



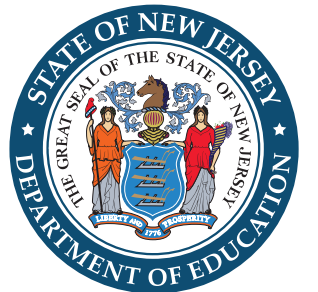
# Resolving Errors in NJSLEDS

## New User Training

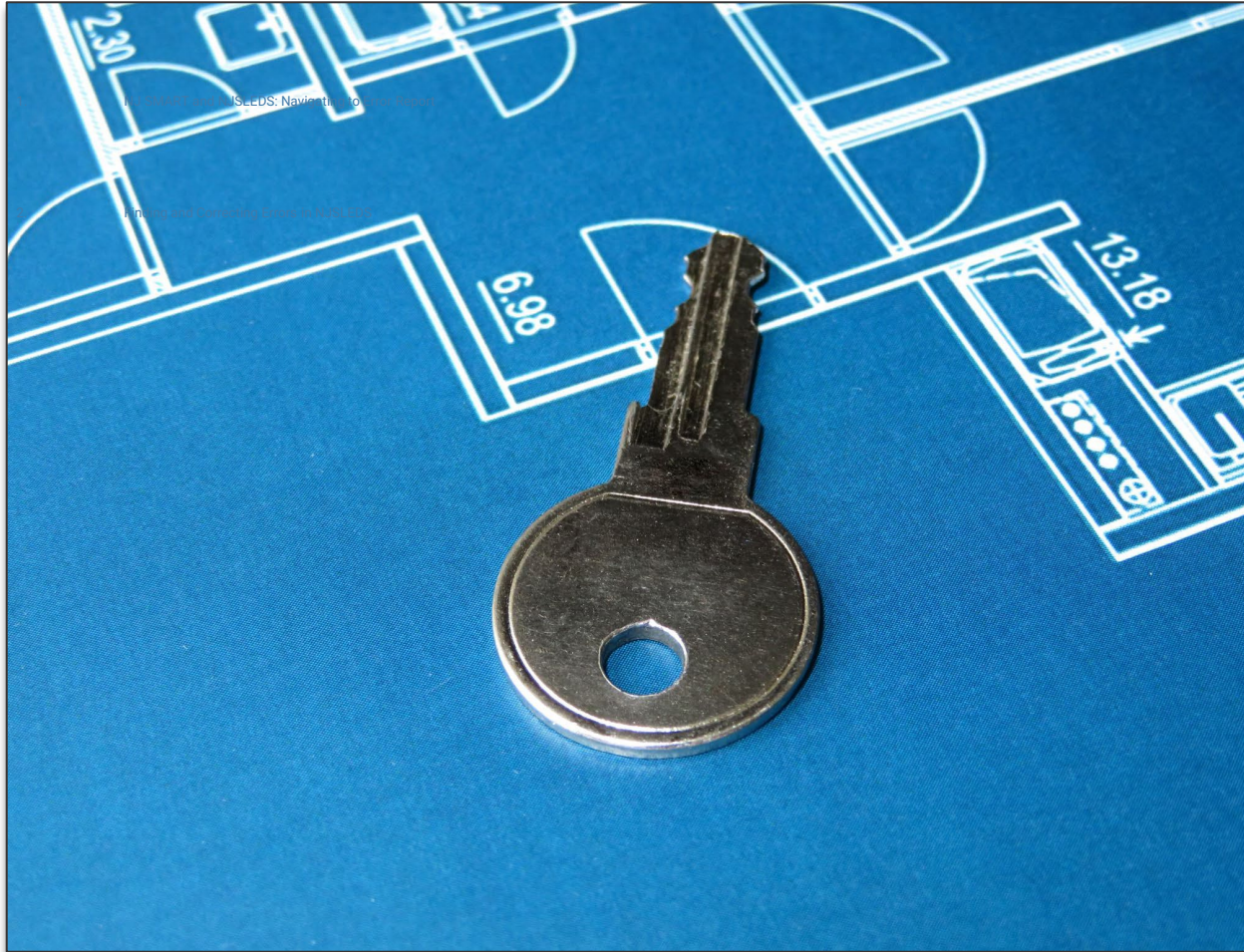
**NJSLEDS Project Team**  
Office of Information Technology

September 2025

[nj.gov/education/sleds](https://nj.gov/education/sleds)



# Agenda



- Navigating to Error Report in NJSLEDS and NJ SMART
- Finding and Correcting Errors in NJSLEDS and NJ SMART





# Resolving Errors in NJSLEDS

## Navigating to Error Report in NJSLEDS and NJ SMART





# NJ SMART: Navigating to Error Report

The screenshot displays the NJ SMART Education Data System homepage. The top navigation bar includes links for SID MANAGEMENT, SMID MANAGEMENT, SUBMISSIONS, REPORTING, ACCOUNT, and HELP. The main content area is divided into several sections:

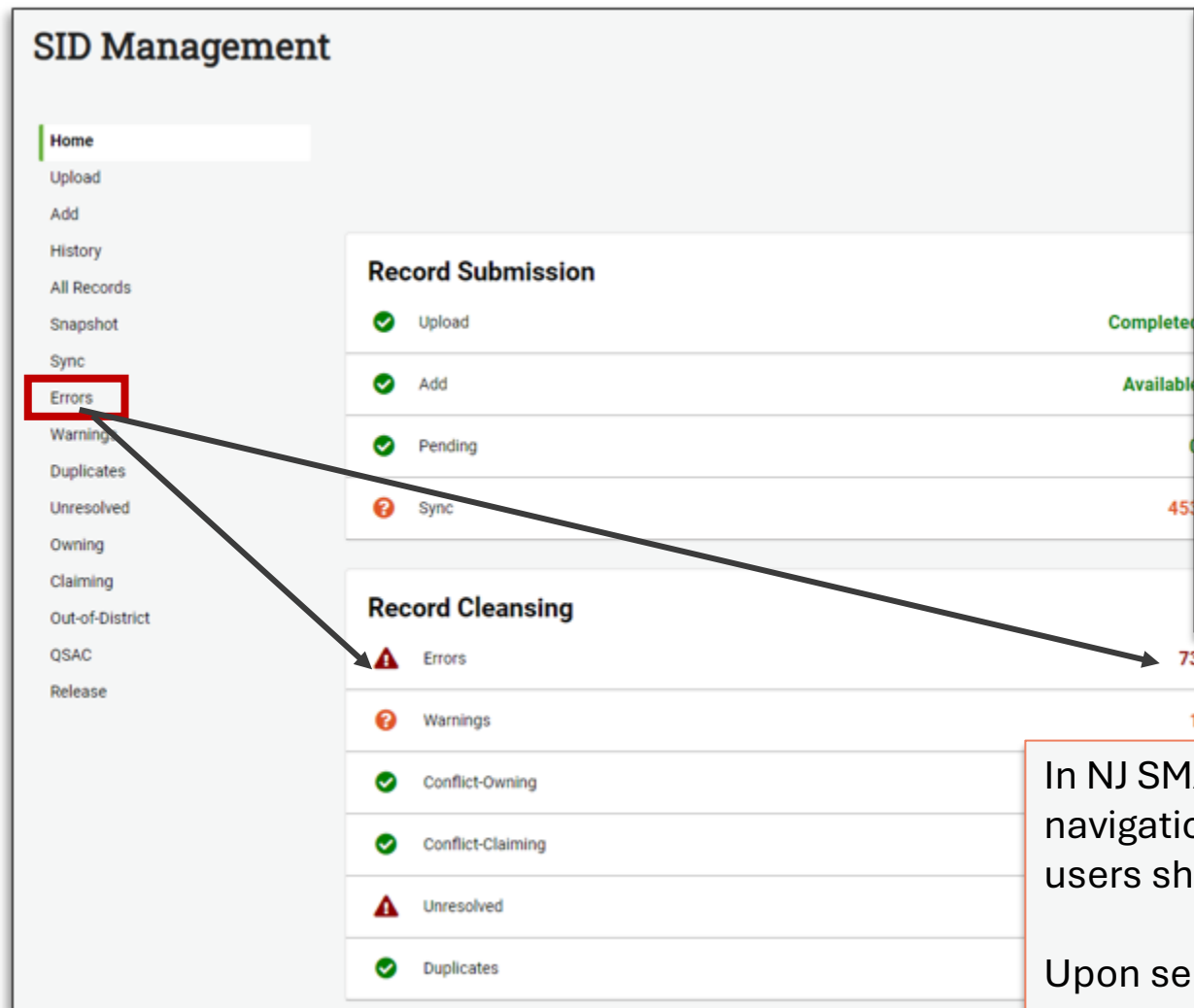
- Resources on FERPA and the Protection of Pupil Rights Amendment (PPRA):** Links to FERPA and COVID-19 FAQ, FERPA Training, and Subscription to Student Privacy Newsletter.
- NJ SMART Vision Statement:** A statement about providing data, quality, and capacity needed to build and support a culture of systemic and sustained data use.
- Contact the Help Desk:** Phone: (800) 254-0295, Email: njsmart@pcgus.com.
- Submission Schedule:** Open Now: 2022-2023 School Year. Links to SID Management, SMID Management, Local Data Mart Special Education Submission, Official Course Roster Submission, and Official CTE Submission.
- SID and SMID Management:** A section with a question about inactivating students and staff members for the 2023-2024 school year.
- SID Management:** A dropdown menu with a red box highlighting it. Below it, a **Monitoring** section shows 11,140 Total Unique Records Uploaded, 11,113 Active Unique Students, and 27 Inactive Unique Students. A **Record Submission** section shows Upload (Completed), Add (Available), and Pending (0).
- Record Cleansing:** A section with a red box highlighting it. It shows 8581 Errors, 1298 Warnings, 0 Conflict-Owning, 0 Conflict-Claiming, 8 Unresolved, and 0 Duplicates.
- Monitoring:** A section showing 1,389 All Staff Records.

A red box highlights the top navigation bar and the SID Management dropdown menu. Another red box highlights the Record Cleansing section. A third red box highlights the Monitoring section.

In NJ SMART, users can access error reports through the top menu and selecting one of the following options: SID Management, SMID Management, or a specific Submission category. From there, users can access the "Error" page.

Alternatively (depending on their assigned role), from the NJ SMART homepage, users can scroll down to the right-hand panel and select the “Record Cleansing – Errors” link. Please note that this method provides access only to SID and SMID error reports if the user is assigned to those categories. If they are not, the user will not have this option.

# NJ SMART: Navigating to Error Report



**SID Management**

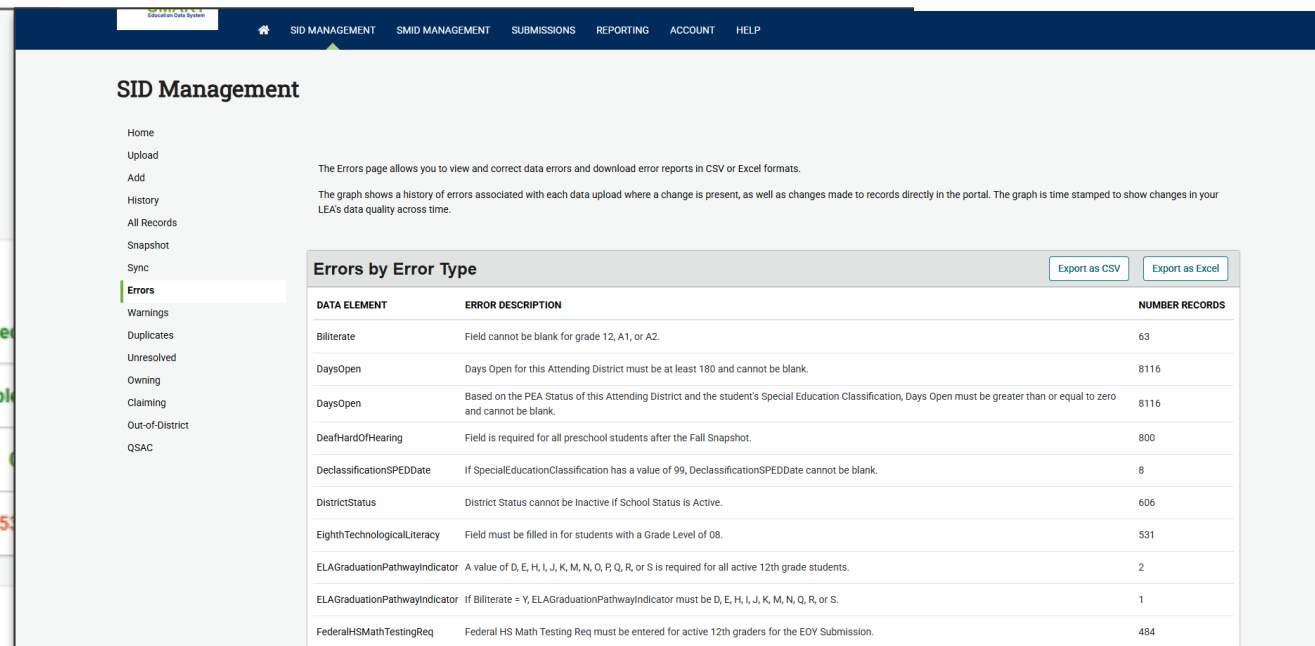
- Home
- Upload
- Add
- History
- All Records
- Snapshot
- Sync
- Errors**
- Warnings
- Duplicates
- Unresolved
- Owning
- Claiming
- Out-of-District
- QSAC
- Release

**Record Submission**

- Upload (Completed)
- Add (Available)
- Pending
- Sync (45)

**Record Cleansing**

- Errors (73)
- Warnings (1)
- Conflict-Owning
- Conflict-Claiming
- Unresolved
- Duplicates



**SID Management**

- Home
- Upload
- Add
- History
- All Records
- Snapshot
- Sync
- Errors**
- Warnings
- Duplicates
- Unresolved
- Owning
- Claiming
- Out-of-District
- QSAC

The Errors page allows you to view and correct data errors and download error reports in CSV or Excel formats.

The graph shows a history of errors associated with each data upload where a change is present, as well as changes made to records directly in the portal. The graph is time stamped to show changes in your LEA's data quality across time.

**Errors by Error Type** [Export as CSV](#) [Export as Excel](#)

DATA ELEMENT	ERROR DESCRIPTION	NUMBER RECORDS
Billiterate	Field cannot be blank for grade 12, A1, or A2.	63
DaysOpen	Days Open for this Attending District must be at least 180 and cannot be blank.	8116
DaysOpen	Based on the PEA Status of this Attending District and the student's Special Education Classification, Days Open must be greater than or equal to zero and cannot be blank.	8116
DeafHardOfHearing	Field is required for all preschool students after the Fall Snapshot.	800
DeclassificationSPEDDate	If SpecialEducationClassification has a value of 99, DeclassificationSPEDDate cannot be blank.	8
DistrictStatus	District Status cannot be Inactive if School Status is Active.	606
EighthTechnologicalLiteracy	Field must be filled in for students with a Grade Level of 08.	531
ELAGraduationPathwayIndicator	A value of D, E, H, I, J, K, M, N, Q, R, or S is required for all active 12th grade students.	2
ELAGraduationPathwayIndicator	If Billiterate = Y, ELAGraduationPathwayIndicator must be D, E, H, I, J, K, M, N, Q, R, or S.	1
FederalHSMathTestingReq	Federal HS Math Testing Req must be entered for active 12th graders for the EOY Submission.	484

In NJ SMART, once users select SID, SMID, or an option under Submissions, a navigation menu will appear on the left side of the screen. From this menu, users should select the “Errors” tab.

Upon selecting “Errors,” users can access their Error Report.

Alternatively, users can also click the “Errors” option located under “Record Cleansing,” on the home page of their desired submission type as illustrated in the accompanying screenshot.



# NJSLEDS: Navigating to Error Report



- Student Management
- Staff Management
- Special Education
- State Assessment Registration
- Performance Report
- CTE
- Staff Course Roster
- Student Course Roster
- Staff Vacancy

## Welcome to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS)!

This platform is designed to streamline the process of submitting and uploading essential data for student and staff information, ensuring compliance with state and federal requirements and supporting administrative efficiency.

As part of the soft launch period, all districts are encouraged to explore the NJSLEDS system, practice uploading submissions, and test local workflows in a sandbox environment. This is a key opportunity to prepare for the statewide rollout in September and identify and updates needed to local processes.

## Important Note for Soft Launch Users: Do Not Update Source Systems with Pilot Data

During the NJSLEDS soft launch period, districts should not update their local source systems, such as their SIS or HR platform, with corrections based on test submissions. The soft launch is a sandbox environment intended to help districts validate submission workflows, review error messages, and explore system functionality ahead of the statewide rollout.

- All submissions
- The only excepti
- Any errors or dis
- SIDs or SMIDs c
- Districts should

Beginning Septem

## Resources on

- [FERPA and COV](#)
- [FERPA Training](#)
- [Subscription to](#)

## Submissi

Make sure to upload your submissions before the scheduled dates below:

**July 7, 2025:** NJSLEDS Soft Launch Opens

**July 31, 2025:** NJSLEDS Soft Launch Closes

## NJSLEDS User Resources

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

## Trainings and Webinars

In NJSLEDS, users can easily access Error Reports by navigating to the Submission Records section and selecting the appropriate submission type—such as Student Management, Staff Management, Special Education, State Assessment Registration, Performance Report, CTE, Staff Course Roster, Student Course Roster, or Staff Vacancy.

This centralized and intuitive process allows for more efficient error tracking across all major data collections, reflecting NJSLEDS's commitment to streamlined, user-centered data management.

# NJSLEDS: Navigating to Error Report

Error Report >

X Student Management Current Records

Export

Data Source	LID	SID	First Name	Middle Name	Last Name	Date Of Birth	Gender	Grade Level	District Status	School Status	School Code Attending	Upload Date	Record Status
<input checked="" type="radio"/> Current Records													
<input type="radio"/> Snapshot Records													
File ID													
(All)	70S0001		DONNA		PINCIOTTI	20140607	F	05	A	A	008	6/26/2025	Error
	70S0002		ERIC		FORMAN	20140618	M	05	A	A	008	6/26/2025	Error
LID	70S0004		MICHAEL		KELSO	20131105	M	05	A	A	008	6/26/2025	Error
(All)	70S0005		STEVEN		HYDE	20140530	M	05	A	A	008	6/26/2025	Error
	70S0006		LAURIE		FORMAN	20140607	F	05	A	A	008	6/26/2025	Error
SID	90210001		LIAM		COURT	20150227	M	04	A	A	007	6/26/2025	Error
(All)	90210002		ANNIE		WILSON	20150501	F	04	A	A	007	6/26/2025	Error
	90210003		NAOMI		CLARK	20151012	F	04	A	A	007	6/26/2025	Error
First Name	90210004		ERIN		SILVER	20150129	F	04	A	A	007	6/26/2025	Error
(All)													
Middle Name	90210005	1622223432	ADRIANNA										
(All)	90210006		ETHAN										
Last Name	90210007		DIXON										
(All)	90210008		NAVID										
Date Of Birth	90210009	1455225104	TEDDY										
(All)	90210010		IVY										
Gender	90210011		TY										
(All)	90210012	1770270582	RAJ										
Grade Level	COL0001		KIMBERLY										
(All)													
District Status													
A													

After selecting a submission type within the Submission Records section, users are directed to the corresponding submission page—Student Management (SID) shown here as an example.

In the upper-right corner, the “Error Reports” link becomes visible. Clicking this link provides direct access to all existing errors associated with the selected submission, allowing users to quickly identify and address issues with clarity and convenience.

# NJ SMART: Navigating to Error Report

## Errors by Error Type

[Export as CSV](#)[Export as Excel](#)

DATA ELEMENT	ERROR DESCRIPTION	NUMBER RECORDS
Biliterate	Field cannot be blank for grade 12, A1, or A2.	10
DaysOpen	Days Open for this Attending District must be at least 180 and cannot be blank.	4245
DaysOpen	Based on the PEA Status of this Attending District and the student's Special Education Classification, Days Open must be greater than or equal to zero and cannot be blank.	4245
DeafHardOfHearing	Field is required for all preschool students after the Fall Snapshot.	191
DeclassificationSPEDDate	If SpecialEducationClassification has a value of 99, DeclassificationSPEDDate cannot be blank.	4
DistrictStatus	District Status cannot be Inactive if School Status is Active.	91
EighthTechnologicalLiteracy	Field must be filled in for students with a Grade Level of 08.	352
ELAGraduationPathwayIndicator	A value of D, E, H, I, J, K, M, N, O, P, Q, R, or S is required for all active 12th grade students.	211
EnrollmentType	Field cannot be left blank.	2
FederalHSMathTestingReq	Federal HS Math Testing Req must be entered for active 12th graders for the EOY Submission.	7

In NJ SMART, after selecting “Errors,” users are directed to the “Errors by Error Type” page. When scrolling down, additional views such as “Students with Errors” and “Error Count Trend” are also available for further analysis.



# NJSLEDS: Navigating to Error Report

< Submission Records Report

X Student Management Record Level Errors

Error by Type

Export

File ID (All)	Level	Error Type	Data Element	LID	SID	First Name	Middle Name	Last Name	Date Of Birth	Gender	Grade Level	District Status	School Status	School Code Attending	School Year	Error
	Field	Format	LASTNAME	GLEE0022	3995112214	JESSE		ST. JAMES	20180730	M	01	A	A	007	2024-2025	1
	Field	Required	BILITERATE	SAB0003	4945912426	TOBY	CHRISTOPHER	KENNISH	20061107	M	12	A	A	009	2024-2025	1
	Field	Required	BILITERATE	TSITP0001	1772818470	CONRAD	BECK	FISHER	20061022	M	12	A	A	005	2024-2025	1
	Field	Required	FIRSTENTRYDATEINT..	ST0010	1287692914	ERICA		SINCLAIR	20130204	F	06	A	A	003	2024-2025	1
	Field	Required	MILITARYCONNECTED..	90210005	1622223432	ADRIANNA		TATE-DUNCAN	20150430	F	04	A	A	007	2024-2025	1
	Field	Required	MILITARYCONNECTED..	90210009	1455225104	TEDDY		MONTGOMERY	20151104	M	04	A	A	007	2024-2025	1
	Field	Required	MILITARYCONNECTED..	90210012	1770270582	RAJ		KHER	20150806	M	04	A	A	007	2024-2025	1
	Field	Required	MILITARYCONNECTED..	EDU0003	4359211998	OTIS		MILBURN	20130508	M	06	A	A	008	2024-2025	1
	Field	Required	MILITARYCONNECTED..	EDU0004	6343457230	ADAM		GROFF	20130311	M	06	A	A	008	2024-2025	1
	Field	Required	MILITARYCONNECTED..	EDU0007	6485223603	AIMEE		GIBBS	20130217	F	06	A	A	008	2024-2025	1
	Field	Required	MILITARYCONNECTED..	GLEE0003	2227756673	ARTHUR		ABRAMS	20180303	M	01	A	A	007	2024-2025	1
	Field	Required	MILITARYCONNECTED..	GLEE0005	2328894693	FINN	CHRISTOPHER	HUDSON	20180425	M	01	A	A	007	2024-2025	1

In NJSLEDS, once the user selects “Error Report,” they are directed to a clear, organized page displaying all current errors associated with the selected submission.

This layout is designed to improve readability and support faster, more efficient troubleshooting.



# Resolving Errors in NJSLEDS

Find and Correcting Errors in NJSLEDS and NJ SMART



# Finding and Correcting Errors in NJ SMART

**SMART**  
Education Data System



SID MANAGEMENT

SMID MANAGEMENT

SUBMISSIONS

REPORTING

ACCOUNT

HELP

## SID Management

Home

Upload

Add

History

All Records

Snapshot

Sync

Errors

Warnings

Duplicates

Unresolved

Owning

Claiming

Out-of-District

QSAC

Requires Attention May Require Attention Good

Manage your student records by adding new students, inactivating students who have left your LEA, updating demographic information about a student, accessing your state-wide student identifiers (SIDs), and resolving any student records that were not issued a SID or are being claimed by other LEAs. This section of the portal is available seven days a week, 24 hours a day.

**March 1st at 5pm: Deadline - Seal of Biliteracy deadline to submit all 12th grade Biliterate data to SID Management.**

### Record Submission

	Upload	Incomplete
	Add	Unavailable
	Pending	0
	Sync	1130

### Record Cleansing

	Errors
	Warnings
	Conflict-Owning

### Monitoring

70 Days left until Snapshot

Total Unique Records Uploaded

11,140		Total Unique Students Uploaded
11,113	27	
Active Unique Students	Inactive Unique Students	

Total Records Uploaded (may include duplicates)

11,140
--------

In NJ SMART, users begin by navigating to their desired submission type (SID Management in this example). From there, they can access “Errors” either through the left-hand sidebar or by selecting it under the “Record Cleansing” section.

# Finding and Correcting Errors in NJ SMART

## SID Management

- Home
- Upload
- Add
- History
- All Records
- Snapshot
- Sync
- Errors**
- Warnings
- Duplicates
- Unresolved
- Owning
- Claiming
- Out-of-District
- QSAC

The Errors page allows you to view and correct data errors and download error reports in CSV or Excel format.

The graph shows a history of errors associated with each data upload where a change is present in the data. This helps you understand LEA's data quality across time.

### Errors by Error Type

DATA ELEMENT	ERROR DESCRIPTION
Biliterate	Field cannot be blank for grade 12, A1, or A2.
DaysOpen	Days Open for this Attending District must be at least 180 and cannot be blank.
DaysOpen	Based on the PEA Status of this Attending District and the student's Special Education Classification, Days Open must be greater than or equal to zero and cannot be blank.
DeafHardOfHearing	Field is required for all preschool students after 08/01/2024.
DeclassificationSPEDDate	If SpecialEducationClassification has a value of 99, DeclassificationSPEDDate is required for all students.
DistrictStatus	District Status cannot be Inactive if School Status is Active.
EighthTechnologicalLiteracy	Field must be filled in for students with a Grade Level of 08.

### Students with Errors

Column

Operator

Value

Apply Filter

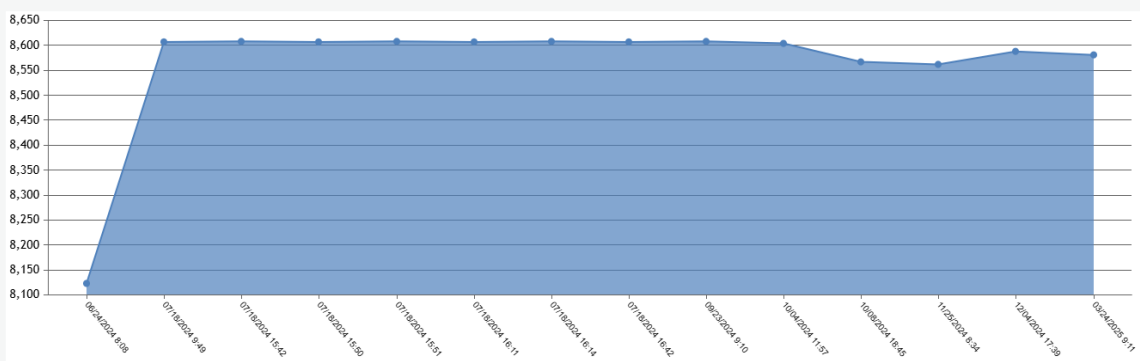
LOCAL ID	STATE ID	FIRST NAME	MIDDLE NAME	LAST NAME	DATE OF BIRTH	GENDER	DISTRICT STATUS	SCHOOL STATUS	SCHOOL CODE ATTENDING	SID STATUS	ERRORS

< 1 2 3 ... >

Showing page 1 of 859

Go to page 1

### Error Count Trend



These are the pages you will see once you navigate to the “Errors” page. Users have three tables to view, “Errors by Error Type”, “Students with Errors” and “Error Count Trend”



# Finding and Correcting Errors in NJ SMART

## SID Management

- Home
- Upload
- Add
- History
- All Records
- Snapshot
- Sync
- Errors**
- Warnings
- Duplicates
- Unresolved
- Owning
- Claiming
- Out-of-District
- QSAC

The Errors page allows you to view and correct data errors and download error reports in CSV or Excel formats.

The graph shows a history of errors associated with each data upload where a change is present, as well as LEA's data quality across time.

Errors by Error Type	
DATA ELEMENT	ERROR DESCRIPTION
Biliterate	Field cannot be blank for grade 12, A1, or A2.
DaysOpen	Days Open for this Attending District must be at least 180 and cannot be blank.
DaysOpen	Based on the PEA Status of this Attending District and the student's School Status, Days Open must be at least 180 and cannot be blank.
DeafHardOfHearing	Field is required for all preschool students after the Fall Snapshot.
DeclassificationSPEDDate	If SpecialEducationClassification has a value of 99, DeclassificationSPEDDate is required.
DistrictStatus	District Status cannot be Inactive if School Status is Active.
EighthTechnologicalLiteracy	Field must be filled in for students with a Grade Level of 08.
ELAGraduationPathwayIndicator	A value of D, E, H, I, J, K, M, N, O, P, Q, R, or S is required for all active students.
ELAGraduationPathwayIndicator	If Biliterate = Y, ELAGraduationPathwayIndicator must be D, E, H, I, J, K, M, N, O, P, Q, R, or S.

### Students with Errors

Column

Operator

Value

Apply Filter

LOCAL ID

STATE ID

FIRST NAME

MIDDLE NAME

LAST NAME

DATE OF BIRTH

GENDER

DISTRICT STATUS

SCHOOL STATUS

SCHOOL CODE ATTENDING

SID STATUS

ERRORS

1

2

3

...

»

Showing page 1 of 859

Go to page 

1

To correct errors in NJ SMART, users can either click on a specific error to view all students associated with that error (then select the student in that error category) or select an individual student' with an error to address their record directly.

# Editing in NJ SMART



[< Back to SID - Errors](#) / [Errors for Error Type](#) / Student Details

## Student Details - Local ID # 1928134

**⚠ Errors: 10**

DATA ELEMENT	ERROR DESCRIPTION
Biliterate	Field cannot be blank for grade 12, A1, or A2.
DaysOpen	Based on the PEA Status of this Attending District and the student's Special Education Classification, Days Open must be greater than or equal to zero and cannot be blank.
DaysOpen	Days Open for this Attending District must be at least 180 and cannot be blank.
DistrictStatus	District Status cannot be Inactive if School Status is Active.
IEPGraduationAttendance	IEP Graduation Attendance is required for both active and inactive students with a Grade Level of 12 and a Special Education Classification of 01-17.
IEPGraduationCourseRequirement	IEP Graduation Course Requirement is required for both active and inactive students with a Grade Level of 12 and a Special Education Classification of 01-17.
SchoolEntryCode	School Entry Code must be an acceptable value from the SID Management Handbook.
SchoolExitDate	Active student cannot have a School Exit Date.
SchoolExitWithdrawalCode	Field must be blank for an Active student.
SchoolStatus	School Status cannot be Active if District Status is Inactive.

Biliterate

⚠

World Language Assessment 3

World Languages Assessed 1

World Language Assessment 1

World Language Assessment 2

World Languages Assessed 2

Once you navigate to a student record containing errors, you are brought to a detailed view of that student's submission. At the top, an overview of all associated errors is displayed.

As you scroll down, specific fields containing errors are marked with an error symbol. Each error must be identified and corrected individually.

# No Editing in NJSLEDS: Source vs. Target Systems

- In NJ SMART, users could add records and fix errors right in the platform.
- In NJSLEDS, this is no longer possible.

**NJSLEDS is a target system**, not a working data tool. It reflects your data—it does not generate or manage it.

## Source System: SIS or data collection system

- **The foundation:** Where data originates and is maintained.
- **Editable:** Updates should always be made here first.
- **Feeds into the target system:** Ensures consistent and accurate data.

vs.

## Target System: NJSLEDS

- **The reporting destination:** Where data is submitted for state reporting.
- **Not editable:** Changes cannot be made directly here.
- **Designed for scalability:** Supports longitudinal tracking over time.





**The Submission Records tab** allows users to view error reports if their submission contains errors. Users will be notified via email and will be prompted to log into the system to review and resolve errors.

Error Report >

X Student Management Current Records													Export
Data Source	LID	SID	First Name	Middle Name	Last Name	Date Of Birth	Gender	Grade Level	District Status	School Status	School Code Attending	Upload Date	Record Status
<input checked="" type="radio"/> Current Records													
<input type="radio"/> Snapshot Records													
File ID													
(All)	70S0001		DONNA		PINCIOTTI	20140607	F	05	A	A	008	6/26/2025	Error
	70S0001		DONNA		PINCIOTTI	20140607	F	05	A	A	008	7/2/2025	Error
LID	70S0002		ERIC		FORMAN	20140618	M	05	A	A	008	6/26/2025	Error
(All)	70S0002		ERIC		FORMAN	20140618	M	05	A	A	008	7/2/2025	Error
SID	70S0004		MICHAEL		KELSO	20131105	M	05	A	A	008	6/26/2025	Error
(All)	70S0004		MICHAEL		KELSO	20131105	M	05	A	A	008	7/2/2025	Error
First Name	70S0005		STEVEN		HYDE	20140530	M	05	A	A	008	6/26/2025	Error
(All)													

Log into NJSLEDS.

Click on the “Submission Records” tab and select the submission type that you are working on.

Click on “Error Report” in the top right corner of the navigation.

**Please note:** The error report layout will be different than the submission layout. It should only be used as a guide.



# Sample Error 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 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 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)





The Error Report allows users to view any error found in the submission during validation at the record level and at the field level.

X Student Management Record Level Errors

Error by Type

Export

File ID	Level	Error Type	Data Element	LID	SID	First Name	Middle Name	Last Name	Date Of Birth	Gender	Grade Level	District Status	School Status	School Code Att
a11co000000jVBAA2	Field	Required	BILITERATE	SAB0003	4945912426	TOBY	CHRISTOPHER	KENNISH	20061107	M	12	A	A	009
(All)	Field	Required	BILITERATE	TSITP0001	1772818470	CONRAD	BECK	FISHER	20061022	M	12	A	A	005
	Field	Required	FIRSTENTRYDATEINT..	ST0010	1287692914	ERICA		SINCLAIR	20130204	F	06	A	A	003
	Field	Required	MILITARYCONNECTED..	90210005	1622223432	ADRIANNA		TATE-DUNCAN	20150430	F	04	A	A	007
	Field	Required	MILITARYCONNECTED..	90210012	1770270582	RAJ		KHER	20150806	M	04	A	A	007

X Student Management Error By Type Errors

Record Level

Export

File ID	Level	Error Type	Data Element	Description	Error Count
(All)	Field	Required	BILITERATE	This data element is required and cannot be blank or NULL if Grade Level has a value of 12, A1 or A2	2
	Field	Required	FIRSTENTRYDATEINTOAUSCHOOL	This data element is required and cannot be blank or NULL if Country Of Birth does not have a value of 2330, 1790 or R	1
	Field	Required	MILITARYCONNECTEDSTUDENTINDICATOR	This data element is required and cannot be blank or NULL unless ReportedSharedVoc has a value of Y	33
	Field	Required	RESIDENTMUNICIPALCODE	This data element is required and cannot be blank or NULL	33

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.



Here is an example of the default view when entering the Error Report section.

X Student Management Record Level Errors

File ID

a11co000000iJVBA2

Level

(All)

Error Type

(All)

Data Element

(All)

LID

(All)

SID

(All)

First Name

(All)

Middle Name

(All)

Last Name

(All)

Date Of Birth

(All)

Error by Type

Export

Level	Error Type	Data Element	LID	SID	First Name	Middle Name	Last Name	Date Of Birth	Gender	Grade Level	District Status	School Status	School Code A
Field	Required	BILITERATE	SAB0003	4945912426	TOBY	CHRISTOPHER	KENNISH	20061107	M	12	A	A	009
Field	Required	BILITERATE	TSITP0001	1772818470	CONRAD	BECK	FISHER	20061022	M	12	A	A	005
Field	Required	FIRSTENTRYDATEINT..	ST0010	1287692914	ERICA		SINCLAIR	20130204	F	06	A	A	003
Field	Required	MILITARYCONNECTED..	90210005	1622223432	ADRIANNA		TATE-DUNCAN	20150430	F	04	A	A	007
Field	Required	MILITARYCONNECTED..	90210012	1770270582	RAJ		KHER	20150806	M	04	A	A	007
Field	Required	MILITARYCONNECTED..	EDU0003	4359211998	OTIS		MILBURN	20130508	M	06	A	A	008
Field	Required	MILITARYCONNECTED..	GLEE0002	2798802247	KURT	ELIZABETH	HUMMEL	20171002	M	01	A	A	007
Field	Required	MILITARYCONNECTED..	GLEE0004	3184223416	RACHEL	BARBRA	BERRY	20171118	F	01	A	A	007

The error report automatically sends users to the record level view.

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

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

X Student Management Record Level Error Detail

File ID

a11co000000iJVBA2

Level

Field

Error by Type

Record Level

Export

Level	Error Type	Data Element	Value	Description
Field	Required	BILITERATE		This data element is required and cannot be blank or NULL if Grade Level has a value of 12, A1 or A2



The user can toggle to view and sort **errors by type**. Here is an example.

X Student Management Error By Type Errors

Record Level

Export

File ID  
(All)

Level  
(All)

Error Type  
(All)

Data Element  
(All)

Description  
(All)

Clear Filters

Page Number  
1

Page Size  
100

Level	Error Type	Data Element	Description	Error Count
Field	Required	BILITERATE	This data element is required and cannot be blank or NULL if Grade Level has a value of 12, A1 or A2	2
Field	Required	FIRSTENTRYDATEINTOAUSSCHOOL	This data element is required and cannot be blank or NULL if Country Of Birth does not have a value of 2330, 1790 or R	1
Field	Required	MILITARYCONNECTEDSTUDENTINDICATOR	This data element is required and cannot be blank or NULL unless ReportedSharedVoc has a value of Y	33
Field	Required	RESIDENTMUNICIPALCODE	This data element is required and cannot be blank or NULL	33
Field	Required	YEAROFGRADUATION	This data element is required and cannot be blank or NULL unless NonPublic has a value of REC or NREC, or ReportedSharedVoc has a value of Y	12
Field	Validation	IMMIGRANTSTATUS	This data element must be blank. See which are required data elements and validation checks for this data element in the Submission handbook.	29
Field	Validation	SCHOOLCODEATTENDING	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the correct reporting for CDS codes and reporting responsibilities.	33
Field	Validation	SCHOOLCODERECEIVING	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the correct reporting for CDS codes and reporting responsibilities.	33
Field	Validation	SCHOOLCODERESIDENT	This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the correct reporting for CDS codes and reporting responsibilities.	33

To sort errors by type, click on “Errors 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 errors.

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

Use the Page Number text box to navigate through result pages. Customize the number of records displayed per page in the Page Size text box.





The **Submission Records** tab allows users to **export detailed error reports** and **download them directly to their device** whenever a submission contains errors, enabling efficient local review and correction.

### X Student Management Record Level Errors

**Error by Type****Export**

File ID	Level	Error Type	Data Element	LID	SID	First Name	Middle Name	Last Name	Date Of Birth	Gender	Grade Level	District Status	School Status	School Code A
a11co000000JVBAA2	Field	Required	BILITERATE	SAB0003	4945912426	TOBY	CHRISTOPHER	KENNISH	20061107	M	12	A	A	009
(All)	Field	Required	BILITERATE	TSITP0001	1772818470	CONRAD	BECK	FISHER	20061022	M	12	A	A	005
(All)	Field	Required	FIRSTENTRYDATEINT..	ST0010	1287692914	ERICA		SINCLAIR	20130204	F	06	A	A	003
(All)	Field											A	A	007

AutoSave OFF

Export - State Assessment Registration Record Level Errors - Repaired - Excel No Label

Search

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelpAcrobat

Paste

Clipboard

Font

Alignment

Number

Styles

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Cells

Editing

Sensitivity

Add-ins

Analyze Data

Create PDF and Share link

Create PDF and Share via Outlook

Adobe Acrobat

CommentsShare

A1

fx

Testing Site District

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Testing Site	Testing Site SID	LID	First Name	Middle Name	Last Name	Grade Level	State Asse	Test Code	Staff Mem	School Yee	Level	Error Type	Data Elem	Value	Description						
2	009999	001	1225213919	PARKS000	RONALD	MAURICE	SWANSON	08	1	ELA08	2024-2025	Field	Format	DATEOFBI	20120506	This data element must be YYYY-MM-DD						
3	009999	001	1605205971	PARKS000	CHRISTOP	TRAAGER	11	1	SC11	2024-2025	Field	Format	DATEOFBI	20091026	This data element must be YYYY-MM-DD							
4	009999	001	1650822398	PARKS000	LESLIE	BARBARA	KNOPE	11	1	SC11	2024-2025	Field	Format	DATEOFBI	20090118	This data element must be YYYY-MM-DD						
5	009999	001	4137284416	PARKS000	ANN	MEREDITH	PERKINS	06	1	ELA06	2024-2025	Field	Format	DATEOFBI	20140720	This data element must be YYYY-MM-DD						
6	009999	001	4306945759	PARKS000	THOMAS	MONTGOI	HAVERFOI	07	1	ELA07	2024-2025	Field	Format	DATEOFBI	20130428	This data element must be YYYY-MM-DD						
7	009999	001	5989732056	PARKS000	APRIL	ROBERTA	LUDGATE	08	1	ELA08	2024-2025	Field	Format	DATEOFBI	20120413	This data element must be YYYY-MM-DD						
8	009999	001	6440440142	PARKS000	SIR ANDRE	MAXWELL	DWYER	10	1	ELA03	2024-2025	Field	Format	DATEOFBI	20100101	This data element must be YYYY-MM-DD						

**Export- Student Mangement Record Level Errors.xlsx**  
55.7 MB • 42 minutes ago

Click on the “Export” button within the Error Report.

The export will include any filters that were applied.

Check your “Downloads” folder on your device to open export.

**Please note:** The error report layout will be different than the submission layout. It should only be used as a guide.

**Users can view and navigate** through the downloaded error report on their device. This will allow users to easily identify, sort, update, and resolve their errors.

Sort & Filter  
Find & Select  
Editing

Sensitivity  
Sensitivity

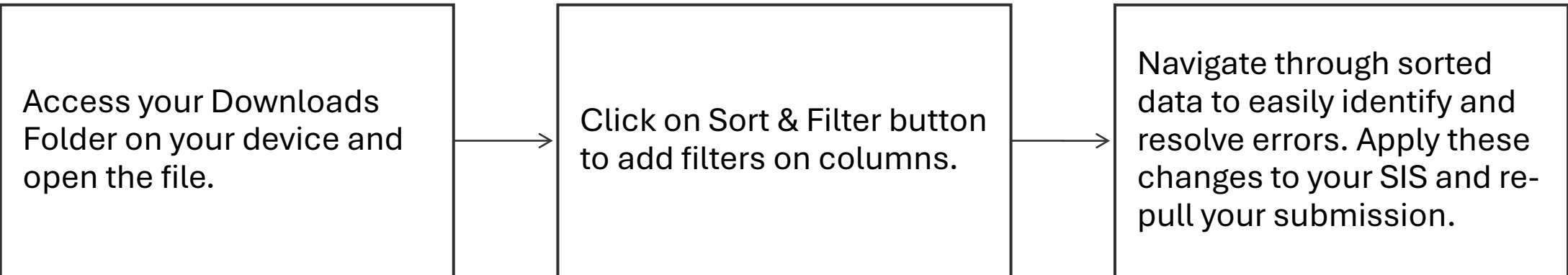
Add-ins  
Add-ins

Analyze Data  
Analyze Data

Create PDF and Share link  
Adobe Acrobat

Create PDF and Share via Outlook  
Adobe Acrobat

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Testing Site	Testing Site SID		LID	First Name	Middle Name	Last Name	Grade	Level	State	Assessment	Test Code	Staff Member	School Year	Level	Error Type	Data Element Value	Description				
2	009999	001	1225213919	PARKS000	RONALD	MAURICE	SWANSON	08		1	ELA08			2024-2025	Field	Format	DATEOFBIRTH	20120506	This data element must be YYYY-MM-DD			
3	009999	001	1605205971	PARKS000	CHRISTOP		TRAEGER	11		1	SC11			2024-2025	Field	Format	DATEOFBIRTH	20091026	This data element must be YYYY-MM-DD			
4	009999	001	1650822398	PARKS000	LESLIE	BARBARA	KNOPE	11		1	SC11			2024-2025	Field	Format	DATEOFBIRTH	20090118	This data element must be YYYY-MM-DD			
5	009999	001	4137284416	PARKS000	ANN	MEREDITH	PERKINS	06		1	ELA06			2024-2025	Field	Format	DATEOFBIRTH	20140720	This data element must be YYYY-MM-DD			
6	009999	001	4306945759	PARKS000	THOMAS	MONTGOMERY	HAVERFORD	07		1	ELA07			2024-2025	Field	Format	DATEOFBIRTH	20130428	This data element must be YYYY-MM-DD			
7	009999	001	5989732056	PARKS000	APRIL	ROBERTA	LUDGATE	08		1	ELA08			2024-2025	Field	Format	DATEOFBIRTH	20120413	This data element must be YYYY-MM-DD			
8	009999	001	6440440142	PARKS000	SIR ANDREW	MAXWELL	DWYER	10		1	ELA03			2024-2025	Field	Format	DATEOFBIRTH	20100101	This data element must be YYYY-MM-DD			
9	009999	001	6549336222	PARKS000	JEAN	RALPHIO	SAPERSTEIN	11		1	SC11			2024-2025	Field	Format	DATEOFBIRTH	20090613	This data element must be YYYY-MM-DD			
10	009999	001	6608071330	PARKS001	GARY		GERGICH	08		1	ELA08			2024-2025	Field	Format	DATEOFBIRTH	20120229	This data element must be YYYY-MM-DD			
11	009999	001	6608071330	PARKS001	JERRY		GERGICH	08		1	ELA08			2024-2025	Field	Format	DATEOFBIRTH	20120229	This data element must be YYYY-MM-DD			
12	009999	001	6608071330	PARKS001	LARRY		GERGICH	08		1	ELA08			2024-2025	Field	Format	DATEOFBIRTH	20120229	This data element must be YYYY-MM-DD			
13	009999	001	7678851439	PARKS001	DONNA		MEAGLE	06		1	ELA06			2024-2025	Field	Format	DATEOFBIRTH	20141105	This data element must be YYYY-MM-DD			
14	009999	001	9305412493	PARKS000	BENJAMIN		WYATT	09		1	ELA09			2024-2025	Field	Format	DATEOFBIRTH	20111114	This data element must be YYYY-MM-DD			



**Please note:** The error report layout will be different than the submission layout. It should only be used as a guide.

# Editing Submitted Records for NJSLEDS

AutoSave Off										
Export - State Assessment Registration Record Level Errors - Repaired - Excel										
File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat										
Clipboard Font Alignment Number										
A1 X ✓ fx Testing Site District										
	A	B	C	D	E	F	G	H	I	J
1	Testing Sit	Testing Sit SID	LID	First Name	Middle Na	Last Name	Grade Lev	State Asse	Test Cod	
2	009999	001	1225213919	PARKS000	RONALD	MAURICE	SWANSON	08	1 ELA08	
3	009999	001	1605205971	PARKS000	CHRISTOP		TRAEGE	11	1 SC11	
4	009999	001	1650822398	PARKS000	LESLIE	BARBARA	KNOPE	11	1 SC11	
5	009999	001	4137284416	PARKS000	ANN	MEREDITH	PERKINS	06	1 ELA06	
6	009999	001	4306945759	PARKS000	THOMAS	MONTGO	HAVERFO	07	1 ELA07	
7	009999	001	5989732056	PARKS000	APRIL	ROBERTA	LUDGATE	-08	1 ELA08	
8	009999	001	6440440142	PARKS000	SIR ANDRE	MAXWELL	DWYER	10	1 ELA03	
9	009999	001	6549336222	PARKS000	JEAN	RALPHIO	SAPERSTE	11	1 SC11	

No In-Platform Edits  
NJSLEDS does not allow users to fix errors directly within the system.  
All corrections must be made in your submission file and your SIS.

- ## Steps to Resolve Errors in NJSLEDS:
1. Filter to Error Records  
In the NJSLEDS portal, filter your submission records to show only those with an “Error” status.
  2. Export and Review  
Export both your filtered submission file and your error report. Compare the two files to identify the issue with each record.
  3. Correct in Your File  
Make the necessary corrections in your .CSV UTF-8 submission file—not in the system or your SIS at this stage.
  4. Reupload to Confirm Resolution  
Save and reupload the corrected file to NJSLEDS to ensure that the errors have been cleared.
  5. Update Your SIS  
Once the file is error-free in NJSLEDS, you must update your SIS with the same corrections. This ensures your source system stays aligned with what was submitted and approved.

2024-2025	Field	Format	DATEOFBI	20100101	This data element must be YYYY-MM-DD
2024-2025	Field	Format	DATEOFBI	20090613	This data element must be YYYY-MM-DD
2024-2025	Field	Format	DATEOFBI	20120229	This data element must be YYYY-MM-DD
2024-2025	Field	Format	DATEOFBI	20120229	This data element must be YYYY-MM-DD
2024-2025	Field	Format	DATEOFBI	20120229	This data element must be YYYY-MM-DD
2024-2025	Field	Format	DATEOFBI	20141105	This data element must be YYYY-MM-DD
2024-2025	Field	Format	DATEOFBI	20111114	This data element must be YYYY-MM-DD

# Editing Submitted Records for NJSLEDS

AutoSave Off

Export-Student Management Record Level Errors - Protected View - Repaired No Label Saved to this PC

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1 fx LID

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	LID	SID	First Name	Middle Na	Last Name	Date Of Bi	Gender	Grade Leve	District St	School Sta	School Coc	School Year	Level	Error Type	Data Elem	Value	Description					
2	GLEE0022	4E+09	JESSE		ST. JAMES	20180730	M	01	A	A	007	2024-202!	Field	Format	LASTNAM	ST. JAMES	This data element cannot contain special characters except for apost					
3	SAB0003	4.9E+09	TOBY	CHRISTOP	KENNISH	20061107	M	12	A	A	009	2024-202!	Field	Required	BILITERAT		This data element is required and cannot be blank or NULL if Grade L					
4	ST0010	1.3E+09	ERICA		SINCLAIR	20130204	F	06	A	A	003	2024-202!	Field	Required	FIRSTENTF		This data element is required and cannot be blank or NULL if Country					
5	90210005	1.6E+09	ADRIANNA		TATE-DUN	20150430	F	04	A	A	007	2024-202!	Field	Required	MILITARY		This data element is required and cannot be blank or NULL unless Re					
6	90210005	1.6E+09	ADRIANNA		TATE-DUN	20150430	F	04	A	A	007	2024-202!	Field	Required	RESIDENTI		This data element is required and cannot be blank or NULL					
7	PLL0001	5.9E+09	ALISON	SASHA	DILAUREN	20190310	F	KF	A	A	011	2024-202!	Field	Required	YEAROFGF		This data element is required and cannot be blank or NULL unless Nc					
8	90210005	1.6E+09	ADRIANNA		TATE-DUN	20150430	F	04	A	A	007	2024-202!	Field	Validation	IMMIGRAI	N	This data element must be blank. See which are required data eleme					
9	90210005	1.6E+09	ADRIANNA		TATE-DUN	20150430	F	04	A	A	007	2024-202!	Field	Validation	SCHOOLC	007	This is an invalid CDS code. Please reference the CDS Directory and R					
10	EDU0003	4.4E+09	OTIS		MILBURN	20130508	M	06	A	A	008	2024-202!	Field	Validation	SCHOOLC	008	This is an invalid CDS code. Please reference the CDS Directory and R					
11	HS0006	5.6E+09	ELLE		ARGENT	20090723	X	10	A	A	005	2024-202!	Field	Validation	SCHOOLC	005	This is an invalid CDS code. Please reference the CDS Directory and R					
12	PLL0001	5.9E+09	ALISON	SASHA	DILAUREN	20190310	F	KF	A	A	011	2024-202!	Field	Validation	SCHOOLC	011	This is an invalid CDS code. Please reference the CDS Directory and R					
13	SAB0001	4.5E+09	DAHPNE	PALOMA	VASQUEZ	20070304	F	11	A	A	009	2024-202!	Field	Validation	SCHOOLC	009	This is an invalid CDS code. Please reference the CDS Directory and R					
14	ST0003	1.1E+09	JANE	ELEVEN	HOPPER	20100607	F	09	A	A	004	2024-202!	Field	Validation	SCHOOLC	004	This is an invalid CDS code. Please reference the CDS Directory and R					
15	ST0010	1.3E+09	ERICA		SINCLAIR	20130204	F	06	A	A	003	2024-202!	Field	Validation	SCHOOLC	003	This is an invalid CDS code. Please reference the CDS Directory and R					
16	ST0010	1.3E+09	ERICA		SINCLAIR	20130204	F	06	A	A	003	2024-202!	Field	Validation	SCHOOLC	010	This is an invalid CDS code. Please reference the CDS Directory and R					
17	7050001		DONNA		PINCOTTI	20140607	F	05	A	A	008	2024-202!	Record	Unresolve			This record has been marked as unresolved due to the absence of a					
18	7050001		DONNA		PINCOTTI	20140607	F	05	A	A	008	2025-202!	Record	Unresolve			This record has been marked as unresolved due to the absence of a					
19	TSITP0001	1.8E+09	CONRAD	BECK	FISHER	20061022	M	12	A	A	005	2024-202!	Field	Required	BILITERAT		This data element is required and cannot be blank or NULL if Grade L					
20	90210009	1.5E+09	TEDDY		MONTGOI	20151104	M	04	A	A	007	2024-202!	Field	Required	MILITARY		This data element is required and cannot be blank or NULL unless Re					
21	90210009	1.5E+09	TEDDY		MONTGOI	20151104	M	04	A	A	007	2024-202!	Field	Required	RESIDENTI		This data element is required and cannot be blank or NULL					
22	PLL0002	6E+09	CECE		DRAKE	20190127	F	KF	A	A	011	2024-202!	Field	Required	YEAROFGF		This data element is required and cannot be blank or NULL unless Nc					
23	90210009	1.5E+09	TEDDY		MONTGOI	20151104	M	04	A	A	007	2024-202!	Field	Validation	IMMIGRAI	N	This data element must be blank. See which are required data eleme					
24	90210009	1.5E+09	TEDDY		MONTGOI	20151104	M	04	A	A	007	2024-202!	Field	Validation	SCHOOLC	007	This is an invalid CDS code. Please reference the CDS Directory and R					
25	EDU0004	6.3E+09	ADAM		GROFF	20130311	M	06	A	A	008	2024-202!	Field	Validation	SCHOOLC	008	This is an invalid CDS code. Please reference the CDS Directory and R					
26	EDU0003	4.4E+09	OTIS		MILBURN	20130508	M	06	A	A	008	2024-202!	Field	Validation	SCHOOLC	011	This is an invalid CDS code. Please reference the CDS Directory and R					

Error-Export

AutoSave Off

Export-Student Management Error By Type Errors - Repaired - Excel No Lab

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat

Calibri 12

General

Conditional Formatting

Format as Table

Cell Styles

B2 fx Format

	A	B	C	D	E	F	G	H	I	J	K	L
1	Level	Error Type	Data Elem	Descriptio	LID	SID	First Name	Middle Na	Last Name			
2	Field	Format	LASTNAM	This data	GLEE0022	4E+09	JESSE		ST. JAMES			
3	Field	Required	BILITERAT	This data	SAB0003	4.95E+09	TOBY	CHRISTOP	KENNISH			
4	Field	Required	BILITERAT	This data	TSITP0001	1.77E+09	CONRAD	BECK	FISHER			
5	Field	Required	FIRSTENTF	This data	ST0010	1.29E+09	ERICA		SINCLAIR			
6	Field	Required	MILITARY	This data	90210005	1.62E+09	ADRIANNA		TATE-DUNCAN			
7	Field	Required	MILITARY	This data	90210009	1.46E+09	TEDDY		MONTGOMERY			
8	Field	Required	MILITARY	This data	90210012	1.77E+09	RAJ		KHER			
9	Field	Required	MILITARY	This data	EDU0003	4.36E+09	OTIS		MILBURN			
10	Field	Required	MILITARY	This data	EDU0004	6.34E+09	ADAM		GROFF			
11	Field	Required	MILITARY	This data	EDU0007	6.49E+09	AIMEE		GIBBS			
12	Field	Required	MILITARY	This data	GLEE0003	2.23E+09	ARTHUR		ABRAMS			
13	Field	Required	MILITARY	This data	GLEE0005	2.33E+09	FINN	CHRISTOP	HUDSON			
14	Field	Required	MILITARY	This data	GLEE0009	3.35E+09	BRITTANY	SUSAN	PIERCE			
15	Field	Required	MILITARY	This data	GLEE0010	3.28E+09	SANTANA		LOPEZ			
16	Field	Required	MILITARY	This data	GLEE0014	3.58E+09	JAKE		PUCKERMAN			
17	Field	Required	MILITARY	This data	GLEE0016	3.44E+09	RYDER		LYNN			

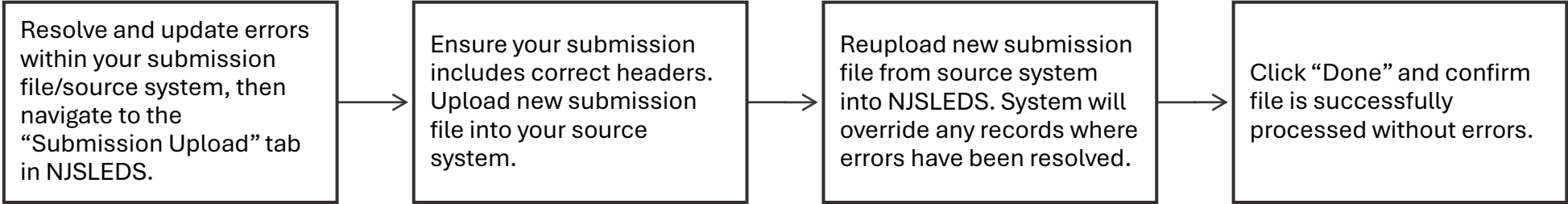
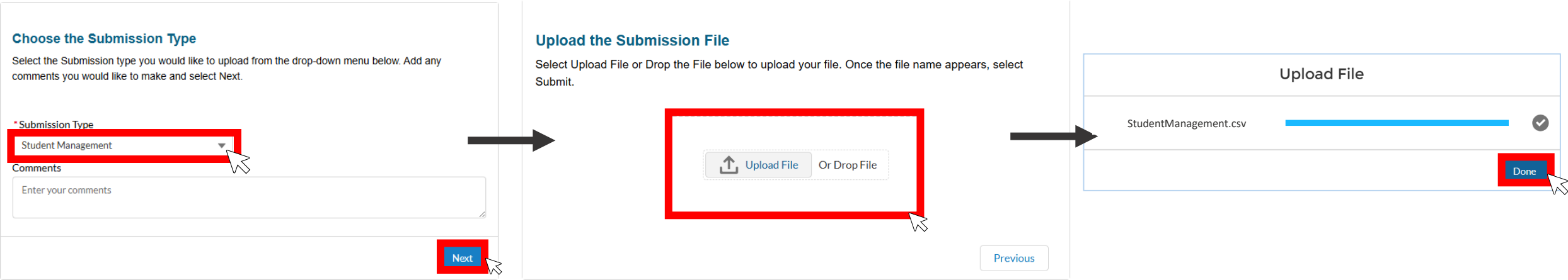
NJSLEDS simplifies error resolution by offering two distinct export options that improve visibility and efficiency:

- Record-Level Error Export:  
View individual records alongside their exact errors—ideal for precise, line-by-line corrections.
- Error-by-Type Export:  
Group and review all occurrences of a specific error type—helping you identify trends and resolve multiple issues efficiently.





The **Submission Upload** tab allows users to re-submit your data once errors are resolved.

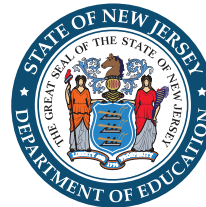


**Please note:** The submission file should always be uploaded from your source system to ensure data is up-to-date across all systems.



# Thank You

**NJSLEDs Project Team**  
**Office of Data Management**  
[helpdesk-sleds@doe.nj.gov](mailto:helpdesk-sleds@doe.nj.gov)



[nj.gov/education](http://nj.gov/education)