requirements can change from year to year or during a submission cycle. Current handbooks, templates and code lists show the fields, formats, business rules and codes that apply now. Using older files can cause upload errors, missing data or reporting issues, even if the file worked in the previous year/submission timeline.

- Download the current handbook, template and code lists before preparing a submission.
- Review the handbook revision history for recent updates.
- Check [News](#) and [Known Issues](#) when a result appears inconsistent with the published rules.

8. Get help

NJSLEDS Help Desk

- Preferred method: Use the “[Contact Help Desk](#)” button on the NJSLEDS system homepage.
- Phone: 609-376-3970, Monday through Friday, 8 a.m. to 5 p.m.

Always include your name, CDS code, a clear description of the issue and the relevant submission information. Use the secure web form to attach files or provide protected student or staff information. Never send personally identifiable information (PII) through regular email.

Follow up on an existing case

If the comment option is available, add your update to the existing case so the full history stays together. Comments are unavailable when a case is In Progress or Closed. If a closed case still requires follow up, create a new case and reference the earlier case number in the Case Details.

myNJ login help

The NJSLEDS Help Desk cannot reset or recover a myNJ login ID or password. Use the account recovery links on the [myNJ login page](#). Contact the NJSLEDS general inbox at NJSLEDS@doe.nj.gov when the issue occurs after you log in, such as a missing tile or an authorization code problem.

9. Getting started checklist

Use this checklist during your first week or when your responsibilities change.

- | | |
|--------------------------|---|
| ☐ | Confirm your WUA submitted the NJSLEDS User Change Request Form . |
| ☐ | Watch for the authorization code email from NJSLEDS@doe.nj.gov. |
| ☐ | Activate NJSLEDS access through myNJ . |
| ☐ | Log in and confirm you can see the correct submissions (options will only be available if the submission period is open – check the Submission Calendar) |
| ☐ | Bookmark the NJSLEDS User Resources website . |
| ☐ | Download current guidance for each assigned submission. |
| ☐ | Check the Submission Calendar and record your deadlines. |
| ☐ | Register for relevant webinars or Live Q&A sessions. |
| ☐ | Save the Help Desk phone number: 609-376-3970. |
| ☐ | Review the glossary in this guide. |

10. Glossary

These definitions provide a quick orientation. Use current submission guidance for process-specific details.

Term	Definition
Associated SID/SMID	A status showing that NJSLEDS matched a submitted record to an existing student or staff record. The record must be re-uploaded with the associated information before processing can continue.
Authorization Code	A personal, one-time code used to connect NJSLEDS access to a myNJ account.
Business Rule	A validation rule that a submitted value or relationship must meet.
CDS Code	The County-District-School code used to identify a county, district and school.
CSV UTF-8	The file format required for NJSLEDS submission uploads.
CTE	Career and Technical Education
Duplicate	A record-level status that occurs when the same record appears more than once in an upload file.
Error	A validation issue that prevents a file, record or field from processing successfully.
Error Report	A report in Submission Records that lists current validation errors for a submission.
Field Change Request	The process used to request updates to designated student or staff key identity fields.
Field-Level Error	A problem with a specific data value in an otherwise matched record.
Graduation Appeals	The NJSLEDS submission process used by LEAs to appeal graduation-related data determinations.
ID Management	The NJSLEDS area and processes used to review identity matching and resolve certain SID or SMID issues.
ID Master	The statewide identity data used to match students and staff to the correct SID or SMID.
Known Issue	A system problem NJDOE has identified and is tracking on the NJSLEDS website.
LEA	Local Education Agency, such as a public school district or charter school responsible for reporting data.
Local Source System	The local system where submission data is created and maintained, such as a student information system (SIS) or HR system.
Longitudinal Data	Data that follows students or staff across time, years and districts.
Merge Request	A request to combine duplicate identity records that belong to the same person.
myNJ	The myNewJersey portal used to access NJSLEDS.
NJDOE	New Jersey Department of Education
NJSLEDS	New Jersey Statewide Longitudinal Education Data System
New SID/SMID	A status showing that NJSLEDS found no potential identity match and issued a new student or staff ID.

POC	Point of Contact, a designated district user associated with one or more submission areas in NJSLEDS.
Record-Level Error	An issue that blocks an entire record and prevents field-level validation until resolved.
Revision History	A list of updates made to a handbook or other document.
SID	State Identifier, the unique ID assigned to a student.
SMID	Staff Member Identifier, the unique ID assigned to a staff member.
Snapshot	A scheduled collection used to create an official reporting record for a defined period or point in time.
Submission Calendar	The current schedule of NJSLEDS collection windows and deadlines.
Sync	A record-level status associated with a previously active student or staff member who is missing from the first upload of a new school year.
Transfer Request	A status shown to the district that initiated a student transfer by uploading an active record while the student is still associated with another district. The transfer is pending.
Transfer Requested	A status shown to the district currently associated with the student when another district has initiated a transfer. To approve the transfer, the district marks the student's District Status and School Status as Inactive (I) and re-uploads the record.
Transfer Waiting	A status shown to an additional district that requests the same student while another transfer is pending. The request advances in queue order after the current transfer is completed or cancelled.
Transfer Approved	A status shown to the requesting district after the associated district marks the student inactive and re-uploads the record. The requesting district must re-upload its record to finalize the enrollment.
Transfer cancelled	Not an official status; when District A inactivates or deletes a record before a transfer completes, the status reverts for both districts.
Unresolved	A status showing that NJSLEDS could not confidently match a person to an existing SID or SMID record.
Validation Check	A rule NJSLEDS applies to a file, identity, record or field.
Warning	A flag that should be reviewed for accuracy but is not treated as a validation error.
WUA	Web User Administrator, aka Homeroom Administrator, the district role that submits NJSLEDS user access changes. You can find your WUA in the Homeroom Admin List .