



# **ID Management 101**

Understanding, Managing and Correcting Student and Staff Records in NJSLEDS

**NJSLEDS Project Team**  
Office of Data Management

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



# Webinar Housekeeping

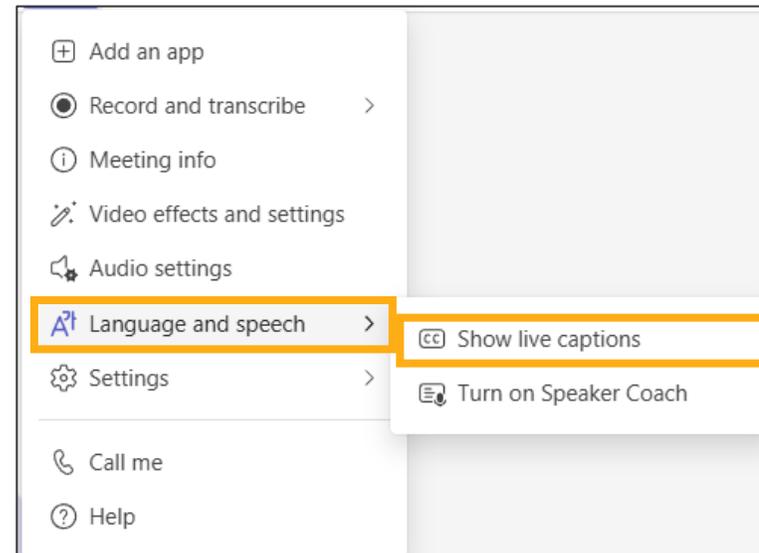
Our goal is to make sure you can actively participate and have your questions answered.

How to ask a question:



To use live captions:

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



- Introduction to ID Management Core Concepts
- Managing "New", "Associated", and "Unresolved" ID Status
- Change, Merge and Delete Requests
- Request Submission Process and Resources
- Presentation and Appendix Available for Download



# Section 1

## Introduction and Core Concepts



# Understanding The Rule of One: One Person = One ID

## Students: One SID Per Person

Every student receives exactly **one State Identification Number (SID)** — a unique 10-digit number that follows them from kindergarten through graduation, across every district in New Jersey.

## Staff: One SMID Per Person

Every staff member gets exactly **one Staff Member Identifier (SMID)** — an 8-digit number that travels with them throughout their career in New Jersey, even when working in multiple districts simultaneously.

**Why this matters:** NJSLEDS connects a student's entire educational journey and a staff member's complete employment history. This longitudinal tracking only works when each person has one consistent identifier.



# What is the ID Master for Student Records?

The ID Master is the statewide table that stores key identity information for every student across New Jersey.

When a district uploads student data, NJSLEDS compares the record against the ID Master using key identity fields.

Based on how closely the fields match, NJSLEDS calculates a match score:

## 100% Match

A perfect match. The record will process through the remainder of the validations.

## 95 to 99% Match

Status becomes **Associated SID**. If 2+ records are found, status is **Unresolved**.

## 60 to 94% Match

The record status is set to **Unresolved** and sent to ID Management.

## Below 60% Match

The record status is set to **New SID**. No strong matches are found.

## Student Management Key Fields

- ✓ First Name
- ✓ Middle Name
- ✓ Last Name
- ✓ Date of Birth
- ✓ Gender
- ✓ City of Birth
- ✓ Country of Birth

When reviewing exported records from NJSLEDS, confirm accuracy in comparison to your source data in the **key identity fields**.

If any of these fields don't match, either update your source or submit an official request form through the NJSLEDS Help Desk.



# What is the ID Master for Staff Records?

The ID Master is the statewide table that stores key identity information for every staff member across New Jersey. When a district uploads staff data, NJSLEDS compares the record against the ID Master using key identity fields. Based on how closely the fields match, NJSLEDS calculates a match score:

## 100% Match

A perfect match. The record will process through the remainder of the validations.

## 95 to 99% Match

Status becomes **Associated SMID**. If 2+ records are found, status is **Unresolved**.

## 55 to 94% Match

The record status is set to **Unresolved** and sent to ID Management.

## Below 55% Match

The record status is set to **New SMID**. No strong matches are found.

## Staff Management Key Fields

- ✓ First Name
- ✓ Middle Name
- ✓ Last Name
- ✓ Date of Birth
- ✓ Sex
- ✓ Former Name
- ✓ Social Security Number

When reviewing exported records from NJSLEDS, confirm accuracy in comparison to your source data in the **key identity fields**.

If any of these fields don't match, either update your source or submit an official request form through the NJSLEDS Help Desk.



# Understanding “New vs. Existing” IDs

When a record is uploaded to Student or Staff Management without a SID or SMID, the NJSLEDS system checks the statewide ID Master to determine whether the individual already exists in New Jersey public education. With those results, the system will either create a new ID, associate to an existing ID, or require the district to review in the ID Management section of the NJSLEDS system.



## New ID

### Condition:

The student or staff member is new to New Jersey public education (No matching history found)

### Action:

NJSLEDS generates a new, unique identifier (10-digit SID for students, 8-digit SMID for staff)

### Record Status:

New SID/New SMID



## Existing ID

### Condition:

The student or staff member already exists in NJSLEDS ID Master (Match found)

### Action:

NJSLEDS links the local record to the existing State ID

### Record Status:

Associated SID/Associated SMID

If NJSLEDS cannot confidently create or associate an ID automatically, the record is marked as **Unresolved** and routed to the ID Management tab for manual district review. Districts must review the potential matches and choose to Create New or Associate before processing can continue.

### CRITICAL:

Associating to an existing ID causes State ID Master data to overwrite local submission values for specific identity fields. These fields include: first, middle, and last names, date of birth, gender/sex, city and country of birth (for students), and SSN and former name (for staff)



# Key Identity Fields: What Makes Matching Work

When NJSLEDS receives a record, it doesn't just look at names—it examines multiple fields to determine if a person already exists in the system. Understanding these fields is critical because even small differences can prevent successful matching.

## Student Key Fields

- First Name
- Middle Name
- Last Name
- Date of Birth
- Gender
- City of Birth
- Country of Birth

## Staff Key Fields

- First Name
- Middle Name
- Last Name
- Former Name
- Date of Birth
- Sex
- Social Security Number

❏ These fields must match **exactly** between your local system and NJSLEDS. Even small differences like 'Joe' vs. 'Joseph' or 'Brick Twp' vs. 'Brick Township' will cause mismatches and prevent successful record processing.



## Section 2

# Managing New or Associated IDs for Students or Staff



# Assigning an ID to a Student or Staff Member



## New to NJ Education or No Verified ID

Leave the SID or SMID field BLANK. This is the correct approach when you don't have a confirmed ID from a previous district or when someone is brand new to the system.



## Already Have a Confirmed ID

Enter the existing SID or SMID if the person was previously enrolled or employed in New Jersey and you have their verified ID from another district.



**CRITICAL:** Never use placeholders, test numbers, or strings of zeros in the ID field. A blank field is the signal to NJSLEDS that it should begin the identity matching process. Filling it with fake data confuses the system and creates errors.

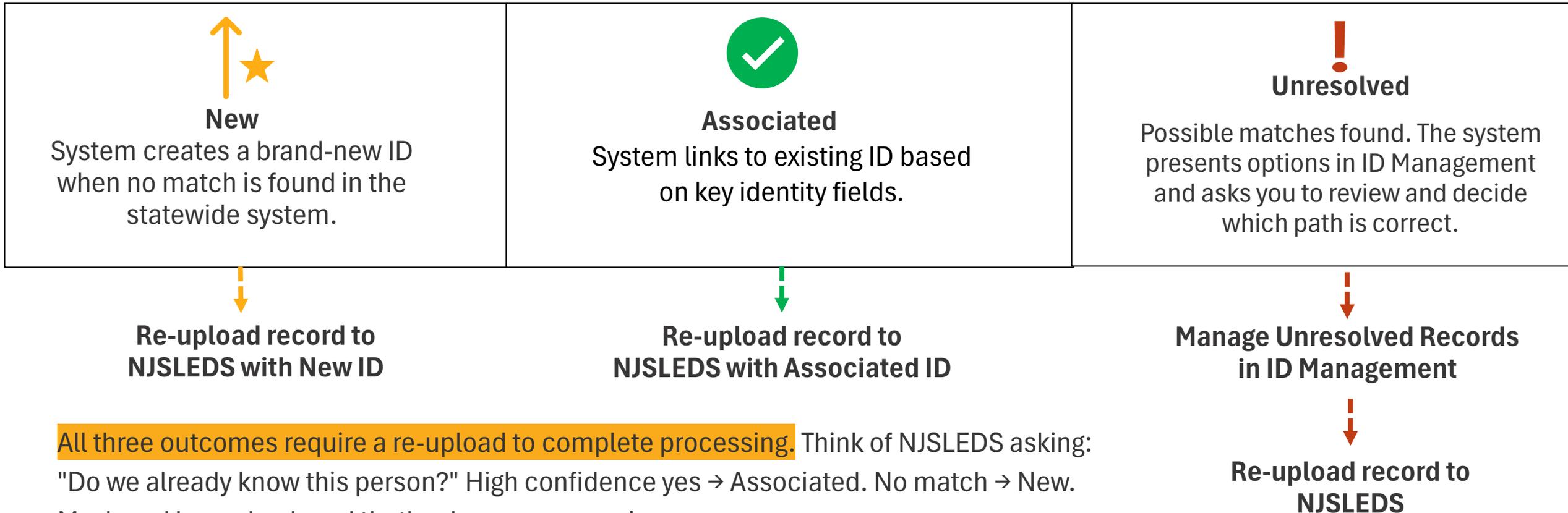
The system uses those key identity fields we discussed earlier to perform matching across millions of records.

When you enter an existing ID, you're telling the system "I already know this person's ID—just validate it and connect my record to their existing history." The system will verify that the identity fields match the ID Master record.



# Three Possible Outcomes

When NJSLEDS receives a submission record for Student or Staff Management, it performs identity matching against the statewide database and returns one of three outcomes:



# How to Handle an Unresolved Record

Department Of Education Home [ID Management](#) Submission Records Submission Upload Submission History Reports Appeals 

### Student Management Unresolved Record Detail View

Date Uploaded	SID	LID	First Name	Middle Name	Last Name	Date Of Birth	Gender	City Of Birth	Country Of Birth	District Status	School Status
02/19/2026		PARKS0005	APRIL	ROBERTA	LUDGATE-DWYER	20120413	F	REYKJAVIK	1040	A	A

[Cancel](#) [Create New](#)

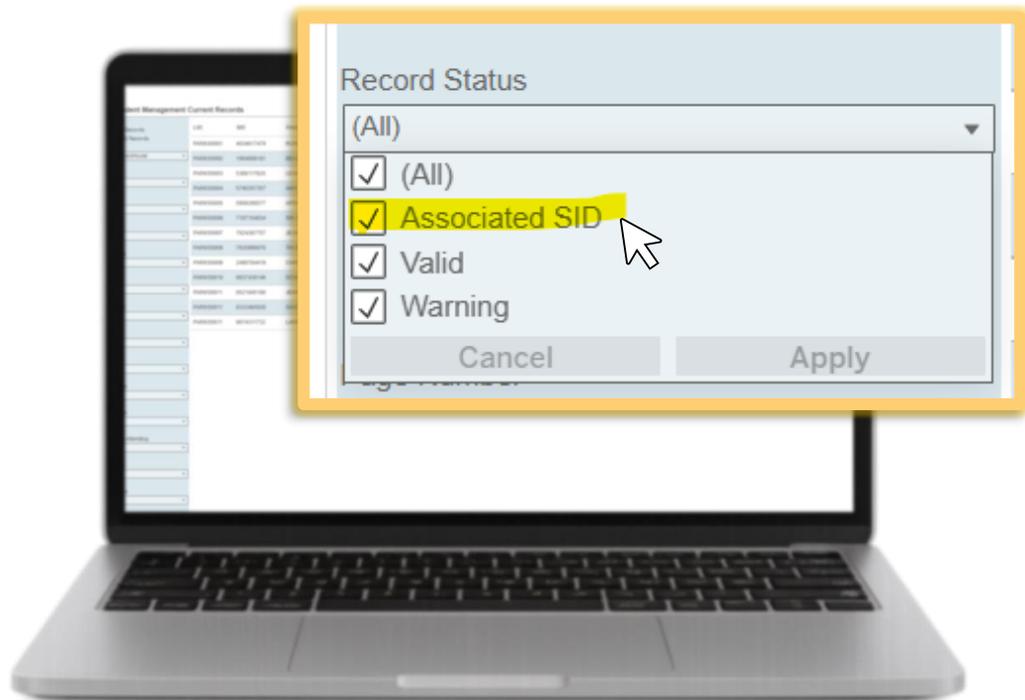
### Potential Matches

Match %	SID	LID	First Name	Middle Name	Last Name	Date Of Birth	Gender	City Of Birth	Country Of Birth	District Status	School Status	Associated Dist...
<input type="radio"/> 100	6609883534		APRIL	ROBERTA	LUDGATE-DWYER	20120413	F	REYKJAVIK	1040			

[Clear Selection](#) [Associate](#)



# Managing an Associated Status



## Manual Association

User selected “Associate” on a previously “Unresolved” entry.

## Automatic Association

NJSLEDS detected a strong match of 95% on identifying key fields.

1. **Navigate** to Student Management or Staff Management Submission Records.
2. **Locate** the filter panel on the left.
3. **Scroll** to the Record Status filter.
4. **Select** “Associated SID” or “Associated SMID”.
5. **Wait** for the table to auto-refresh.
6. **Click** Export to download the list for review.



# Troubleshooting: “Why is my record still Unresolved?”

**The Scenario:** I clicked “Associate,” but the record came back as an Error in my next upload.

**Most Common Cause:** You updated the SID/SMID but not the 7 key identity fields. Your local source system and subsequent uploads must match the NJSLEDS ID Master record on all 7 key identity fields before processing is successful.

## Other Causes:

**SID/SMID not added to source system** – If the ID field is left blank in your upload, NJSLEDS reruns identity matching.

**SID/SMID entered incorrectly** – Missing digits, extra spaces, transposed numbers. Copy/paste from export to avoid errors.

### NJSLEDS ID Master Data

**Name:** JONATHAN SMITH

**City of Birth:** BRICK TOWNSHIP



### Local Source System Data

**Name:** JON SMITH

**City of Birth:** BRICK TWP

### Prevention Checklist

- ✓ Resolve in ID Management
- ✓ Update source system
- ✓ Re-export fresh file
- ✓ Export records with new IDs
- ✓ Confirm identity fields match exactly
- ✓ Re-upload to NJSLEDS



# Section 3

## Understanding ID Changes



# Decision Matrix: Which ID Change Request Do I Need?



## FIELD CHANGE REQUEST

**Use when:** Right person, wrong information in NJSLEDS. One SID or SMID exists, but demographic details like name, date of birth, gender, or birth location are incorrect in the state record.



## MERGE REQUEST

**Use when:** One person, multiple IDs. The same individual ended up with two or more SIDs or SMIDs, and you need to combine them into a single record.



## DELETE REQUEST

**Use when:** Record should never have existed. This is for test data, duplicates, upload errors, or records where the person was never actually your responsibility. Used rarely and with strict rules.

**Common mistake:** Submitting a Delete Request when you actually need a Merge, or vice versa. If the person was ever legitimately enrolled or employed, their record has value—even if there are duplicates. Deletion is permanent and should only be used when a record represents something that never should have entered the system in the first place.

- Examples:
- Student's name is misspelled in NJSLEDS but spelled correctly in your SIS → **Field Change**
- Student transferred from another district and accidentally got assigned a second SID → **Merge**
- Test record created during staff training with fake student data → **Delete**



# Section 4

## Processing Field Change Requests



# Field Change Requests

**Use when:** “Right person, wrong key information.” Use when a single SID/SMID exists, but demographic fields in the State ID Master require correction.



## Common Triggers

**Name:** Correct misspellings, update for name changes, or name order errors

**Date of Birth (DOB):** Correct data entry errors to match HR/Student records.

**Gender:** Update markers to match gender identity for an individual.

**Social Security Number (SSN):** Corrects entry errors or addresses newly issued SSNs.



## Statewide Record

[Redacted fields]

Date of Birth

~~20150101~~



20250201

[Redacted fields]

**Outcome:** Updates the official statewide record to match official documentation.



# The Field Change Request Template



## Step 1: Download

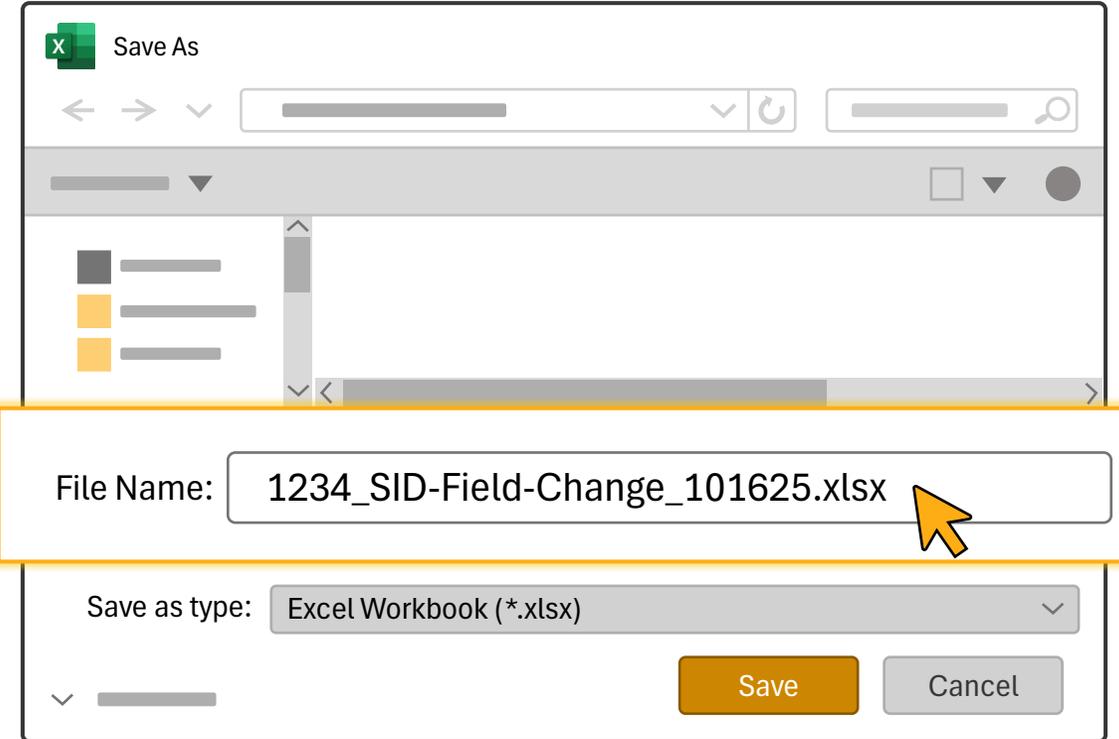
Download the 'SID-Field-Change' or 'SMID-Field-Change' Excel Template.



## Step 2: Rename Immediately

Use "Save As" to rename the file with your 4-digit district code and the date of the request in MMDDYY format.

**Format:** 'XXXX\_SID-Field-Change\_MMDDYY.xlsx'  
**Example:** '1234\_SID-Field-Change\_101625.xlsx'



**Why rename your file?** We receive hundreds of submissions daily. A unique file name with your district code and date prevents confusion and helps us track and process your specific request efficiently.



# Filling Out the Field Change Request Template



## Completing All “New” Information Fields

You must fill in all seven “**New**” fields exactly as you want them to appear in NJSLEDS to update the record.

### Current Record (As-Is in NJSLEDS)

Current First Name	Current Middle Name	Current Last Name	Current Date of Birth	Current Gender	Current City of Birth	Current Country of Birth
EMMA	ELIZABETH	EXAMPLE	20180102	F	HAMILTON	2330

### New Record (To-Be in NJSLEDS)

New First Name	New Middle Name	New Last Name	New Date of Birth	New Gender	New City of Birth	New Country of Birth
EMMALINE	ELIZABETH	EXAMPLE	20180102	F	PENNINGTON	2330

### Rules for Filling the “New” Record

- **Rule 1:** Enter all of the “**New**” fields with the information as it appears in your source system.
- **Rule 2:** Ensure this includes the corrected information in the specific fields that are changing.
- **Rule 3:** Ensure every “**New**” column is filled out (unless a field like Middle Name is legitimately blank). The system will use this selection to write the new record.



# Field Change in Action: Example Scenarios



## Example 1: Name and City Correction

**Scenario:** Emma's first name is EMMALINE (not EMMA) and her City of Birth is PENNINGTON (not HAMILTON).

	First Name	Middle Name	Last Name	Date of Birth	City of Birth
Current Record	EMMA	ELIZABETH	EXAMPLE	20180102	HAMILTON
New Record	<b>EMMALINE</b>	ELIZABETH	EXAMPLE	20180102	<b>PENNINGTON</b>



## Example 2: Adding a Middle Name

**Scenario:** Taylor was entered without a middle name. The district needs to add TRACY.

	First Name	Middle Name	Last Name
Current Record	TAYLOR		TEST
New Record	TAYLOR	<b>TRACY</b>	TEST



# Section 5

## Processing Merge Requests



# Merge: When and Why

## Use When

The same individual has two or more SIDs or SMIDs in the NJSLEDS system, and you need to consolidate them into a single record that preserves their complete longitudinal history.

## The Outcome

After processing, two (or more) IDs become one. The kept ID carries all historical data from both identifiers. The retired ID is permanently deactivated and can never be used again. All districts that had records under either ID will now reference the single consolidated identifier.

## Common Triggers

- Student transferred between districts and the receiving district didn't have the existing SID, so a new one was mistakenly created
- Separate preschool and K-12 SIDs for the same student
- Data entry error caused a duplicate ID during initial setup
- Create New was clicked for an Unresolved record when Associate should have been selected

## The Golden Rule

### Always keep the OLDEST/ORIGINAL ID.

The oldest ID holds the most longitudinal history—enrollment records, assessment scores, special education services, and other data accumulated over time.

- ❑ **Important:** Merge Requests are permanent and cannot be undone. Take time to verify that the IDs truly belong to the same person before submitting. Compare names, dates of birth, previous enrollment locations, and any other available information to confirm identity.



# The Merge Request Template



## Step 1: Download

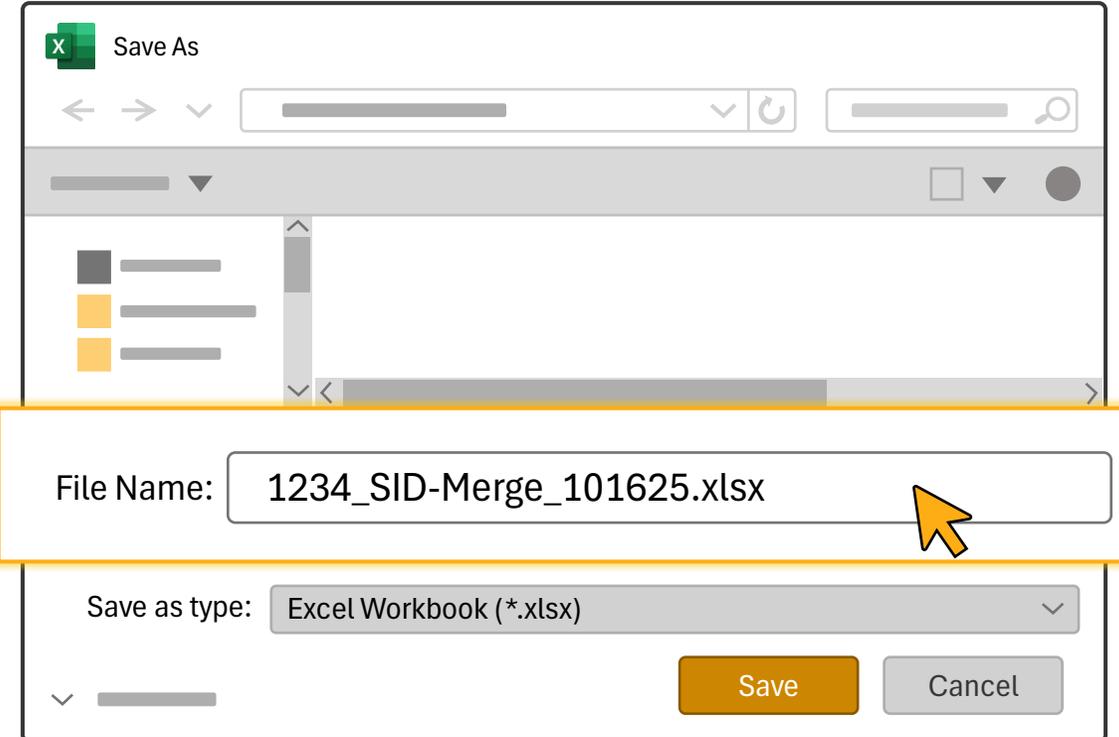
Download the 'SID-Merge' or 'SMID-Merge' Excel Template.



## Step 2: Rename Immediately

Use "Save As" to rename the file with your 4-digit district code and the date of the request in MMDDYY format.

**Format:** 'XXXX\_SID-Merge\_MMDDYY.xlsx'  
**Example:** '1234\_SID-Merge\_101625.xlsx'



**Why rename your file?** We receive hundreds of submissions daily. A unique file name with your district code and date prevents confusion and helps us track and process your specific request efficiently.



# Filling Out the Merge Request Template



## Defining the Merge Candidates

SID/SMID #1	District Code #1	SID/SMID #2	District Code #2	SID/SMID #3	District Code #3
1112223334	1111	5556667778	2222		

**Required:** Along with the Date of Request, First Name, and Last Name, the SIDs and District Codes from the two records being merged must be provided.

**Optional:** Use only if a 3<sup>rd</sup> ID exists (and 4<sup>th</sup>, etc.)

**Pro Tip:** Accuracy matters. Copy/paste SIDs directly from NJSLEDS exports. One wrong digit changes the student identity.



# Merge: Template at a Glance

Date of Request	First Name	Last Name	SID #1	District Code #1	SID #2	District Code #2	SID #3	District Code #3	SID #4	District Code #4	SID to Keep	Cohort Year
20251016	MARTIN	MERGE	1112223334	1111	5556667778	2222					1112223334	2027

In this example, Martin Merge has two SIDs: one from District 1111 (the older SID) and one from District 2222 (the newer SID). The coordinator chose to keep the older SID (1112223334).

## Key Details:

- SID #1 and SID #2 are **required** (minimum 2 IDs to merge). SID #3 and #4 columns are optional for additional IDs.
- ‘SID to Keep’ must match one of the listed SIDs. Best practice: keep the oldest.
- Cohort Year is only required for high school students (YYYY format, e.g., 2027).

### ✗ ‘SID to Keep’

Doesn't match any listed SID for the student.

### ✗ Wrong date format

Must be YYYYMMDD with no dashes, slashes, or spaces

### Tips:

- Multiple students in need of a merge? Include them all as separate rows in a single submission file. Please do not create separate files/Help Desk tickets for each student.
- Staff Merge templates follow the same structure but use SMID (8 digits) and don't require Cohort Year. Otherwise, the process is identical.



# Section 6

## Processing Delete Requests



# Delete Requests

**Usage:** Strictly for records that should never have existed in the system.

## Reasons for Deletion

1. The record does not represent an actual human being (test data/glitch).
2. The record was uploaded in error and the person was never your reporting responsibility.

## Do Not Delete If...

- The student withdrew from your school/district
- The student transferred from your school/district
- The student dropped out of your school/district
- The staff member left your school/district
- Any program exit reasons

**Correction:** Inactivate these records in Student or Staff Management. Deletion is permanent.

## You Can Delete if...

- You originally submitted the data
- You created the record
- The record is in your district

## You Cannot Delete If...

- Another district created the record
- You didn't submit the data
- The student was someone else's responsibility



# The Delete Request Template



## Step 1: Download

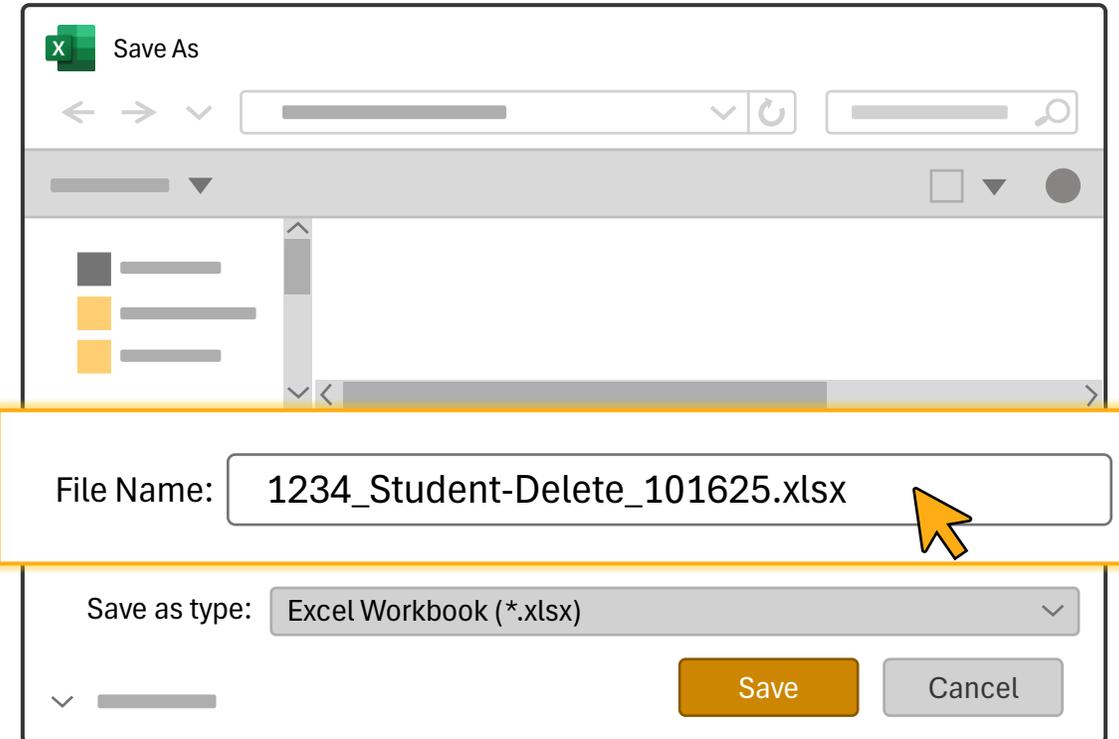
Download the submission-specific delete request template on the Key Documents page of the NJSLEDS User Resources website.



## Step 2: Rename Immediately

Use “Save As” to rename the file with your 4-digit district code and the date of the request in MMDDYY format.

**Format:** ‘XXXX\_Student-Delete\_MMDDYY.xlsx  
**Example:** ‘1234\_Student-Delete\_101625.xlsx



**Why rename your file?** We receive hundreds of submissions daily. A unique file name with your district code and date prevents confusion and helps us track and process your specific request efficiently.



# Filling Out the Delete Request Template



## Filling Out All Required Fields

First, you will fill out the File ID from which you wish to delete the record from. In Columns B onward, copy and paste in the student or staff member's record (same heads as the Student Management and Staff Management submission templates)

File ID	LocalIdentificationNumber	StateIdentificationNumber	First Name	Middle Name	Last Name	Generation CodeSuffix	Gender	DateOf Birth	CityOfBirth	State OfBirth
(locate in Submission Records or Submission History)	12345	1122334455	DARYL	DAVID	JONES		F	20200101	NEW YORK	NY



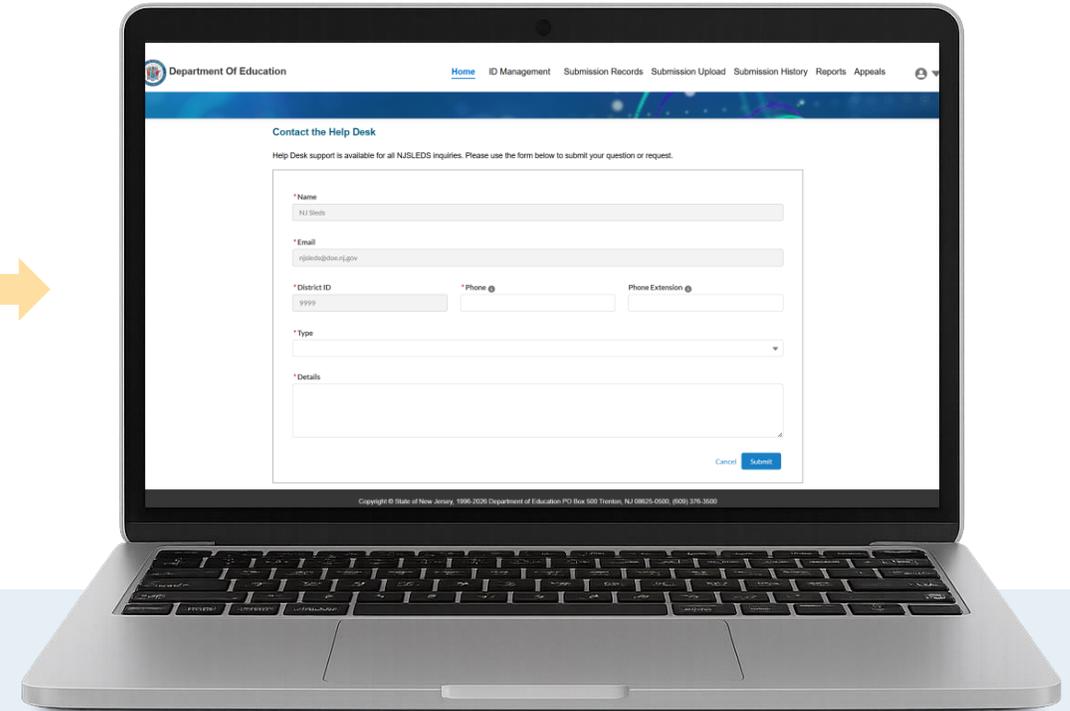
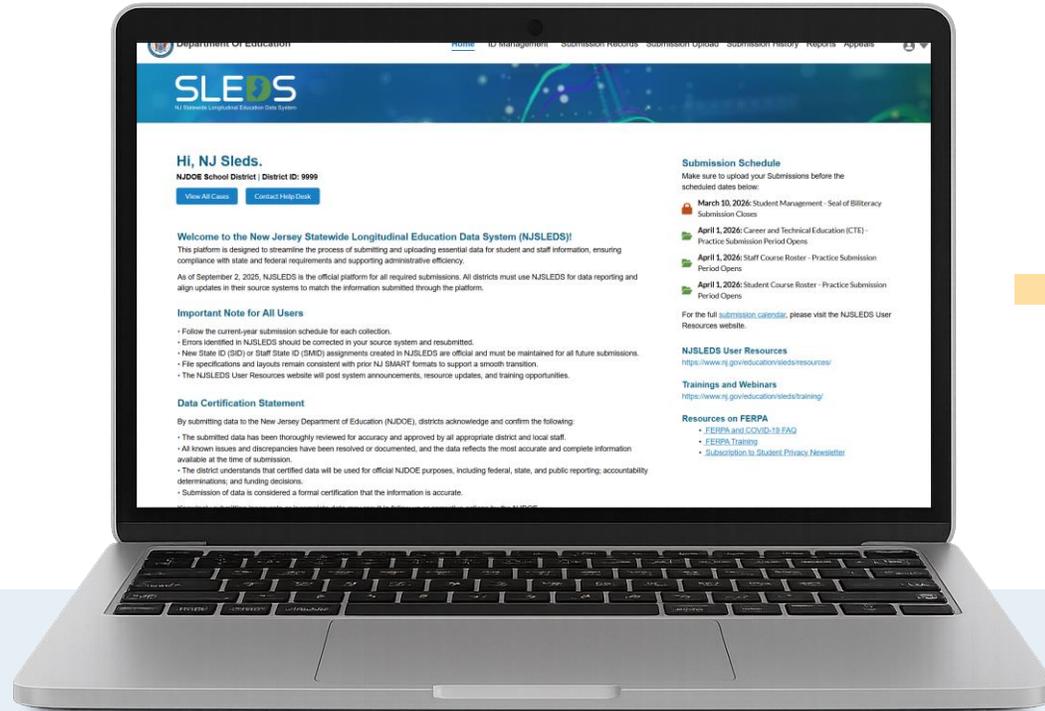
## Section 7

# Request Submission Process and Reminders



# How to Submit Requests to the Help Desk

All Change, Merge, and Delete requests must be processed through the NJSLEDS Help Desk Web-to-Case Form, accessed via the “Contact Help Desk” button on the NJSLEDS system homepage.



## Security Reminders

- **Never** send these requests via email.
- **Never** send personally identifiable information (PII) (SSN, DOB, Names, etc.) via email.
- Email requests will be ignored.
- Documentation (such as birth certificates) are **not** required.

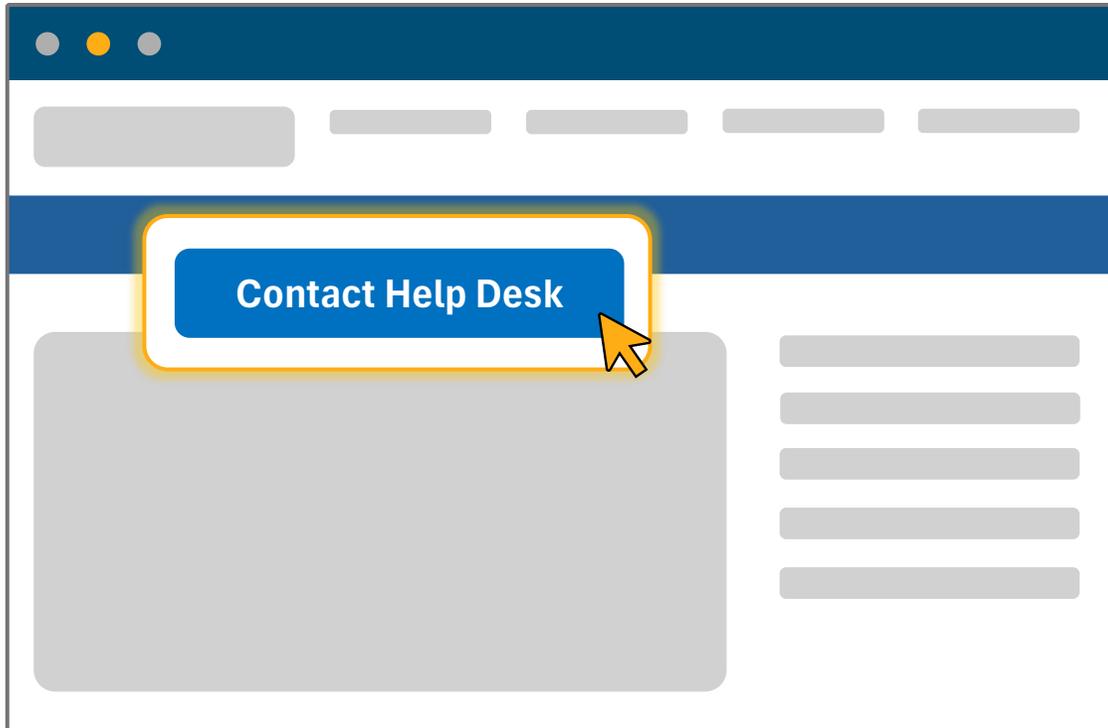


# The Web-to-Case Form

## Step 1: Access the Help Desk Form

Log into NJSLEDS through myNJ.

On the NJSLEDS homepage, find and click the blue “Contact Help Desk” button at the top of the page, underneath your welcome message.



## Step 2: Fill Contact Information

Your Name, Email, and District ID will auto-populate.

You must enter your phone number, and, if needed, your phone extension.

A screenshot of a web form for contact information. The form is enclosed in a light grey rounded rectangle. It contains four input fields, each with a label above it: "Name" with the value "Jane Doe", "Email" with the value "jane.doe@district.edu", "District ID" with the value "1234", and "Phone \*" with the value "5555555555". The "Phone" field has a red asterisk next to the label, indicating it is a required field.

# The Web-to-Case Form

## Step 3: Select Request Type

### For a Field Change Request,

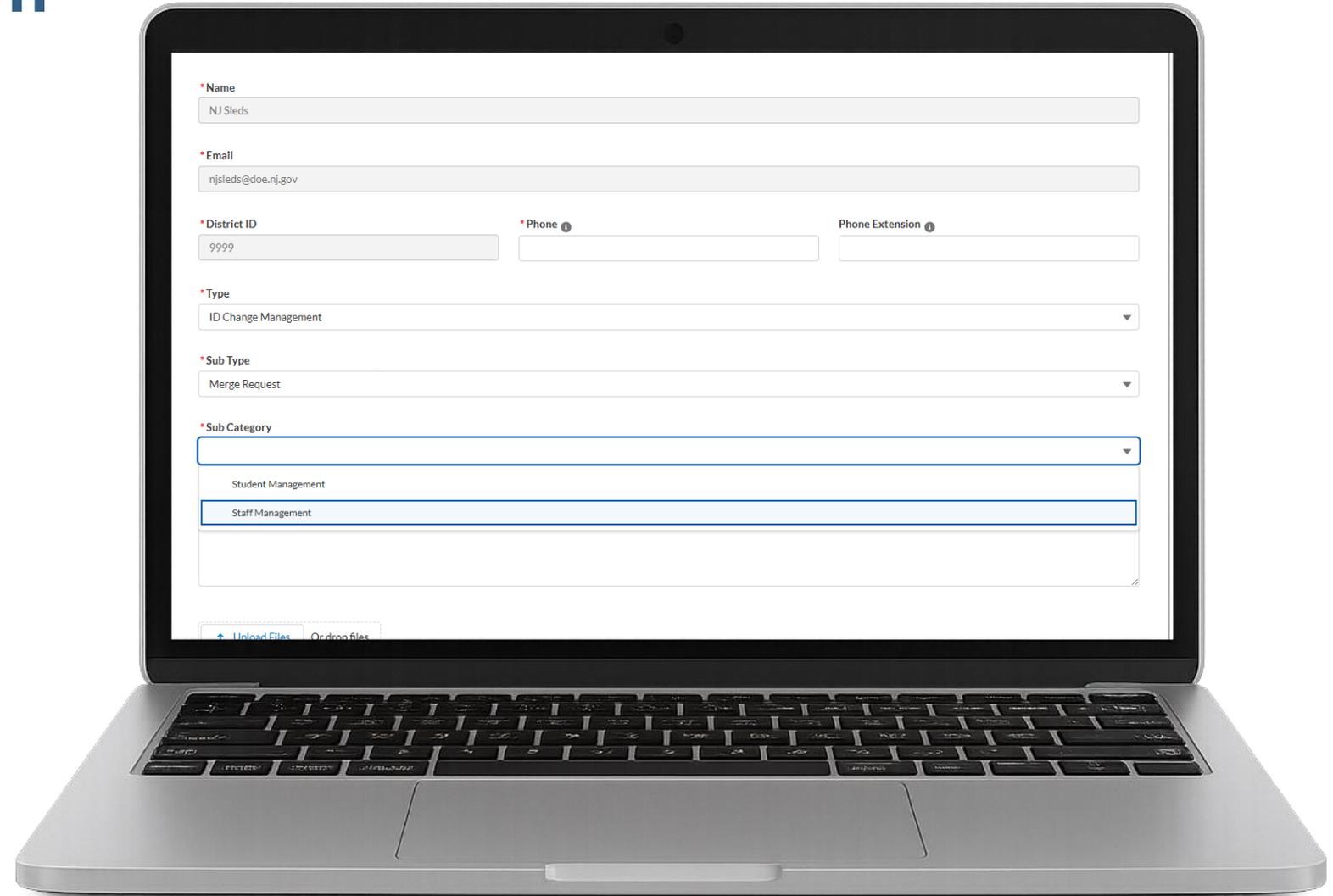
- **Type:** ID Change Management
- **Sub Type:** Change Request
- **Sub Category:** Student Management/ Staff Management

### For a Merge Request,

- **Type:** ID Change Management
- **Sub Type:** Merge Request
- **Sub Category:** Student Management/ Staff Management

### For a Delete Request,

- **Type:** Delete Record
- **Sub Type:** Select the submission type for the record you wish to delete



The image shows a laptop screen displaying a web-to-case form. The form is titled "Step 3: Select Request Type" and is designed for field change, merge, or delete requests. The form fields are as follows:

- Name:** Text input field containing "NJ Sleds".
- Email:** Text input field containing "njsleds@doe.nj.gov".
- District ID:** Text input field containing "9999".
- Phone:** Text input field.
- Phone Extension:** Text input field.
- Type:** Dropdown menu with "ID Change Management" selected.
- Sub Type:** Dropdown menu with "Merge Request" selected.
- Sub Category:** Dropdown menu with "Student Management" and "Staff Management" options visible.

At the bottom of the form, there is a section for file uploads with the text "Upload Files" and "Or drop files".



# The Web-to-Case Form

## Step 4: Write Details

In the 'Details' box, provide a brief, clear summary of your request.

**Example:** Corrections to the [list fields, e.g., First Name, City of Birth] for [X] student records. Please see attached file.

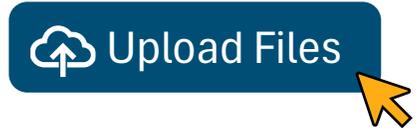
### Details

Corrections to the [list fields, e.g., First Name, City of Birth] for [X] student records.  
Please see attached file.

## Step 5: Upload Your Excel File

- Click the 'Upload Files' button.
- Browse to your correctly named file (e.g., '1234\_SID-Field-Change\_101625.xlsx').
- Select the file and wait for the upload to complete.

Ensure the file name appears correctly below the upload button.



"1234\_SID-Field-Change\_101625.xlsx"



# The Web-to-Case Form

## Steps 6 and 7

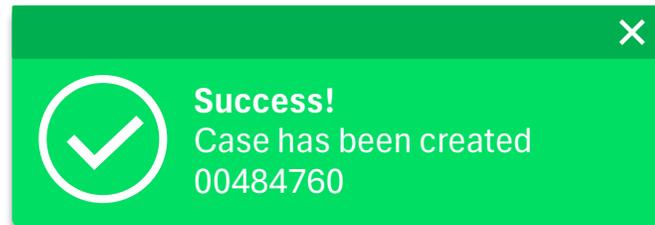
### Step 6: Final Review

Quickly double-check all form fields:

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

### Step 7: Submit Request

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



## What Happens Next?



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



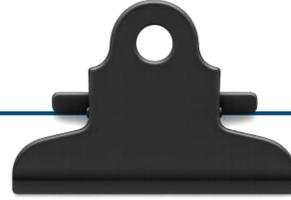
**Wait for Confirmation:** You will receive an email when the request is complete.



**Timeline:** This process takes approximately 2-4 weeks. Please do not submit duplicate tickets checking in on status.



# Common Errors/Final Reminders



- Use the Correct Date Format (YYYYMMDD)
- Use one help desk ticket for each TYPE of change (one ticket for all merges, one ticket for all changes, etc)
- Ensure there is a complete and accurate excel file attached to your help desk request
- Only send student and staff information through secure messages- do NOT use email!
- Using special characters in filenames (\$, #) or not including district info can cause the file to fail



# Appendix



# New ID: Outcome and Next Steps

## What Happened

The system searched across all districts and school years but found no matching person in the ID Master database.

## What NJSLEDS Did

Created a brand-new State Identification Number (10 digits for students) or Staff Member Identification Number (8 digits for staff). This ID now belongs to this person permanently.

## What You Do Next

01

### Export the New ID

Download the export file from NJSLEDS containing the newly assigned SID or SMID.

02

### Update Your Local System

Enter the new ID into your SIS or HR system in the appropriate field.

03

### Re-Upload

Generate a fresh file from your source system and upload it to NJSLEDS to confirm you've accepted the new ID.

This is the simplest path. The system did the work of determining that this person is new, assigned them a unique identifier, and now you just need to sync that ID back into your local system. No additional decisions or requests are required—just the standard export-update-reupload cycle.



# Associated ID: Outcome and Next Steps

## What Happened

The matching algorithm compared your record against the statewide database and found an existing person with highly similar key identity fields.

## What NJSLEDS Did

Linked your submission to the existing SID or SMID in the ID Master database. Your local record wants to connect to that person's complete educational or employment history across all districts.

## What You Do Next

1. Export the associated record from NJSLEDS
2. Update your local source system to include the ID
- 3. Cross check and update all seven key identity fields to match NJSLEDS exactly**
4. Re-upload from your source system to NJSLEDS.

 **Example:** If your SIS says 'Jon Smith' but NJSLEDS says 'Jonathan Smith,' your record becomes 'Jonathan Smith' after association. This doesn't mean your data was wrong — it means NJSLEDS is the single source of truth for identity. If you disagree with what NJSLEDS has, you'll submit a Field Change Request (covered in Section 3).



# Unresolved: Outcome and Next Steps

## What Happened

The matching algorithm did not find a high confidence match. The system needs human verification before proceeding.

## What You Do

Navigate to the ID Management tab in NJSLEDS and carefully review each potential match. Compare names, dates of birth, and other demographic details against your local records to determine if any match is correct.

### Option A: Match is Found

If you determine one of the presented matches is indeed the same person, the record would then become Associated. Click the **Associate** button on the ID Management screen. The system will link your record to that existing ID.

- Export the Associated record
- Update local system to match
- Re-upload to NJSLEDS to complete

### Option B: No Match is Found

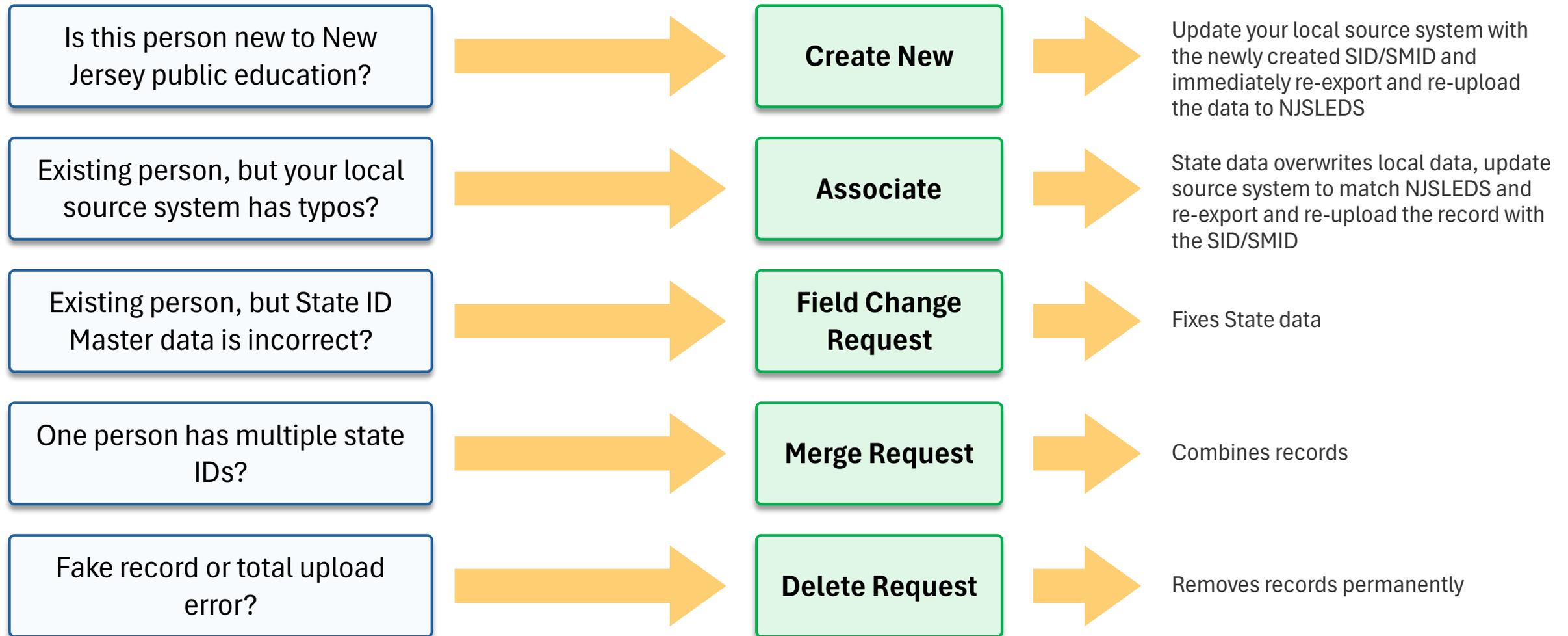
If you've carefully reviewed all options and none represent the same person, click **Create New**. The system will generate a brand-new ID.

- Export the New record
- Update local system to match
- Re-upload to NJSLEDS to complete

When in doubt, don't guess. If you're uncertain whether a match is correct, contact the NJSLEDS Help Desk with the details. Create New is permanent—it's better to ask for assistance than to create a duplicate ID that will affect the person's longitudinal educational record and require a Merge Request to fix.



# Decision Matrix: Which Action Do I Take?



# Frequently Asked Questions

**Q: Can I fix errors directly in NJSLEDS?**

**A:** No. Always fix in your source system first, then re-upload. The only exception is Field Change, Merge, or Delete requests that correct the NJSLEDS ID Master itself.

**Q: I accidentally created a duplicate SID. What do I do?**

**A:** Submit a Merge Request. Always keep the oldest SID because it has the most historical data attached.

**Q: How long does a request take?**

**A:** Approximately 2 –4 weeks from submission. You'll receive a confirmation email when processing is complete.

**Q: A student transferred in but I can't find their SID. What do I do?**

**A:** Upload the student's record with a blank SID field. NJSLEDS will search the statewide system for a match and return New, Associated, or Unresolved.

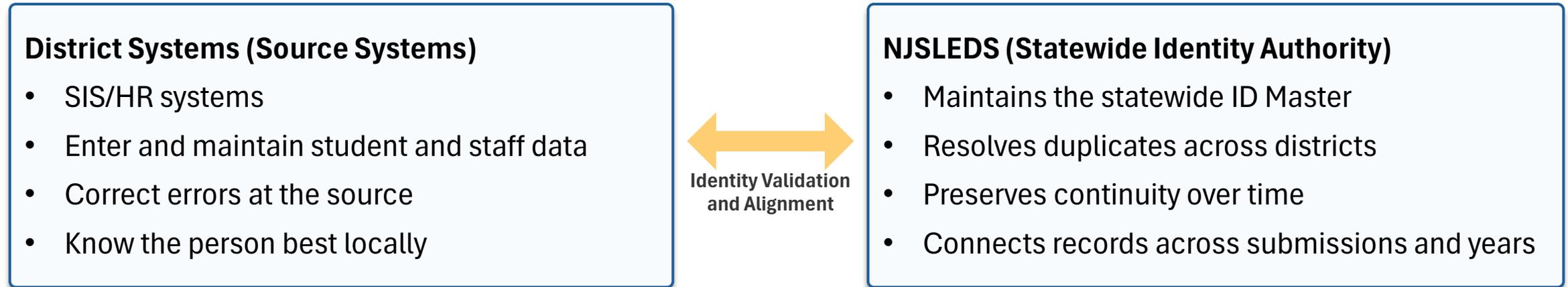
**Q: I submitted a Field Change but my re-upload still failed. Why?**

**A:** You probably re-uploaded before the change was confirmed in the system. Wait for the confirmation email, then update your local system and re-upload.



# Why Identity Fields Matter in a Longitudinal Data System

Districts remain the **source** of student and staff data. NJSLEDS is the **statewide identity authority** that ensures one person = one record across time, districts, and systems. **Both roles are required for longitudinal data to work.**



The Key Identity Fields (e.g., name, date of birth, gender, etc.):

- Are the minimum common fields available across all districts
- Remain stable over time, even when enrollment, schools, or districts change
- Allow NJSLEDS to detect transfers, re-enrollments, duplicate records, and conflicting identities

Without these fields, the system cannot reliably tell whether two records represent the same person.



# Why Districts Are Asked to “Match NJSLEDS”

When a record is marked **Associated**:

- NJSLEDS is not changing district data
- NJSLEDS is signaling: “This person already exists in the statewide system under a verified identity.”

The re-upload requirement ensures:

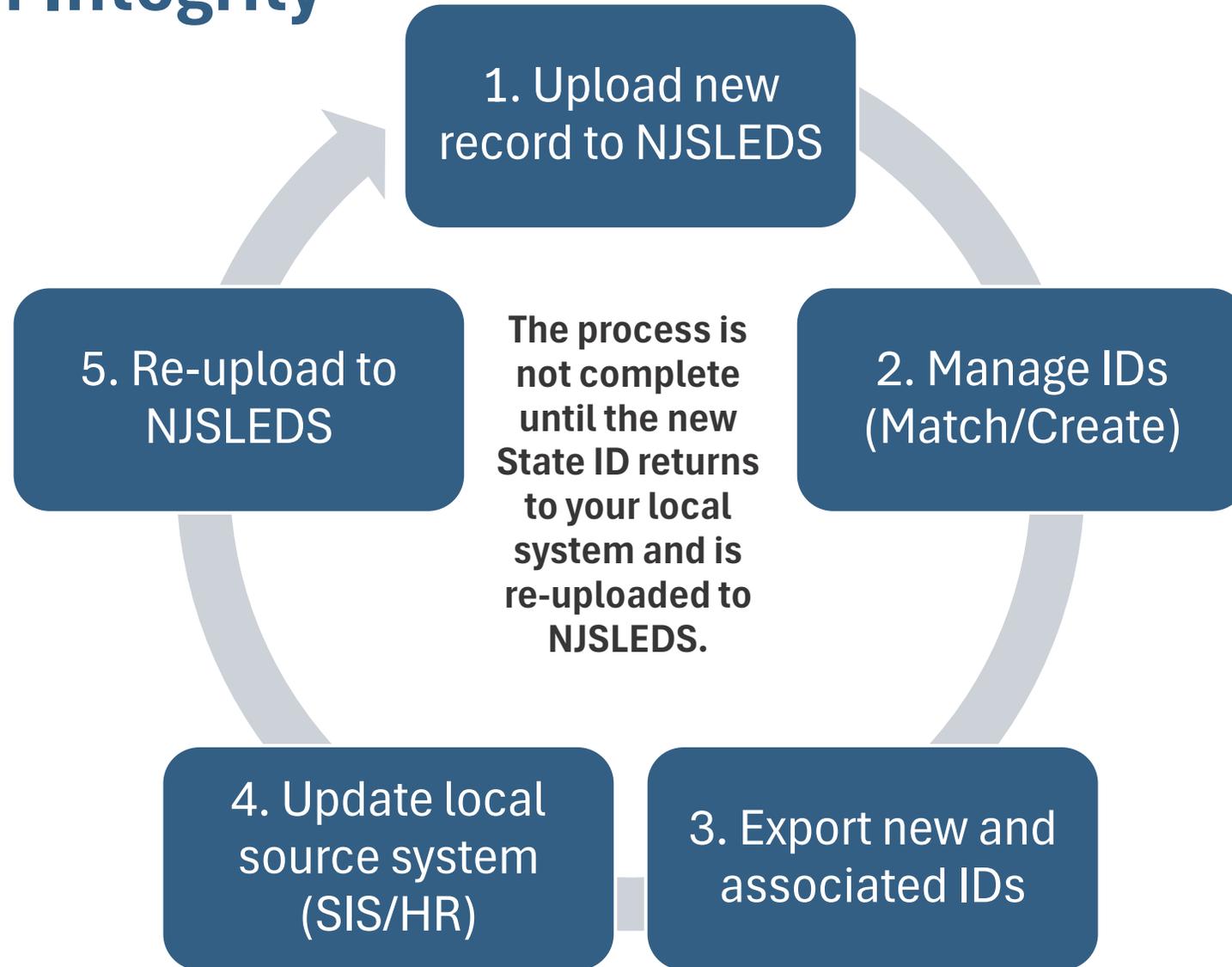
- The district confirms the correct identity
- The local source system reflects the correct statewide ID
- Future submission, reports, and accountability data stay connected

This is a confirmation step, not a data override.

**Longitudinal systems require a single, stable identity authority. Districts own the data. NJSLEDS protects the continuity.**



# The Cycle of Integrity



# The Cycle Only Ends with a Re-Upload



- Records will not resolve or continue processing until a re-upload to NJSLEDS occurs.
- The re-upload must come from the source system (ex: SIS/HR system) and include the newly associated SID/SMID and matching key field data.
- **Success State:** When the upload matches the NJSLEDS longitudinal key identity data, the 'Associated' status clears.



# Field Change Request File Check



## Your Pre-Submission Checklist



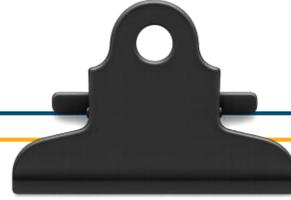
- Is your file saved as 'XXXX\_[SID/SMID]-Field-Change\_MMYDD.xlsx'?
- Are all dates (Request and Birth) in strict 'YYYYMMDD' format?
- Are all SID or SMID numbers 10 (SID) or 8 (SMID) digits and double-checked for accuracy?
- Are all 'Current' fields filled for every student, matching NJSLEDS data?
- Are all 'New' fields filled for every student, representing the final correct record?
- Are all students needing a field change request included in this one file?



# Merge Request File Check



## Your Pre-Submission Checklist



- Is your file saved as 'XXXX\_[SID/SMID]-Merge\_MMYDD.xlsx'?
- Are all dates in strict 'YYYYMMDD' format?
- Are all SID or SMID numbers 10 (SID) or 8 (SMID) digits and double-checked for accuracy?
- Are a minimum of 2 SIDs listed per row?
- Does 'SID to Keep' match a listed SID and is it the correct choice?
- Are all students or staff members needing a merge request included in this one file?

