

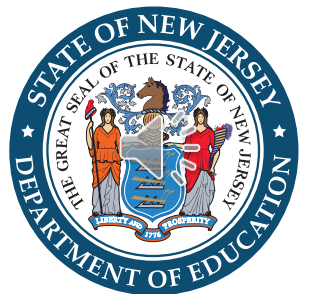


Graduation Appeals in NJSLEDS

NJSLEDS Project Team
Office of Information Technology

Updated: October 2025

nj.gov/education/sleds



Webinar Etiquette

We want to ensure all attendees can fully engage with the training and have their questions addressed.

How can I ask a question?



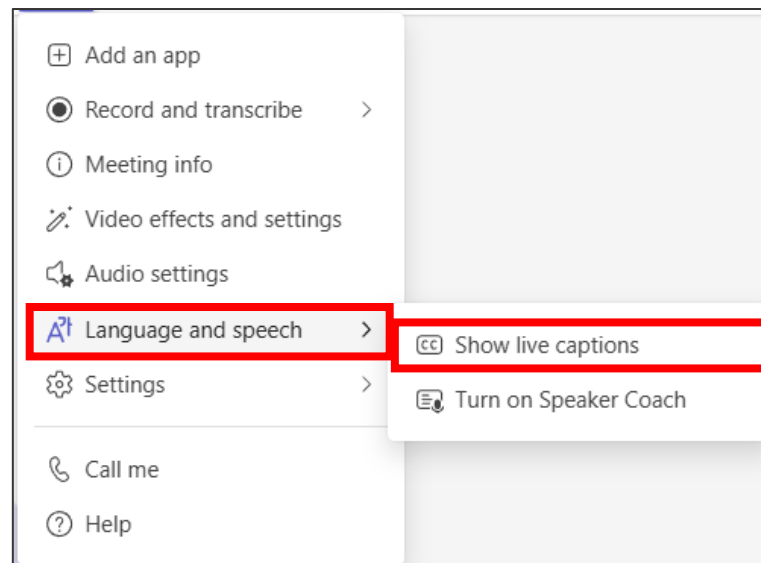
Webinar Etiquette

To use live captions during this webinar:

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



1. Understanding the Graduation Appeals Process
2. Timeline and Important Dates
3. Reviewing Your Graduation Data in NJSLEDS
4. What Data Can Be Appealed
5. Step-by-Step: Downloading and Populating Templates
6. Common Scenarios Activity
7. Uploading Appeals and Documentation
8. Monitoring Appeal Status
9. Error Resolution Q&A
10. Resources and Contact Information



The Importance of Accurate Graduation Data

Graduation data is used for:

- Official graduation rate calculations
- School Performance Reports
- Federal and state accountability
- Public reporting
- District and school planning

Appeals ensure:

- ✓ Data accuracy reflects reality
- ✓ Students are counted correctly
- ✓ Schools receive fair accountability determinations



Transition Year: NJ SMART → NJSLEDS

What's Different This Year:

- Snapshot occurred August 29, 2025
- Data loaded into NJSLEDS for review
- New Graduation Appeals Submission in NJSLEDS
 - Appeals are uploaded through a submission rather than submitted individually on-screen
- Timeline is delayed—appeals open October 28, 2025

What Stays the Same:

- Types of appeals you can submit
- Requirements for documentation
- Individual student-level appeals
- NJDOE reviews each appeal individually



2024-2025 Graduation Appeals Timeline



Key Dates:

- **July – August 2025** – Inactivated 2024-2025 graduates in NJ SMART
- **August 29, 2025** – Graduation Snapshot deadline in NJ SMART
- **October 28, 2025** – Preliminary Snapshot available in NJSLEDS; Appeals period opens
- **⚠ November 21, 2025** – Deadline to submit all graduation appeals
- **November – December 2025** – NJDOE finalizes appeal decisions
- **January 2026** – Final official graduation data available



Reviewing Graduation Data

Two Types of Graduation Reports

Graduation Student Level Report

- Student-by-student view of all cohort members
- Shows each student's status, demographics, and pathways
- Filter by cohort, school, student groups, and more
- Export to CSV for further analysis

Graduation Cohort Profile Report

- Aggregated district and school-level view
- Shows overall graduation rates (state and federal)
- Breaks down student counts by cohort status
- Disaggregated by student groups for accountability



What the Student Level Report Shows You

- **Student Identifiers:** SID, name, LID, cohort year
- **Current Status:** Cohort category (graduated, on-track, off-track, dropout, transfer, etc.)
- **Demographics:** Gender, race/ethnicity, student group memberships
- **Graduation Requirements:** ELA pathway, math pathway, IEP requirements
- **School Information:** Accountable school, attending school, resident/receiving schools
- **Historical Data:** Based on most recent snapshot available for each student



Understanding Cohort Categories

- **Graduated:** Exited with code “L”
- **On-Track Continuing:** Active students on pace to graduate in 4 years
- **Off-Track Continuing:** Active students not on pace to graduate in 4 years
- **Active Student – Status Unknown:** Were active but not in most recent snapshot
- **Dropout:** Exited with dropout codes (D1-D11), not enrolled elsewhere
- **Transfer-Out – Unverified:** Exited with transfer codes, not enrolled elsewhere
- **Excluded from Cohort:** Death, out-of-state/country transfer (D9, T3, T8, T9, TP, PPE)



State vs. Federal Graduates

State and Federal Graduate:

- Student exited with code “L”
- Met all standard graduation requirements
- Counted in both state and federal graduation rates

State Graduate Only:

- Student exited with code “L”
- Did not meet all requirements due to IEP modifications
- Counted only in state rate, excluded from federal rate

Not Graduate:

- Student not exited with code “L”
- Not counted in either graduation rate



How to Run the Student Level Report

- **Navigate:** Reports tab → Select “Graduation Student Level Report”
- **Default view:** Most recent 4-year cohort, accountable district
- **Key Filters:**
 - School Type: Accountable or Attending
 - Cohort: 2018-2028
 - Rate/Snapshot: Official rates or specific snapshots
 - Cohort Category, Graduation Status, School Name
 - Student Groups: Gender, race, disability status, ML, etc.
- **Export to CSV:** Click “Export” button (top right)
- **Pagination:** Adjust page size and navigate through results



What the Cohort Profile Shows You

- **Overall Adjusted Cohort Count:** Total students in the cohort denominator
- **State Graduation Rate:** % who graduated (all diploma types)
- **Federal Graduation Rate:** % who graduated meeting all requirements
- **Student Counts by Cohort Category:**
 - How many graduated, continuing, dropped out, transferred, etc.
 - Shows both counts and percentages
- **Disaggregated by Student Groups:** Gender, race/ethnicity, disability, ML, economically disadvantaged, etc.
- **Available by School:** District total plus individual schools



How to Run the Cohort Profile

- **Navigate:** Reports tab → Select “Graduation Cohort Profile”
- **Default view:** Most recent 4-year cohort, accountable district
- **Same filter options as Student Level Report:**
 - School Type, Cohort, Rate/Snapshot
- **Additional Filters:**
 - District or School: Select overall district or individual schools
 - Student Group: View overall or specific groups (17 options)
- **Export to CSV:** Click “Export” button
- **Note:** Cannot “click through” to student list (use Student Level Report filters instead)



Using Both Reports Together

Workflow for reviewing graduation data:

1. Start with the Cohort Profile
 - Check your graduation rates (state and federal)
 - Review student counts in each cohort status
 - Look for unexpected numbers or patterns
2. Drill down with the Student Level Report
 - Filter to the specific cohort status or student group
 - Review individual student records
 - Identify students with incorrect data
3. Document what needs to change
 - Note students who need updates in Student Management
 - List students who need graduation appeals
 - Gather required documentation



Core Principles of the Appeals Process

Before Filing Appeals:

1. Update NJSLEDS Student Management **first** (except for calculated fields like cohort)
2. Individual Student Level
 - Cannot appeal overall graduation rate
 - Must specify changes for each student
3. Documentation May Be Required
 - Varies by appeal type
 - Must be uploaded before submission
4. Cohort Year Limitations – 2024-2025: Appeals only for cohorts 2022-2028
5. Rolling Review Process
 - NJDOE reviews as appeals are submitted
 - Monitor status regularly



Data Elements Available for Appeal

Student Identifiers and Demographics:

- Cohort Year
- Gender
- Race/Ethnicity
- Overall Student Group Status (7 categories)

School and Exit Information:

- School Status (Active/Inactive)
- School Exit Date
- School Exit Withdrawal Code

Graduation Pathway and Requirements:

- ELA Graduation Pathway Indicator
- Math Graduation Pathway Indicator
- IEP Graduation Course Requirement
- IEP Graduation Attendance

CDS Codes:

- Resident, Receiving, and Attending CDS
- In-District Placement

Special Requests:

- SID Merge (combining duplicate records)
- Student Removal (record submitted in error)



Using the Graduation Appeals User Guide

For full information on each data element, please review the [Graduation Appeals User Guide](#), available on the [High School Graduation User Resources page](#) of the [NJSLEDS website](#).

Each element has a table that includes:

- Description of Field
- How it is used
- How to review data
- How to request an appeal
- Appeal requirements
- Documentation requirements

Table 3: Overall Student Group Category Appeal Requirements

Topic	Details
Description of Field	The overall student group categories reflect whether a student was reported as a member of a student group at any time since entering the cohort (typically since 9 th grade).
How it is used to	A student's overall student group status for Economically Disadvantaged, Student with Disabilities, Multilingual Learners, Migrant Students, Students Experiencing Homelessness, Students in Foster Care, and Military-Connected Students are used to calculate student group graduation rates.
How to review data	LEAs can review a student's overall student group categories using the Graduation Student Level Report in NJSLEDS. Check the students in each group to make sure that the information is correct. They can also review historical submission data to review what was reported while the student was in high school.
How to request an appeal	In the Graduation Appeals Submission Template, the seven overall student group fields will be populated with the calculated status. To request a change to any of the overall student group categories, enter a Y in the AppealOverallStudentGroupStatus field and change the value in the appropriate overall student group fields to the requested status (Y or N).
Appeal requirements	The overall student group categories are calculated fields, so LEAs cannot change them on their own. If the appeal is approved, the NJDOE will update the student's overall student group status in NJSLEDS.
Documentation requirements	No documentation is required, but the NJDOE may request specific documentation if needed to determine the outcome of the appeal.



Let's Work Through Scenarios Together

We'll present 3 real-world scenarios.

For each scenario, we'll:

1. Identify what type(s) of appeal are needed
2. Determine what documentation is required
3. Spot potential validation issues



Scenario 1: The Graduation Date Issue

Scenario: Maria is currently coded as:

- School Status: Active
- Exit Date: (blank)
- Exit Code: (blank)
- ELA Pathway: O (did not meet)
- Math Pathway: O (did not meet)

Reality: Maria graduated on June 15, 2025.

Question: What appeals do you need to submit?

💬 **Share your thoughts in the chat.**



Scenario 1: The Graduation Date Issue

Scenario: Maria is currently coded as:

- School Status: Active
- Exit Date: (blank)
- Exit Code: (blank)
- ELA Pathway: O (did not meet)
- Math Pathway: O (did not meet)

Reality: Maria graduated on June 15, 2025.

Question: What appeals do you need to submit?

Answer: Maria needs several appeals

1. Appeal School Status – Change from “A” to “I”
2. Appeal School Exit Date – Add June 15, 2025
3. Appeal School Exit Withdrawal Code – Change to “L” (Graduated)
4. Appeal Pathway Indicators – Change ELA and Math from O to a valid graduation pathway



Scenario 2: The Transfer Mix-Up

Scenario: Kyle is currently coded as:

- School Status: Inactive
- Exit Date: October 15, 2024
- Exit Code: D1 (dropout)
- Current Cohort: 2025

Reality: Kyle transferred to a charter school in October 2024. You have a letter from the charter school confirming his enrollment dated October 20, 2024.

Question: What appeals do you need to submit? What documentation?

💬 Share your thoughts in the chat.



Scenario 2: The Transfer Mix-Up

Scenario: Kyle is currently coded as:

- School Status: Inactive
- Exit Date: October 15, 2024
- Exit Code: D1 (dropout)
- Current Cohort: 2025

Reality: Kyle transferred to a charter school in October 2024. You have a letter from the charter school confirming his enrollment dated October 20, 2024.

Question: What appeals do you need to submit? What documentation?

Answer: Kyle needs:

1. Appeal School Exit Withdrawal Code – Change from “D1” (dropout) to “TC” (charter school).
2. Provide the letter from the charter school as the documentation for this change.



Scenario 3: The IEP Graduate

Scenario: Aaliyah graduated in June 2025.
is currently coded as:

- Exit Code: L (graduated)
- ELA Pathway: M (IEP alternate requirements)
- Math Pathway: M (IEP alternate requirements)
- Overall Students with Disabilities: Y
- IEP Graduation Course Requirement: 2 (did meet)
- IEP Graduation Attendance: 2 (did meet)

Reality: Aaliyah's IEP specified alternate requirements for assessments and course requirements. She met the assessment requirements through alternate requirements in her IEP, but she did meet the state course requirements.

Question: Is an appeal needed? If so, what?

 **Share your thoughts in the chat.**



Scenario 3: The IEP Graduate

Scenario: Aaliyah graduated in June 2025.
is currently coded as:

- Exit Code: L (graduated)
- ELA Pathway: M (IEP alternate requirements)
- Math Pathway: M (IEP alternate requirements)
- Overall Students with Disabilities: Y
- IEP Graduation Course Requirement: 2 (did meet)
- IEP Graduation Attendance: 2 (did meet)

Reality: Aaliyah's IEP specified alternate requirements for assessments and course requirements. She met the assessment requirements through alternate requirements in her IEP, but she did meet the state course requirements.

Question: Is an appeal needed? If so, what?

Answer: Aaliyah's data is correct as coded.

- She has pathway "M" for both ELA and Math, which is appropriate because she met the alternate assessment requirements specified in her IEP.
- She has IEP Course Requirement = 2 and IEP Attendance = 2, which means she did meet those requirements
- All of this is consistent



The Technical Process

✓ We've covered what to appeal and why

Up Next: The step-by-step how

- Download the template
- Populating the template correctly
- Uploading appeals
- Adding documentation
- Monitoring status



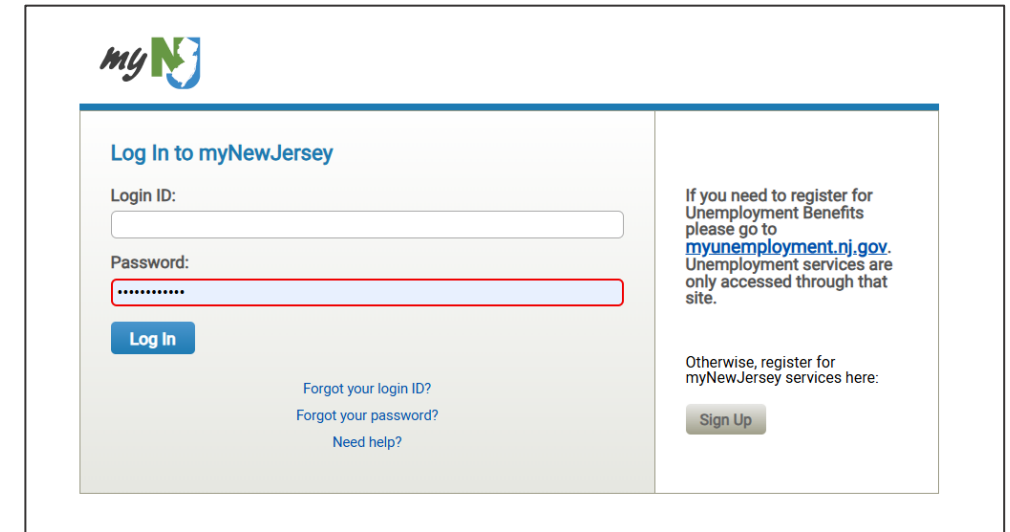
Step 1: Accessing Graduation Appeals in NJSLEDS

Navigation Path:

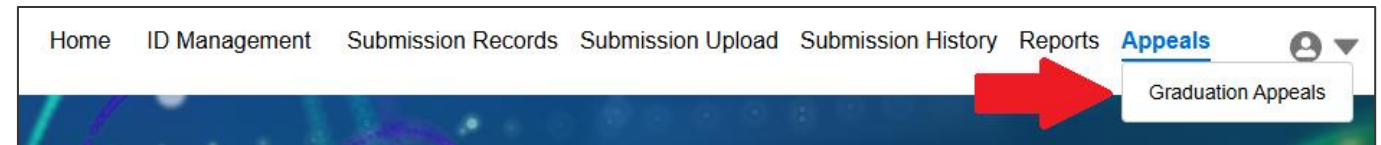
1. Log into NJSLEDS via myNJ
2. Select “Appeals” from top menu
3. Select “Graduation Appeals”

You’ll arrive at: Appeals Summary Page

- Shows all previously submitted appeals
- Summary boxes show counts by status
- This is your home base for monitoring



The image shows the myNJ login interface. At the top left is the myNJ logo. The main section is titled "Log In to myNewJersey". It contains a "Login ID:" field, a "Password:" field with a red border, and a blue "Log In" button. Below the password field are links for "Forgot your login ID?", "Forgot your password?", and "Need help?". To the right of the login fields, there is a text block: "If you need to register for Unemployment Benefits please go to [myunemployment.nj.gov](\"http://myunemployment.nj.gov\"). Unemployment services are only accessed through that site." Below this is another text block: "Otherwise, register for myNewJersey services here:" followed by a grey "Sign Up" button.



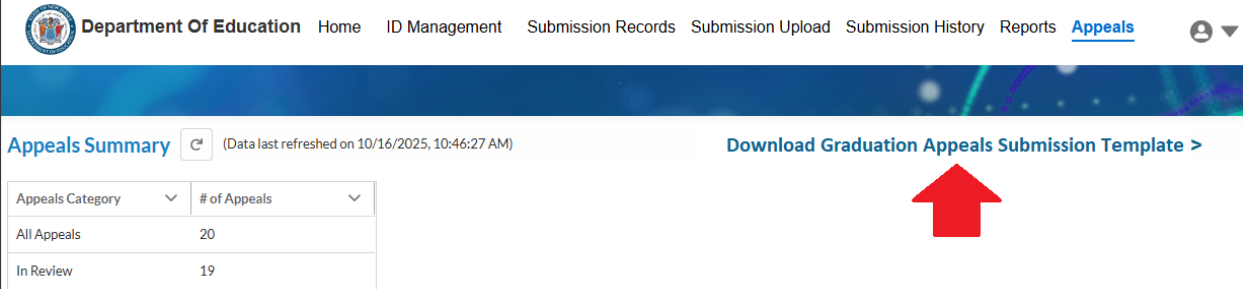
Step 2: Download the Graduation Appeals Template

On Appeals Summary Page:

Click: “Download Graduation Appeals Submission Template” (top right)

Graduation Appeals Submission Template Page:

- Shows all students in your graduation data
- Prepopulated with current Snapshot data
- Use filters to find specific students
 - Current Cohort
 - SID
 - First/Last Name
 - School Status
 - Exit Date
 - And more



Department Of Education Home ID Management Submission Records Submission Upload Submission History Reports Appeals

Appeals Summary (Data last refreshed on 10/16/2025, 10:46:27 AM) Download Graduation Appeals Submission Template >

Appeals Category	# of Appeals
All Appeals	20
In Review	19



Graduation Appeals Submission Template Export

CurrentCohort	StateIdentificationNumber	FirstName	LastName	DateOfBirth	SchoolStatus	SchoolExitDate
2025	1234567890				I	20250624
2025	1234567891				I	20250624
2025	1234567892				I	20231026
2025	1234567893				I	20250624
2025	1234567894				I	20250624

Export:

- Filter for student(s) needing appeals
- Click “Export” (top right)
- Saves as .CSV file



Step 3: Understanding the Template Structure

The Template Contains:

Current Snapshot Data:

- All student identifiers
- All graduation-related fields
- Current cohort, demographics, exit information, etc.

Required Fields:

- DescriptionOfRequest
- ContactName, ContactPhone, ContactEmail
- DocumentationAttached

13 Appeal Indicator Fields:

- AppealCohort
- AppealSIDMerge
- AppealGender
- AppealRaceEthnicity
- AppealOverallStudentGroupStatus
- AppealSchoolStatus
- AppealSchoolExitDate
- AppealSchoolExitWithdrawalCode
- AppealInDistrictPlacement
- AppealPathwayIndicators
- AppealIEPFields
- AppealCDSCodes
- AppealRemoveStudent



Step 4: Rules for Populating the Template

1. Appeal Indicator + Data Change = BOTH Required

- Put “Y” in appeal indicator field
- And change the value in the corresponding data field

2. Do NOT Change These Fields

- CurrentCohort
- StateIdentificationNumber
- FirstName
- LastName
- DateOfBirth

Changing these = “Out of Sync” error

3. One Row Per Student

- Multiple field changes = One row with multiple “Y” indicators
- Multiple rows for same SID = Duplicate error

4. Remove Students Not Needing Appeals

- Only upload students with appeals
- Unchanged records = Error

5. Save as .CSV UTF-8, Not Excel

- Excel format = Error



Example: Populating the Template for Maria (Scenario 1)

Maria – Graduated June 15, 2025

Template Changes:

- ✓ AppealSchoolStatus = “Y”
- ✓ SchoolStatus = Change from “A” to “I”
- ✓ AppealSchoolExitDate = “Y”
- ✓ SchoolExitDate = 20250615
- ✓ AppealSchoolExitWithdrawalCode = “Y”
- ✓ SchoolExitWithdrawalCode = “L”
- ✓ AppealPathwayIndicators = “Y”
- ✓ ELAGraduationPathwayIndicator = “[Insert]”
- ✓ MathGraduationPathwayIndicator = “[Insert]”
- ✓ DescriptionOfRequest = “Student graduated June 15, 2025 but was not properly coded as graduated. Updating status, exit date, exit code, and pathways.”
- ✓ ContactName = [Your Name]
- ✓ ContactPhone = [Your Phone]
- ✓ ContactEmail = [Your Email]
- ✓ DocumentationAttached = “Y”



Step 5: Upload Your Appeals Submission

Navigation:

1. Go to Submission Upload screen
2. Select “Graduation Appeals” from Submission Type dropdown
3. Click Next

Upload Page:

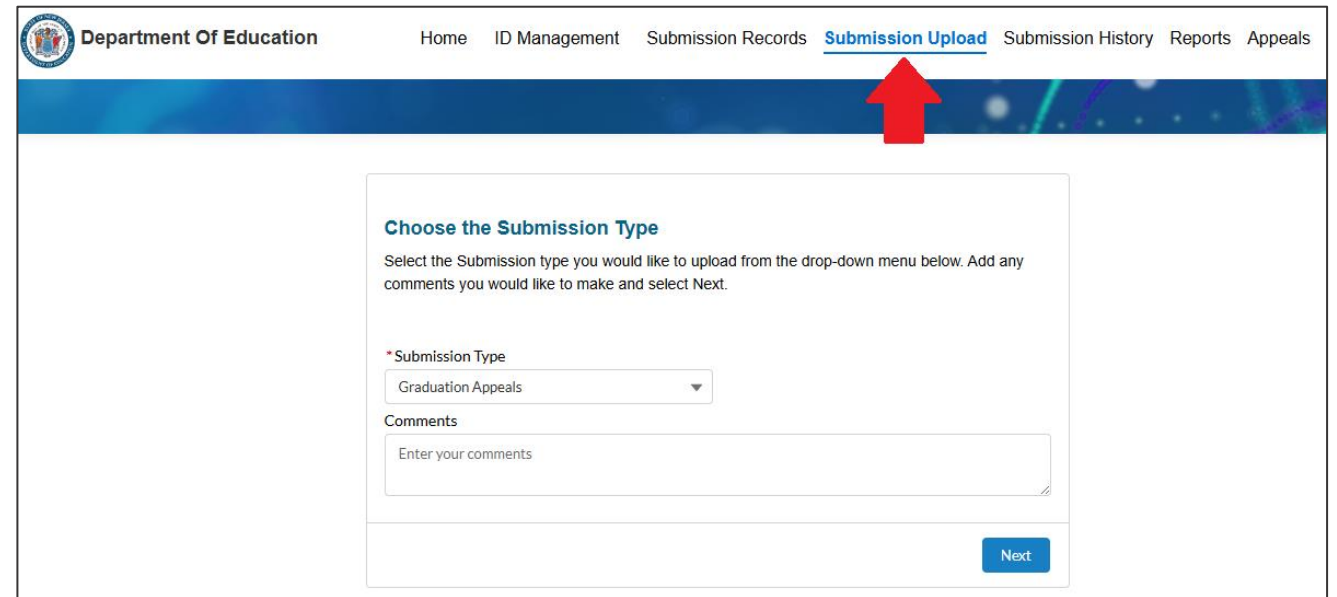
- Click “Upload File” to browse for file
- Or drag and drop CSV file

Processing:

- Status shows “In Process”
- May take several minutes
- You’ll receive an email notification when processed

Check Results:

- Go to Submission History
- Status changes to “Processed”
- Email shows summary: records uploaded, valid record, errors



The screenshot shows the Department of Education website's Submission Upload page. The navigation bar at the top includes links for Home, ID Management, Submission Records, Submission Upload (highlighted with a red arrow), Submission History, Reports, and Appeals. The main content area is titled "Choose the Submission Type" and instructs users to select a submission type from a dropdown menu and add comments. The dropdown menu is currently set to "Graduation Appeals". Below the dropdown is a text area for comments with the placeholder "Enter your comments". A "Next" button is located at the bottom right of the form.



Step 6: Review Submission Records

Check Individual Record Status:

- Select Submission Records from the top menu
- Select Graduation Appeals from dropdown

Submission Records Page Shows:

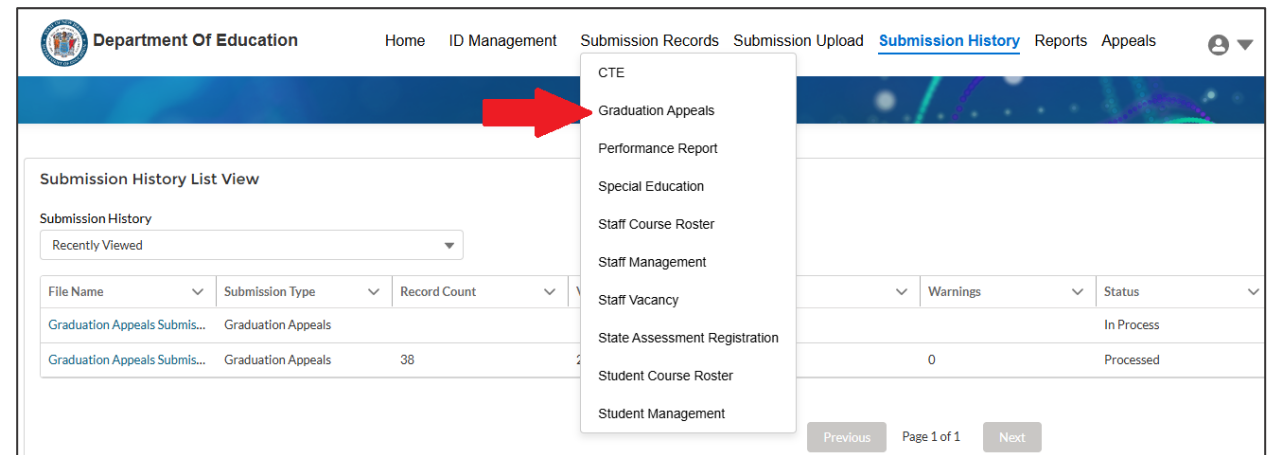
- All uploaded appeals records
- Last column: Record Status (Valid or Error)

If Errors Exist:

- Check Error Report (top right of Submission Records)
- Shows Error Type and Data Element for each student
- Review “Common Errors” section of user guide

Fix and Re-Upload:

- Correct errors in your template
- Upload new file with only corrected records
- Do not re-upload valid records



Step 7: Upload Documentation (if required)

Navigate to Student Appeals Details:

- Go to Appeals → Graduation Appeals (Appeals Summary page)
- All valid appeals shown in “Current Graduation Appeals”
- Initial Record Status: “Not Submitted”
- Click on SID to view details

The screenshot shows the 'Graduation Appeals' page. Key sections highlighted with green boxes and labels are:

- Student Info:** Includes Name, SID, LID, Date of Birth, and Current Cohort (2025).
- Appeal Status:** Shows Record Status: Not Submitted and Appeal Status.
- Appeal Upload & Contact Info:** Includes Appeal Submitted Date, Appeal Modified Date, Appeal Contact Info, and Description of Request.
- SID Merge and Accountable School Info:** Includes Requested SID Merge: No, SID to Keep, Name, and Current Accountable District/School.
- Documentation Upload:** Includes an 'Upload Files' button and 'Or drop files' text.
- Current Graduation Data:** A table with columns for Data Field, Graduation Snapshot Value, Appeal Value, and Appeal. It lists fields like Current Cohort, Gender, Ethnicity, and various Race categories.
- Appeal Upload Data and Appeal Flags:** A section for uploading data and flags.
- Current NJSLEDS Student Management Data:** A section for current student management data.
- Decision Notes and LEA Comments:** Two text boxes for notes and comments.
- Navigation Buttons:** Previous Appeal, Next Appeal, Submit, and Cancel.

Student Appeals Details Page Shows:

- Student identifiers
- Upload information and contact
- SID merge request (if applicable)
- Accountable school
- Record Status and Appeal Status
- Documentation Upload Section
- All appealed fields with snapshot value, appeal value, and current Student Management value
- Decision Notes and LEA Comments boxes



Step 7: Upload Documentation (if required), cont.

Documentation Upload:

- Click “Upload Files” to browse
- Or drag and drop files
- Can upload multiple files per student
- Uploaded files listed under “Uploaded Documents”

When Documentation Is Required:

- Review appeal requirements tables in user guide
- Upload before submitting appeals
- Cannot upload after submission (unless status changed to “Edits Needed”)

If Accidentally Submitted Without Documentation:

- Email gradappeals@doe.nj.gov
- Request status change to “Edits Needed”
- Then upload documentation

Review Appealed Fields:

- Table shows: Snapshot Value | Appeal Value | Current Student Management Value
- Verify you updated Student Management where required

Submit Button:

- Bottom right of page
- Changes Record Status to “Submitted”
- Changes Appeal Status to “In Review”



Alternative: Submit Multiple Appeals at Once

After Uploading All Documentation:

Return to Appeals Summary Page

- All appeals with Record Status = “Not Submitted” are ready

Bulk Submit:

- ☐ Check individual boxes in SID column, or
- ☐ Check box in first row (selects all)

Click “Submit” button (bottom right)

- All checked records submitted at once
- Record Status → “Submitted”
- Appeal Status → “In Review”

Make sure all documentation is uploaded first!

Graduation Appeals

Current Cohort: Select an option Record Status: Not Submitted Appeal Status: Select an option

SID	First Name	Last Name	Date Of Birth	Current Cohort	Date Submitted	Record Status	Appeal Status
☐						Not Submitted	Edits Needed
☐						Not Submitted	
☐						Not Submitted	

Previous Page 1 of 1 Next Submit Export to Excel



Step 8: Monitor Your Appeal Status Regularly

Record Status Options:

- Submitted → LEA has submitted
- Not Submitted → Not yet submitted or NJDOE assigned “Edits Needed”
- Modified/Not Submitted → LEA modified after initial upload

Appeal Status Options:

- In Review → Default after submission
- Approved → NJDOE approved
- Declined → NJDOE declined
- Edits Needed → Changes or additional information required

Email Notifications:

- Receive email if appeal is Declined or Edits Needed
- No email for approved appeals (to avoid inbox overload)

Best Practice:

- ✓ Log in regularly to check status
- ✓ Don’t wait for emails – most appeals are approved

Appeals Summary 		(Data last refreshed on 10/17/2025, 9:48:03 AM)
Appeals Category		# of Appeals
All Appeals		22
In Review		19
Edits Needed		2
Approved		0
Declined		0
Not Submitted		0
Modified/Not Submitted		1



Responding to “Edits Needed” Status

1. Check Decision Notes:

- Click SID on Appeals Summary page
- Go to Student Appeals Details
- Scroll to bottom: “Decision Notes” field
- NJDOE explains what’s needed



The screenshot shows a form with two main sections: "Decision Notes:" and "LEA Comments:". The "Decision Notes:" section contains a text box with the placeholder text "Please upload a transcript showing the exit date." and a small icon of a document. The "LEA Comments:" section contains an empty text box. At the bottom of the form, there are four buttons: "Previous Appeal", "Next Appeal", "Submit", and "Cancel".

3. Add LEA Comment:

- Use LEA Comment box
- Note what you’ve changed/uploaded
- Click Submit to save

2. Make Required Changes:

- Upload new documentation:
 - Documentation section re-activates
 - Upload additional files

OR

- Upload new Graduation Appeals file
- Include full appeal (original changes + new changes)
- Will overwrite previous appeal

4. Respond Before November 21, 2025:

- If no response is received by the deadline, your appeal may be declined



Making Changes After Initial Upload

Adding New Appeals:

- Upload new Graduation Appeals Submission file with new student records
- Can upload additional files any time before deadline

Modifying Existing Appeals:

- Upload new file with modified student record
- Include full appeal (all original + new changes)
- Record Status changes to “Modified/Not Submitted”

Deleting Appeals:

- Upload new file with “D” in DeleteRecord field
- Only deletes the appeal record (not the student from cohort)

Avoid “Not Modified” Errors:

- Only include new or modified appeals in subsequent uploads
- Don’t re-upload unchanged records
- “Not Modified” error won’t break anything, but clutters error report



Let's Talk About Common Errors and How to Fix Them

Most Frequent Error Types:

- Duplicate Records
- Changing data without updating appeal indicator
- Out of Sync Errors
- Validation Errors (School Status, Exit Date, Exit Code)
- Validation Errors (ELA and Math Pathways)



Error 1: Duplicate Records

Error Message: “Duplicate record found for SID 1234567890”

The Fix:

- **Problem:** Multiple rows for the same SID in upload file
 - Consolidate all changes into one row
 - Put “Y” in all relevant appeal indicators
 - Update all corresponding data fields in that single row
 - Delete duplicate rows
- ✓ **Remember:** One student = One row, regardless of how many fields you’re appealing.



Error 2: Changing Data Without Appeal Indicator

Error Message: “Field level validation error – ELAGraduationPathwayIndicator”
“You changed a field but did not populate the corresponding appeal indicator.”

The Fix:

- You changed ELAGraduationPathwayIndicator from O to E
- But you left AppealPathwayIndicators blank
- You must do both: “Y” in AppealPathwayIndicators and change the field value

OR

- You put “Y” in AppealPathwayIndicators
- But you didn’t actually change ELAGraduationPathwayIndicator
- You must do both: “Y” and change the value

✓ **Appeal indicator + Data change = Both required.**



Error 3: Out of Sync Error

Error Message: “Out of sync error – Student record does not match system records”

The Fix:

- **Problem:** You changed a field you shouldn't have changed
- Do not change: CurrentCohort, StateIdentificationNumber, FirstName, LastName, DateOfBirth
- These fields match your upload to existing records
- Download a fresh template
- Copy your changes to a fresh template
- Do not modify those five fields

OR

- You're trying to upload a student who isn't in your Graduation Appeals Submission Template
- Email gradappeals@doe.nj.gov to investigate



Error 4: School Status Validation Errors

Error Message: “Validation error – SchoolStatus is I but SchoolExitDate is blank

The Fix:

- If SchoolStatus = I, then SchoolExitDate and SchoolExitWithdrawalCode cannot be blank
- If SchoolStatus = A, then SchoolExitDate and SchoolExitWithdrawalCode must be blank

Example Fix:

- Appealing to inactivate student?
 - AppealSchoolStatus = Y, change Status to I
 - AppealSchoolExitDate = Y, add an exit date
 - AppealSchoolExitWithdrawalCode = Y, add an exit code
- Appealing to activate student?
 - AppealSchoolStatus = Y, change Status to A
 - AppealSchoolExitDate = Y, remove exit date (blank)
 - AppealSchoolExitWithdrawalCode = Y, remove exit code (blank)



Error 5: ELA and Math Pathway Validation Errors

Error Messages: “ELAGraduationPathwayIndicator value ‘M’ is invalid – student not in Students with Disabilities group”

“ELAGraduationPathwayIndicator value ‘O’ is invalid – student has exit code L (graduated)”

The Fix:

- Review validation rules in Appeals Submission Handbook
- Pathway “M” only valid if OverallStudentswithDisabilitiesStatus = Y
- Graduates (exit code L) cannot have pathways O, P, or R
- Pathway values depend on exit date (NJSLA pathways only valid before 9/1/2022, etc.)

May need to appeal multiple fields:

- Change pathway and overall student group status
- Change exit code and pathway indicators



Quick Tips for Avoiding Errors

Before You Upload:

- ✓ One row per student
- ✓ Appeal indicator = Y → Data field changed
- ✓ Data field changed → Appeal indicator = Y
- ✓ Don't change: CurrentCohort, SID, First/Last Name, DOB
- ✓ Status/Exit Date/Exit Code work together
- ✓ Graduates need valid pathways
- ✓ Pathway M only for students with IEPs
- ✓ Save as .CSV UTF-8, not Excel
- ✓ Only upload students with appeals
- ✓ Fill in: Description, Contact Info, DocumentationAttached

After Upload:

- ✓ Check Submission Records for errors
- ✓ Review Error Report if error exists
- ✓ Fix errors and re-upload only corrected records
- ✓ Refer to user guide for detailed validation rules



Resources and Support

NJSLEDS High School Graduation User Resources

Key Resources:

- Graduation Appeals User Guide
- Graduation Appeals Submission Handbook
- School Exit Withdrawal Codes and Graduation Cohort Status Overview
- Graduation Data Quality Checklist
- Graduation Frequently Asked Questions



Who to Contact for Help

Technical Support (NJSLEDS System Issues):

- Preferred method: Web-to-case form in NJSLEDS system
- Email: helpdesk-sleds@doe.nj.gov
- Phone: 609-376-3970

For help with:

- System errors
- Trouble accessing NJSLEDS
- Report questions
- Upload technical issues

✓ **Use the right contact for a faster response.**

Graduation Appeals Questions:

- Email: gradappeals@doe.nj.gov

For help with:

- What to appeal
- Understanding graduation data
- Appeal decisions and decision notes
- Requesting status changes
- General appeals process questions



Key Takeaways

- November 21, 2025 is your deadline
- Update Student Management first (except calculated fields)
- Every appeal is individual student level
- Appeal indicator + Data change = Both required
- School Status/Exit Date/Exit Code work together
- Documentation requirements vary by appeal type
- Monitor appeal status regularly – Don't just wait for emails
- Respond to “Edits Needed” status before deadline
- Use available resources – User guides, handbooks, FAQs
- Contact the right people for help – NJSLEDS Help Desk vs. Grad Appeals Team



Q&A

Use the Q&A feature or the chat box to ask questions about:

- The appeals process
- Specific scenarios you're facing
- Technical steps
- Documentation requirements
- Timeline and deadlines
- Anything else

We're here to help.



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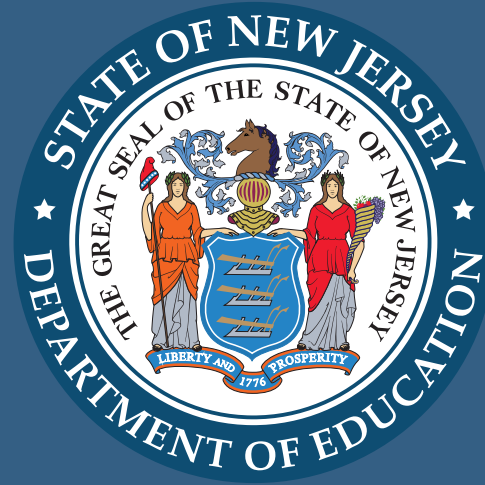
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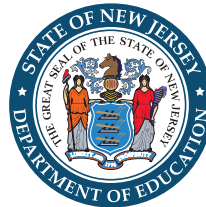
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Thank You

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



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