Charter Schools
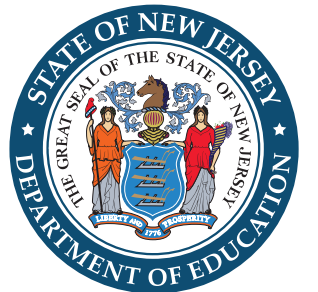## in NJSLEDS

NJSLEDS Project Team
Office of Information Technology

nj.gov/education/sleds

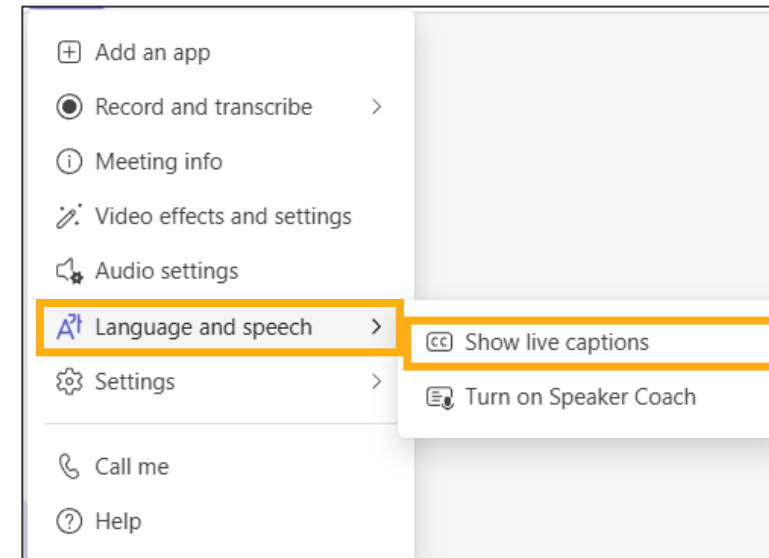# Webinar Housekeeping

Our goal is to make sure you can actively participate and have your questions answered.

How to ask a <u>question</u>:

To use live <u>captions</u>:

1. Click on the "More" option along the Teams webinar control panel (top of your screen).

2. Click on "Language and speech" and then "Show live captions."

Agenda

- Welcome to NJSLEDS

- Charter School Submission Overview

- Student Management Overview

- Staff Management Overview

- Submission Process Walkthrough

- Next Steps and Key Resources

Welcome to NJSLEDS

The New Jersey Department of Education (NJDOE) has transitioned from NJ SMART to the New Jersey Statewide Longitudinal Education Data System, known as NJSLEDS.

This shift is part of a strategic effort to:

- Enhance statewide data management

- Ensure long-term sustainability

- Align with evolving education policies and technology standards

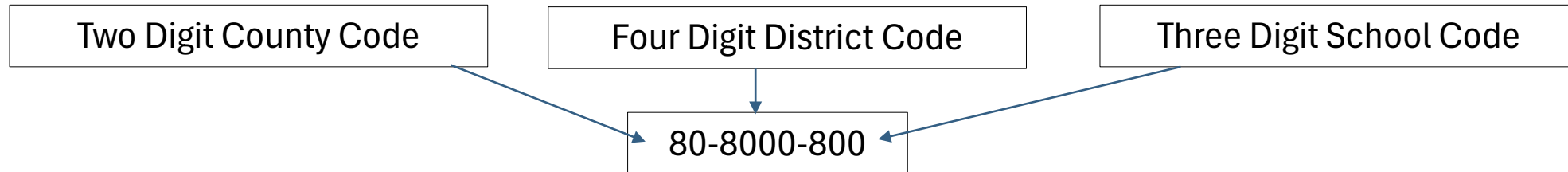For a broader overview of this transition, please review the Introduction to NJSLEDS Webinar PDF.

Charter Schools
Submission Overview

County, District and School Codes

Each Charter School is assigned its own County, District and School Code (CDS) combination

Two Digit County Code	Four Digit District Code	Three Digit School Code

80-8000-800

The NJSLEDS CDS List is located on the [Key Documents page](#)

Key Documents

The NJDOE's NJSLEDS Key Documents page is your primary resource for accessing essential materials related to the system. This page provides direct access to key guidance materials, including comprehensive information on data submission requirements, important codes lists, and more. This page ensures districts have the tools needed to navigate and fulfill their data reporting obligations effectively and efficiently.

Looking for submission-specific guidance? Check out the **User Resources** and **Trainings and Webinars** tabs for more resources.

County District School (CDS) List
Comprehensive information about public districts, schools, agencies, and placements.

Download Excel

Point of Contact (POC) List
District staff responsible for NJSLEDS submissions and communications.

Download Excel

Country Codes List
Official numerical and alphabetical country identifiers.

View PDF

nj.gov/education/sleds

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Charter School Reporting Responsibilities
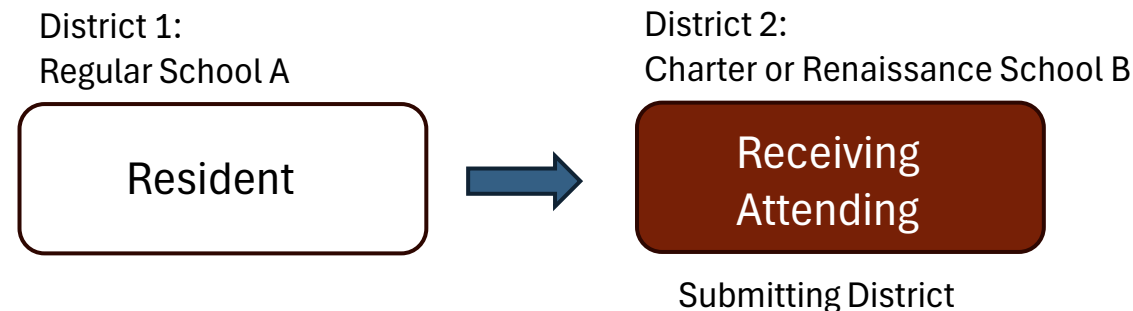
The NJSLEDS Reporting Responsibilities document indicates how students attending a Charter School should be reported in Student Management

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Reporting Responsibility Scenario 10:

- Charter School students are not reported by the Resident School District

- The Charter School should be reported as the Receiving and Attending CDS codes

Scenario 10 Example:

Student's resident district/school is District 1 (School A); however, student attends a school in District 2 (School B), a Charter or Renaissance school

District 1:
Regular School A

District 2:
Charter or Renaissance School B

Resident → Receiving Attending

Submitting District

For guidance on Tuition Codes, please refer to the Tuition Code page of the Student Management Handbook
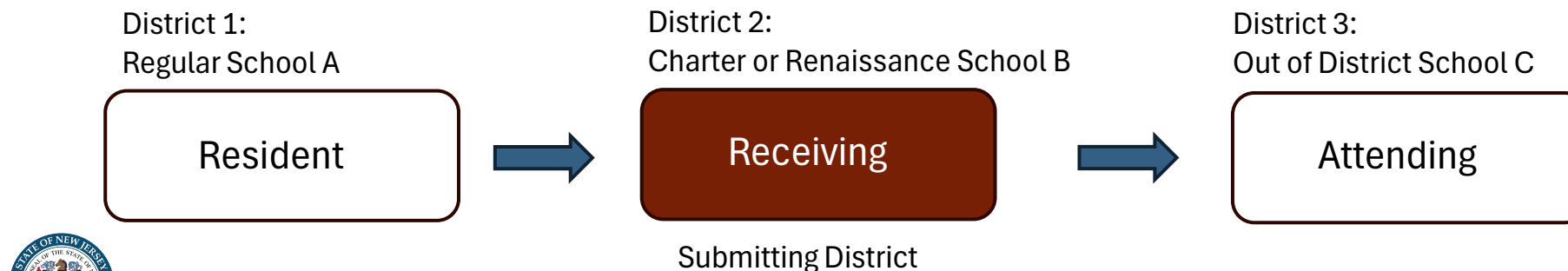
Charter School Reporting Responsibilities

The NJSLEDS Reporting Responsibilities document indicates how students attending a Charter School should be reported in Student Management

Reporting Responsibility Scenario 21:

- Charter School students who also attend another district with an appropriate program are submitted by the Charter School

Scenario 21 Example:

Student's resident district/school is District 1 (School A); however, student is enrolled at a Charter or Renaissance school, District 2 (School B) and attends another district with an appropriate program (e.g. an alternative education or recovery program, a special services district, an educational services commission, regional day school, an APSSD or another non-public school, a college operated program, Naples placement, Marie Katzenbach School for the Deaf, or a school in another state), District 3 (School 3)

District 1:
Regular School A

District 2:
Charter or Renaissance School B

District 3:
Out of District School C

Resident → Receiving → Attending

Submitting District

nj.gov/education/sleds

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For guidance on Tuition Codes, please refer to the Tuition Code page of the Student Management Handbook

Student Identification Numbers (SIDs)

- Each student in New Jersey is assigned a Student Identification Number (SID) through NJSLEDS. This unique identifier allows students to be accurately tracked over time and across districts

- Maintaining a consistent SID for each student is critical. When a student transfers from one LEA to another, the same SID should follow them

Why SIDs Matter:

- Ensures accurate student histories: A unique SID links all data—academic, assessment, and demographic—throughout a student's time in NJ schools. Reusing or misassigning a SID may result in records being connected to the wrong student
- Supports accurate reporting: Graduation rates, accountability metrics, and other performance indicators rely on consistent student identifiers
- Enables growth calculations: SIDs are used to calculate student growth percentiles, which inform instructional decisions and policy

Assigning a SID Number

To obtain a new SID, submit the student's record to Student Management with **StateIdentificationNumber** left blank, clear of any Error, Sync, Unresolved, or Transfer statuses

Best Practices:

- Update your student information system (SIS) as soon as a SID is issued

- Do not request a new SID for a student who already has one

- Contact the student's previous district or the NJSLEDS Help Desk if you can't locate an existing SID

- Review all potential matches carefully in the ID Management tab in NJSLEDS

Staff Management Identification Numbers

- Each Charter School must submit all staff members who are employed by the district to Staff Management
- This includes:
  - Staff members on payroll
  - Contracted personnel (outsourced bus drivers, cafeteria workers, etc.)
  - Certified and non-certified employees, including lunch aids and bus drivers)
  - Long-term substitutes
- Staff Management works similarly to Student Management, as there is a unique Staff Member Identifier (SMID) assigned to each staff member
- The assigned SMID must follow the staff member across every reporting district

Student Management Overview

What is Student Management

Student Management is the collection of student demographic and enrollment data.

Districts are responsible for submitting records for every student under their care. This includes:

- Issuing a unique State Identification (SID) number for each student

- Adding new students who enter your school or district

- Inactivating students who leave your school or district

- Resolving Transfer Requests from other LEAs

- Updating demographic information as changes occur

Student Management must be maintained and updated regularly to reflect the current status of all students.

For detailed guidance, refer to the Student Management Reporting Responsibilities document.

Data Quality

What Your Data Supports

- State and federal reporting

- Accountability metrics

- Funding calculations

- Policy decisions

- Local planning and evaluation

- Program and service tracking

Why It Matters

- Meets compliance requirements (e.g., ESSA, EDFacts)

- Impacts your LEA's performance profile

- Influences how much funding your district receives

- Shapes statewide education priorities

- Helps you respond to enrollment trends

- Ensure support reaches students who need it

Transfer Requests: What's Changed

In NJ SMART (Old Terms):

- A "Conflict" occurred when two LEAs reported the same student as active
  - First LEA = "Conflict-Owning"
  - Second LEA = "Conflict-Claiming"

In NJSLEDS (New Terms):

- First LEA = "Associated District"

- Second LEA = "Requesting District"

- Both districts receive an email with:
  - Last four digits of the SID
  - Contact information for the other LEA

- The issue appears as a "Transfer Request" in the Error Report

Transfer Requests: What to Do

If You're The "Associated District":

- To Accept the request,
  - Inactivate the record in your student information system or other local source system
  - Reupload with DistrictStatus and SchoolStatus = "I"
- To Reject the request,
  - Contact the Requesting District directly
  - No data change is needed unless you agree to release the record

If You're The "Requesting District":

- To Request the transfer,
  - Contact the Associated District
  - Wait for them to inactivate the record
  - Reupload your record as Active
- To Dismiss the request,
  - If you made an error, fix your data (e.g., mark as Inactive)
  - Reupload to clear the issue

Reporting Responsibilities Examples
Shared Time Students

Shared-time vocational school students are reported by the resident/non-vocational LEA **and** the vocational school to the Student Management submission.

- Both the resident and vocational LEAs report data about the student's attendance within their own district/school, including attendance data for their respective schools only.
  - For shared-time vocational school students, each school day present and absent counts as 0.5 at each school, so the total between the two schools equals 1.
  - **Example:** A student who is present for 180 days at School A and 175 days at School B should have 90 NumberOfDaysPresent on their record at School A and 87.5 NumberOfDaysPresent on their record at School B.
  - Both the non-vocational and vocational school must report the student EnrollmentType as "S".

CDS Codes

- **Resident:** Based on the student's home address
- **Attending:** Vocational district/school
- **Receiving:** Non-vocational district/school

ReportedSharedVoc Field

- Non-vocational LEAs should report "N"
- Vocational LEAs should report "Y"

Reporting Responsibilities Examples
Non-Public Students

- Non-public students are collected in Student Management if they are enrolled in a sectarian or non-sectarian private school and receiving special education services.

- These students are reported by the public school district where the private school is located—not the private school itself.

- When applicable, all non-public students should be inactivated in Student Management using a **SchoolExitWithdrawalCode of PPE (Parentally Placed Exit)**.

- **Note for Charter Schools:** While charter school students are not considered non-public, understanding non-public student reporting helps clarify how your school may interact with districts regarding special education services for students placed in non-public settings.

Reporting Scenarios Examples
Student's Exit Date

- SchoolExitDate should be reported as the day after the student's last day of attendance in a school.

- Please do not report the day the parent or guardian notified the school that the student was transferring.

- **Exception:** Students previously enrolled who were expected to start, but did not end up attending:
  - SchoolExitDate = First day of school
  - NumberOfDaysPresent = 0
  - NumberOfDaysAbsent = 0

Reporting Scenario Examples
Student Attendance

- Attendance will be collected in the following fields:
  - NumberOfDaysPresent
  - NumberOfDaysAbsent
  - NumberOfStateExcusedAbsences

- Attendance data should be captured for all active and inactive enrollment records throughout the year and reported appropriately to the End of Year Snapshot. The attendance captured on an enrollment record must reflect the period of time on that record.
  - For example, if your student attends School 001 from September 10 through September 30, the attendance fields should reflect how many days the student was present and absent only from September 10 through September 30.

Reporting Scenario Examples
Part-Time Students

- Unless EnrollmentType = S, attendance must be reported in a whole number between 0-366. Half days cannot be reported unless the student is a shared-time vocational school student.

- If the student is in attendance for **more** than half of the school day, the student should be reported as **present**.

- If the student is in attendance for **less** than half of the school day, the student should be reported as **absent**.

  - For example, if your student has a 6-hour school day, they should be marked as a full day present if they are in attendance for 3 hours or more.

Reporting Scenario Examples
Remote Learning Fields

- New legislation was passed to allow the use of remote instruction during periods of public emergency. If this occurs, your LEA should report the use of remote instruction to these fields in Student Management.

  - N.J.S.A. 18A:7F-9 legalizes the use of remote or virtual instruction: "In the event that a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the commissioner shall allow the district to apply to the 180-day requirement established pursuant to subsection a. of this section, one or more days of virtual or remote instruction provided to students on the day or days the school of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the commissioner."

Reporting Scenario Examples
Remote Attendance

- In the event of a public emergency, where remote learning is provided to students, please also report attendance data to:
  - RemoteDaysPresent
  - RemoteDaysAbsent

- **Reminder:** RemoteDaysPresent and RemoteDaysAbsent must not be used when students are receiving home instruction due to temporary illness, discipline, or other reasons. Attendance during periods of home instruction should continue to be tracked in the NumberOfDaysPresent and NumberOfDaysAbsent data fields only.

- If students participated in remote learning for any part of the year, the StudentLearningEnvironment should be marked as 2 = Hybrid.

- For students who were Full Time on premises and did not receive any remote learning, RemoteDaysPresent and RemoteDaysAbsent must be 0.

Note: StudentLearningEnvironment should be captured per enrollment record.

Chronic Absenteeism Calculation

- AbsenteeismOf rates will include data from NumberOfDaysPresent and NumberOfDaysAbsent.

- NumberOfStateExcusedAbsences data is not included in this calculation.

- For more information on chronic absenteeism, please review the [Chronic Absenteeism FAQs and Compliance Guidance](#).

$$\frac{A}{P + A} = \text{Absenteeism Rate}$$

Removing Inactive Records from Student Management

Inactive records should be handled as follows in Student Management:

- All active and inactive enrollment records from the current school year should remain in Student Management for the Fall and End of Year Student Management Snapshots.

- When NJSLEDS opens for the new school year, inactive enrollment records for students who were recorded as inactive in the End of Year Snapshot should be removed. Students who were active as of the last day of the 24-25 school year should be reported as Inactive in the Fall Snapshot with an exit date of the last day of that school year, or a date during the summer months.

- For any student who registered for the new school year but did not end up attending school, their school status should be noted as Inactive in the Student Management Fall Snapshot. However, all other students recorded as Inactive in the Fall Snapshot but who were present at school for at least one day in the current school year must remain in Student Management for the End of Year submission.

First and Last Name Guidance

Updating a First or Last Name

- You should first update the student's name in your Student Information System (SIS) and then upload the student's file in Student Management.

Student's Full Name Unknown

- If the student's only form of ID is their passport (no birth certificate or state ID available) and their first/last name is presented as "FNU/LNU" or "Unknown" on the passport, then "Unknown" should be reported as the student's first/last name. If the student has one name on another form of ID, the student's one name should be reported in the correct field, and the other field should be reported as "Unknown."

Staff Management Overview

Staff Member Reporting Guidance

Obtaining a SMID Number for a new staff member that was previously employed by another LEA in New Jersey

- LEAs should work together with the staff member's previous district to retrieve their SMID number.

- **Note:** Although the LSID can vary by district, the SMID must be maintained

Weekly Basis Personnel: How LEAS can identify which personnel to report when staffing varies weekly; and how to obtain the necessary information

- For positions involving personnel that consistently alternate over time, LEAs may report the staff that is present during the week of the Snapshot.

- Contact the company providing the services to obtain information on the staff member

Staff Member Employed by Multiple LEAs

- Each staff member should be assigned to one unique staff member identifier (SMID Number)

- Unlike Student Management, more than one district can report the same staff member to Staff Management.

Staff Member Reporting Guidance

Certification Process: Who should be indicated as certificated in the CertificationStatus field

- Y" should be reported for all staff members serving in teaching positions that require certification.
  - This includes: certificated teachers, nurses, media specialists, guidance counselors, child study team members, administrators, or psychologists

- Field should be marked "N" for all non-certificated staff members or staff members that are employed in a position that does not require a certification.

Social Security Number

- Field is required for all certificated staff and optional for all non-certificated staff.

- Social Security Number must be entered in XXX-XX-XXXX format.

- Make sure "dummy data" is not used for this field and that this data is accurate for each staff member reported.

- The Export functionality allows you to export in a masked format

Reporting Scenario
Staff Employed by Multiple LEAs

Who would submit the staff member in the following scenario: District A pays staff to go out-of-district to District B, and District B pays an invoice to District A?

In this scenario, District A would submit the staff member as they are paying this individual's salary although the staff member is physically located elsewhere. For this scenario, District A would submit the staff member and input District B's CDS code for the Assigned field

District A: Submitting District	District B: Assigned Location
Pays the staff member	Does not pay the staff member
Submits staff member in NJSLEDS	Does not submit the staff member in NJSLEDS
Enters District B's CDS code in the assigned field	Staff is physically located in District B
May invoice District B for services	Pays invoice to District A

In this case and similar scenarios, districts should take into consideration the union contract that the employee is assigned to. This will assist in determining submitting responsibilities.

Reporting Scenario

Any Staff Member Employed Within Your District By Contracting (Not Paid Directly, But Your LEA Is Paying Another Company For Their Services) Should Be Submitted To Your Staff Management

- If your district is subcontracting a staff member to another district, only your district should report the staff member to Staff Management. If your district is receiving a subcontracted staff member from another district, you should not report the staff member to Staff Management.

- District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.

- District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.

- Status must be reported as an 'A' for active if the staff member is currently active in your LEA.

- Certification Status should reflect a 'Y' for contracted employees if the staff member is a certified teacher, nurse, media specialist, guidance counselor, child study team member, administrator, or psychologist. If the staff member does not hold a position that requires a certificate, then the Certification Status should be reported as an 'N'.

Reporting Scenario
Staff Members Who Are Employed By Two Or More Districts Should Be Submitted To Staff Management By Each District

- Each district should only report the role(s) in which the staff member is working within their own district.
  - The guidance is slightly different for staff members who are paid by one district to work in another

- Although the staff member will be reported by more than one district, a staff member must only have one unique SMID number. Each district reporting the staff member should be using the same SMID number assigned to that specific staff member. If the SMID number is not known, upload the staff member without the SMID number filled in.

- If only one record is a perfect match, NJSLEDS processes it automatically.

- If there are multiple "perfect matches", those records appear in ID Management for manual review. Uploaded records show as Error / Unresolved until the user resolves them.

- For records with under 100% match, NJSLEDS flags one or more possible matches in ID Management. Uploaded record is marked Error / Unresolved.

- The user can then either:
  - Select a match → update record with Associated SMID → reupload to complete OR
  - Create New → system generates a new SMID → reupload required.

Reporting Scenario
Staff Members Who Are Employed By Two Or More Districts Should Be Submitted To Staff Management By Each District, continued

- District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.

- District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.

- Status must be reported as an 'A' for active if the staff member is currently active in your LEA.

Reporting Scenario
Substitutes Certified By The State And Are Working In Your District In One Position For More Than 20 Days Should Be Submitted To Staff Management

- District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.

- District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024. Staff members who are part-time and paid through lump sums should be submitted to Staff Management by the district paying the staff members.
    - These staff members should be submitted to Staff Management with a Purchased Services Job Code: 0001-0045.

- Status must be reported as an 'A' for active if the staff member is currently active in your LEA.

- If these staff members are teaching any course for longer than 20 days in your district, at any point during the school year, they should also be submitted to the Staff Course Roster Submission.

For more reporting scenarios, please see the Staff Management Reporting Responsibilities on our Key Documents web page.

Submission Process Overview

Step 1: Prepare your student management data for upload

Step 2: Review and validate your data

Step 3: Log into the system

Step 4: Upload your student management data

Step 5: Review and clean up your errors

Step 6: Submit by the deadline
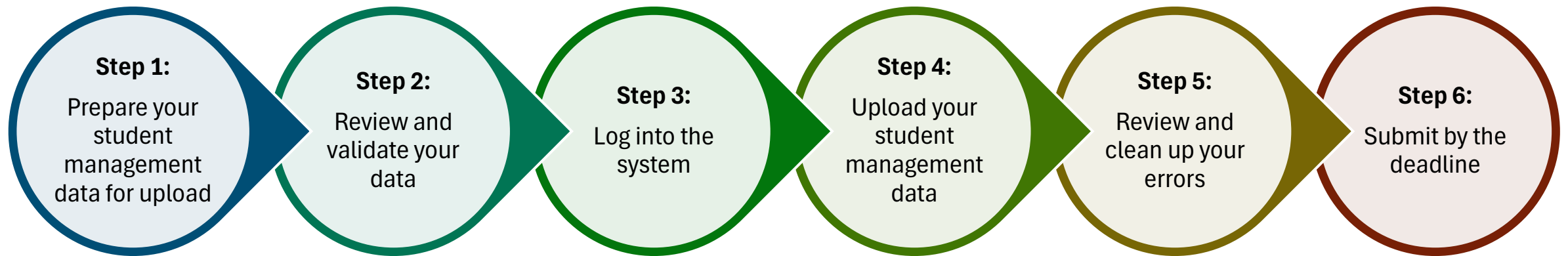
Prepare Data: Use Available User Resources

Student Management Data Handbook (PDF)

Field definitions, required values, validation rules, and submission structure. **Use this first and before uploading** to avoid errors and meet NJDOE standards.

Reporting Responsibilities Document

Explains which LEA reports a student, how school codes are assigned, and what to report in complex scenarios like out-of-district placements, transfers, and shared-time enrollments.

Submission Templates A and B (Excel)

Pre-formatted Excel files to build your .CSV upload.
Template A contains headers and lookup values, and
Template B contains headers only.
Must be exported as a .CSV UTF-8 file for upload.

Attendance Field Guidance

Clarifies how to report chronic absenteeism, state-excused absences, remote/hybrid attendance, and more.

Frequently Asked Questions (FAQs)

Quick answers to common questions about file structure, field errors, and submission timing.

Using the Student Management Handbook

The Student Management Handbook is a required resource for every district. It explains how to submit accurate, compliant data and helps prevent validation errors.

Before submitting:

- Review field definitions, notes, and common errors

- Confirm which fields are required for your submission

- Ensure each value follows NJDOE formatting rules

- Share with your data coordinator or SIS team

- Clean data now = fewer Help Desk tickets later

Tip: If a field definition is unclear, reach out to the NJSLEDS Help Desk before submitting.
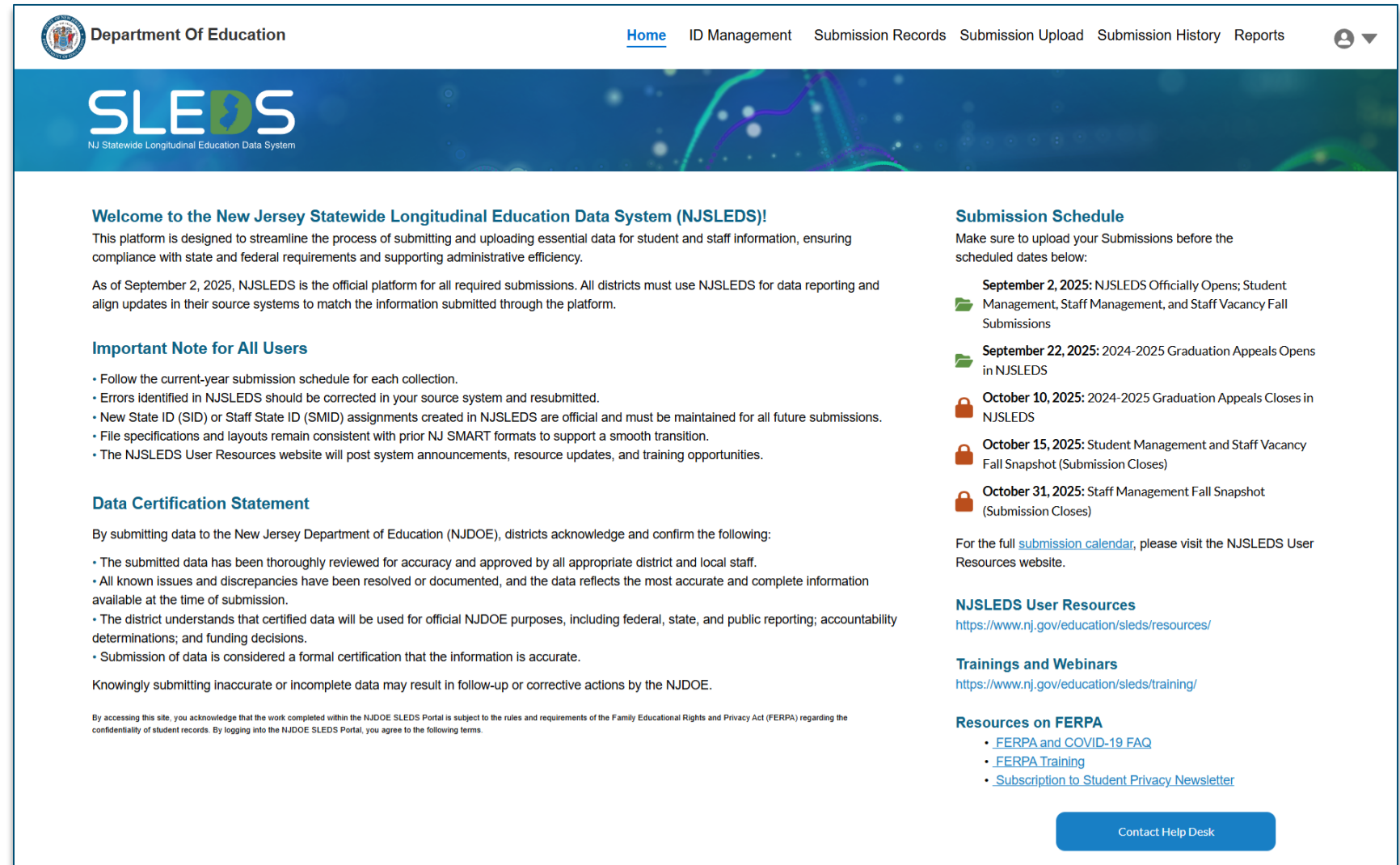
What Each Field Includes in the Handbook:

- **Name of Data Element**: how it appears in the system

- **Definition:** what it means

- **Policy Context:** why it's collected, how it's used

- **Required?:** whether it's mandatory

- **Acceptable Values:** data type, length, valid codes

- **Validation Checks:** what will trigger errors

- **Additional Notes:** additional important information

- **Common Errors:** what to avoid

- **Warnings:** will not block submission but still need attention

Navigating the Home Page

- Users will land on the Home tab upon login.

- Refer to the Home page for submission and training schedule links, and a link to contact the NJSLEDS Help Desk via webform.

- The navigation bar on the top screen takes users to different areas of NJSLEDS

Upload Your File

- Click on the "Submission Upload" tab from the top navigation bar.

- Select "Student Management" in the Submission Type dropdown.

- Enter any comments/notes related to the file you are submitting in the "Comments" text box.

- Click "Next".

Home   ID Management   Submission Records   **Submission Upload**   Submission History   Reports

Choose the Submission Type

Select the Submission type you would like to upload from the drop-down menu below. Add any comments you would like to make and select Next.

* Submission Type

Student Management ▼

Comments

Enter your comments

Next

Upload Your File

Upload the Submission File

Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.

Upload File   Or Drop File

Previous

Upload File

StudentManagement-Submission_1.csv
1.35 KB

Done

- After clicking "Next", you will be directed to upload your file. Please ensure your file name is not longer than the maximum length of 80 characters.

- Choose your .CSV UTF-8 file for the Student Management submission and either "Upload File" or drag and drop it into the gray square.

- The file will immediately begin to process once uploaded. Click "Done".

- Users will be redirected to the "Submission History" tab.

Track Status in Submission History

File Name	Submission Type	Record Count	Valid	Errors	Warnings	Status	File ID	Created Date	Last Modified D...
State-Assessment-Registrat...	State Assessment Registrati...	13	0	13	0	Processed	a11co000000e5IIAAA	05/21/2025, 06:28:02 PM	05/21/2025, 06:35:33 PM
Staff-Management_Submis...	Staff Management	12	11	1	0	Processed	a11co000000e5dhAAA	05/21/2025, 06:09:03 PM	05/21/2025, 06:15:54 PM
Student_Management_999...	Student Management	13	0	13	1	Processed	a11co000000e3X3AAI	05/21/2025, 04:44:08 PM	05/21/2025, 04:55:19 PM

- After upload, users will land on the "Submission History" tab, where users can track uploads and status updates.

- File status will show "In Process" immediately after upload.

- File status will update to "Processed" once validation is complete.

- Users will receive an email once upload is processed, including any errors found during validation.

Understand the Submission Email

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of NJ DOE <donotreply-uat@doe.nj.gov>
Sent: Monday, February 24, 2025 5:45 PM
To:

Subject: Sandbox: Records uploaded to NJSLEDS have processed and contain errors and or warnings

Dear   User First Name and Last Name,

You are receiving this email because you have recently uploaded Data Submission File Name
the Student Management Submission, in the New Jersey Statewide Longitudinal Education Data
System (NJSLEDS). The data uploaded has been processed and contains errors and or warnings.

Records Uploaded: 4,672

Valid Records: 2,667

Warning Records: 223

Error Records: 1,987

Log into NJSLEDS to review the errors and or warnings. You will need to update the records to resolve
the errors and reupload to NJSLEDS.

If you need assistance, please contact the NJSLEDS Help Desk.

The NJSLEDS Help Desk Team
New Jersey Statewide Longitudinal Education Data System (NJSLEDS)

Once your Student Management file is processed, you'll receive an automated email from NJSLEDS.

- The email will include:
  - Submission type
  - File status (Processed/Error)
  - Number of errors and warnings

This email does not show full error details. You must log in to NJSLEDS to view the complete Error Report.

Review Your Submission Records

- Click on the "Submission Records" tab and select "Student Management".
- Users can use filters on the left navigation to sort and filter the data displayed.
- Users can download the report using the "Export" button. The export will include any filters that were applied.

No Editing in NJSLEDS

In NJ SMART, users could add or fix records directly in the platform.

In NJSLEDS, this is no longer possible.

NJSLEDS is a target system – it reflects your submitted data, but it does not generate, manage, or allow direct editing.

What This Means:

Your Student Information System = the Source System

- Where your data is entered, maintained, and corrected

- Editable at the local level

- Generates your NJSLEDS file

Why This Change Matters:

- **Data Quality:** Your SIS becomes the single source of truth

- **Accountability:** Matches federal/state reporting standards

- **Scalability:** Supports automatic and future enhancements

- **Security:** Prevents conflicting edits and manual-entry errors

Review Your Error Report

- From the "Submission Records" tab, click on the "Error Report" in the top right corner of the navigation.

- The error report will auto-display Record Level errors. To sort errors by type, click on "Error By Type" in the top right corner. Users can toggle back and forth to each view.

- Users can use filters on the left navigation to sort and filter their errors.

- To see details about a specific error, click on any record in the error report.

- Export your error report to review and resolve your errors efficiently.

Working with the Exported Error Report

- After filtering your Error Report in NJSLEDS, click the "Export" button in the top right corner. The export will include any filters you applied.

- Locate the file in your Downloads folder and open it in Excel.

- Click "Sort & Filter" in Excel to organize the data by field, error type, and more. Use this view to help identify which records need correction in your student information system (SIS).

Note: The error report layout is different from your original submission file. It should be used as a guide only—do not edit or reupload it.

Steps to Fix Errors

Filter to Error Records: In the NJSLEDS system, go to the "Submission Records" tab and filter your records to show only those with an "Error" status.

Export and Review: Export both your filtered Submission Records view and the Error Report. Use them together to identify which records need to be corrected.

Correct the Data in Your Source System: Log into your student information system (SIS) or other local source system and make the necessary data corrections at the source.

Re-Export Your Submission File: After corrections are saved in your source system, generate a new .CSV UTF-8 file for Student Management.

Re-Upload the Correct File to NJSLEDS: Upload the updated file in the "Submission Upload" tab to confirm that the errors are resolved.

Repeat *(if needed)*: Continue this process until all errors are cleared and your file has successfully processed.

Errors for CDS Codes or Grade Levels

CDS Codes and Grade Levels are validated against official NJDOE records. Common causes of errors include:

Invalid or Missing CDS Codes

- CDS codes are assigned by the NJDOE based on data from districts
- If a school is not listed in the current County District School (CDS) Code List, contact the NJSLEDS Help Desk to request a School Code Request Form

Incorrect Grade Level Reporting

- Grade Level permissions must match what is registered in NJDOE Homeroom via the CDS System
- Submit updates through NJDOE Homeroom before reporting new grade levels

Not Following Reporting Responsibilities

- Reporting students under the wrong LEA or CDS Codes can result in rejected records

Reporting School Without Renewed Approval

- If your district is sending students to a school you used in prior years but did not reapply for, an error will occur

Reuploading Corrected Files

- Resolve and update errors within your source system, re-export your .CSV UTF-8 file, and navigate to the "Submission Upload" tab in NJSLEDS.

- Re-upload your new submission file into NJSLEDS. The system will override any records where errors have been resolved.

- Click "Done" and confirm the file is successfully processed without errors in the "Submission History" tab.

Note: The submission file should always be uploaded from your source system to ensure data is up-to-date across all systems.

Unresolved Records in ID Management

- An Unresolved Record will show when the system has found a potential matching record, submitted by your LEA or another New Jersey LEA.

- Do not select "Associate" if the potential matching record is not the same student.

- If you are unsure which student should own the existing SID number, please contact the NJSLEDS Help Desk.

Understanding the Unresolved Records Email

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of NJ DOE <donotreply-uat@doe.nj.gov>
Sent: Monday, February 24, 2025 5:42 PM
To:
Subject: Sandbox: Unresolved Records in NJSLEDS

Dear Sample User,
You are receiving this email because you have recently uploaded   Data Submission File Name   to the
Student Management Submission, in the New Jersey Statewide Longitudinal Education Data System
(NJSLEDS). The data uploaded has been processed and contains one or more Unresolved records.
An unresolved record is a student record that can't be linked or updated because it lacks a SID, has an
unrecognizable SID, or contains conflicting information (e.g., name, birthdate, grade level) compared to
existing data for that SID.
Log into NJSLEDS to review the Unresolved records in the error report and take action in ID Management.
Reminder: A student should only have one unique State Identification number (SID) assigned to accurately
track the longitudinal history of the student. Requesting a new SID should only be done if the student is
newly enrolled in New Jersey and therefore has never been assigned a SID.
If you need assistance, please contact the NJSLEDS Help Desk.
The NJSLEDS Help Desk Team
New Jersey Statewide Longitudinal Education Data System (NJSLEDS)
Office of Information Technology
New Jersey Department of Education
100 Riverview Plaza | Trenton, NJ 08625
Phone: 609-376-3970
Email: helpdesk-sleds-uat@doe.nj.gov
Web: https://www.nj.gov/education/

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

When your file includes Unresolved Records, NJSLEDS will send you an email. These are triggered when:

- A SID is missing or unrecognized

- A record has conflicting info (e.g., name, DOB, etc.)

What to Do:

- Go to the Unresolved Records section in the ID Management tab in NJSLEDS and resolve Unresolved Records

Remember:

- Each student should have only one SID

- Only request a new one if the student is brand new to New Jersey

2025 Fall Snapshot – Student Management

At 5:00 PM on October 15, 2025, NJSLEDS takes a "Snapshot" of your Student Management records.

This Snapshot is used for official Special Education reporting and is visible in the "Snapshot Records" view under "Submission Records".

Your file must include:

- Active records for students who:
  - Currently are attending a school within your district or who you are currently responsible for reporting to Student Management
  - Transferred into a school within your district or into your reporting responsibility after the 24-25 school year End-of-Year Student Management Snapshot.

- Inactive records for students who:
  - Transferred out after the last day of the 24-25 school year
  - Attended your district in 25-26 but withdrew before October 15

2025 Fall Snapshot – Staff Management

For the October 31, 2025, Snapshot at 5pm your Staff Management should include:

- Active records of continuing staff members who returned for the 2025-2026 school year

- Active records of new staff members who have joined your district since July 1, 2025

- Inactive records of staff members who ended employment with your district on or after June 30, 2025. Do not leave these records out of your Staff Management!

- We take a picture of how your records appear in Staff Management at the Snapshot deadline (10/31, at 5pm)

- This data is placed in your Snapshot records view in Submission Records

- Data collected for the October 31 Snapshot should represent staff data as of October 15

- Reminder: The Staff Management Snapshot data is used to validate the Course Roster Submission

Fall Snapshot Certification

Data Certification Statement

By submitting snapshot data to the New Jersey Department of Education (NJDOE), districts acknowledge and confirm the following:

- The submitted data has been thoroughly reviewed for accuracy and approved by all appropriate district and local staff.
- All known issues and discrepancies have been resolved or documented, and the data reflects the most accurate and complete information available at the time of submission.
- The district understands that certified data will be used for official NJDOE purposes, including federal, state and public reporting; accountability determinations; and funding decisions.
- Submission of data is considered a formal certification that the information is accurate.

Knowingly submitting inaccurate or incomplete data may result in follow-up or corrective actions by the NJDOE

Where to Find Resources

The NJSLEDS Homepage links users to important updates and information occurring within NJSLEDS.

The NJSLEDS User Resources Page is a comprehensive hub for managing data submissions effectively. Detailed resources are available on individual submission pages.

The NJSLEDS Trainings and Webinars Page provides links to recorded training sessions, descriptions, and details on how to join live webinars. Live sessions will be available throughout the school year.

The NJSLEDS Key Documents Page is the primary resource for accessing essential materials related to the system. This page ensures districts have the tools they need to navigate and fulfil their data reporting obligations effectively and efficiently.

The NJSLEDS News Page keeps you informed on the latest developments, key milestones, and updates as we work towards launching the new system. Learn about upcoming events, training opportunities, and more.

How to Contact the Help Desk

The NJSLEDS Help Desk is available Monday through Friday from 8:00 AM to 5:00 PM.

Email: helpdesk-sleds@doe.nj.gov

Phone: 609-376-3970

Web Form: Use the Help Desk link in the NJSLEDS system to submit a web form ticket.

Provide your full name, district/school code, and reason for inquiry.

Refer to your case number and confirmation email sent by NJSLEDS.

Secure Email Reminder

If your message to the Help Desk includes any of the following, please request a Secure Email before sending:

1. Personal Identifiable Information (PII) i.e. student's name, SMID number, and/or DOB
2. A file attachment

Our email encryption process:

The NJDOE uses the [MOVEit Transfer](#), a secure file transfer server/service for sharing and transferring files and data.

| The NJSLEDS Help Desk will send you a request through MOVEit to send a file | → | You will receive an email notification containing a secure Username and Temporary Password and a link to the MOVEit platform | → | Click on the URL at the bottom of the email. This will open your browser | → | In the opened browser, fill in the previously provided Username and Temporary Password | → | Reply to the secure email with your inquiry |

Live Q&A Sessions

Drop in via Microsoft Teams for real-time support with your NJSLEDS submissions. These sessions are open for general questions. You can:

- Ask about navigating the platform

- Get help uploading files

- Clarify submission rules or common errors

View the [full schedule on the Trainings and Webinars tab](#) of the NJSLEDS website.

For issues requiring research or system investigation, we may recommend submitting a [Help Desk](#) Ticket.
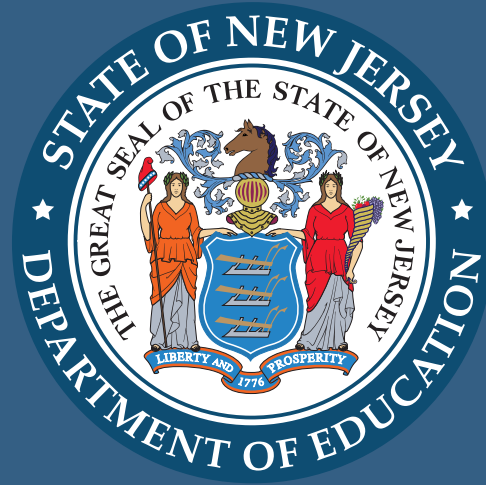
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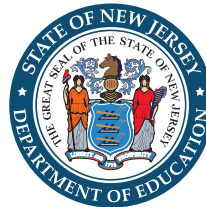

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Thank You

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

nj.gov/education