

# Student Management: Seal of Biliteracy Submission in NJSLEDS

# NJSLEDS Project Team

## Office of Data Management

Updated: January 2026

[nj.gov/education/sleds](http://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?



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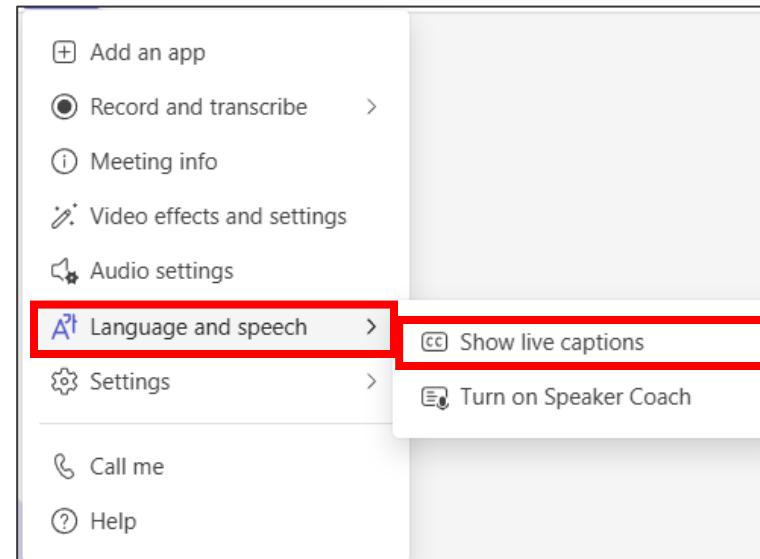
# Webinar Etiquette

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. Introduction
2. Important Dates and Deadlines
3. Seal of Biliteracy Reporting Process
4. Error Correction
5. Real-world Scenarios



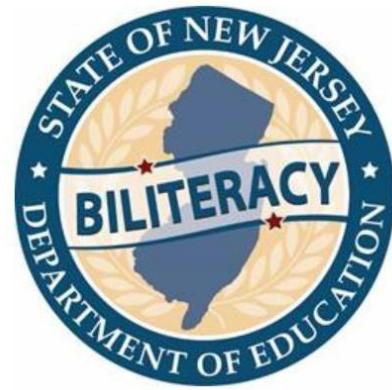
# Introduction

## Seal of Biliteracy Overview



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# New Jersey State Seal of Biliteracy



The [New Jersey State Seal of Biliteracy](#) is an award given by the New Jersey Department of Education (NJDOE) in recognition of students who have attained proficiency in at least one language in addition to English by high school graduation.



# Dates and Deadlines

## Seal of Biliteracy



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# Important Dates and Deadlines

## 2025-2026 School Year Timeline



- **January-March 2026**- Attend NJSLEDS webinar; report data in NJSLEDS
- **February 17, 2026** — Deadline for senior testing (including all retakes)
- **March 10, 2026** — Districts update NJSLEDS Student Management Biliterate, WorldLanguageAssessment, WorldLanguagesAssessed, and ELAGraduationPathwayIndicator fields for graduating 12<sup>th</sup> graders and adult high school students by 5:00 pm.
- **March-May 2026**- NJDOE reviews data submitted by assessment vendors and through NJSLEDS
- **May-June 2026**— Certificates uploaded to [NJDOE Homeroom](#), Seal of Biliteracy



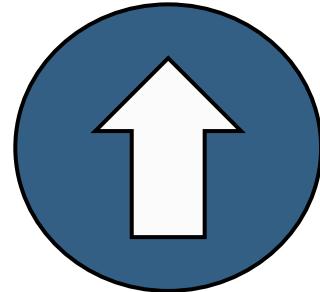
# Reporting Process Seal of Biliteracy Submissions



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# Seal of Biliteracy submissions in NJSLEDS

## Student Management Submission



- The fields for Seal of Biliteracy: `Biliterate`, `WorldLanguageAssessment`, `WorldLanguagesAssessed`, and `ELAGraduationPathwayIndicator` will be collected in Student Management submission. This data can be added via:
  - Editing records through local source system, often your Student Information System (SIS) **(Please note that these fields can be left blank for NonPublic and ReportedSharedVoc students)**
  - File upload to NJSLEDS
- For more information on how to upload to an NJSLEDS collection:  
[Student Management Training](#).



# Reporting Seal of Biliteracy in NJSLEDS

## Student Management Biliteracy Fields - Biliterate

### Biliterate

#### Definition of Data Element

An indication if graduating high school seniors achieved passing scores on both a World Language Assessment and an English Assessment to demonstrate they are biliterate [as defined by the NJDOE](#).

#### Functional, Policy, or Legal Document

N/A

#### CEDS Mapping

No CEDS Mapping

#### Is this Data Element Required?

This field is mandatory for students in the Grade Levels of 12, A1, and A2, except Non-Public students and shared time vocational school students being reported by the vocational school, after the Fall Snapshot through the High School Graduation Snapshot. Prior to the Fall Snapshot and after the High School Graduation Snapshot, this field is optional for all 12th grade, A1, and A2 students.

#### Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

- Y = Yes
- N = No

**Biliterate:** An indication if a graduating high school senior or adult high school student has met the criteria to receive a Seal of Biliteracy.

- **Y** = any graduating senior and adult high school student that has received passing scores on a world language assessment
- **N** = all students in 12<sup>th</sup> grade and adult high school students that did not earn a Seal of Biliteracy
- **Blank** = all students in other grades, NonPublic and ReportedSharedVoc



# Reporting Seal of Biliteracy in NJSLEDS (cont.)

## Student Management Biliteracy Fields – Repeatable data elements

**WorldLanguageAssessment:** The world language assessment taken by the student.

### WorldLanguageAssessment

#### Definition of Data Element

The World Language Assessment taken by the student, other than the English language assessment.

#### Functional, Policy, or Legal Document

N/A

#### CEDS Mapping

Assessment Identifier

#### Is this Data Element Required?

This field is mandatory for all students in Grade Levels 12, A1, and A2 that have a "Y" in the Biliterate field.

This field is optional for shared time vocational school students being reported by the vocational school.

#### Acceptable Values

Type: Alpha

Minimum Length: 2

Maximum Length: 10

### WorldLanguageAssessed

#### Definition of Data Element

The specific language(s) other than English that is being assessed.

#### Functional, Policy, or Legal Document

N/A

#### CEDS Mapping

Assessment Language

#### Is this Data Element Required?

This field is mandatory for all students in Grade Levels 12, A1, and A2 that have taken a **World Language Assessment**. This field is optional for shared time vocational school students being reported by the vocational school.

#### Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

- [World Languages Assessed Codes](#)

**WorldLanguagesAssessed:** The language, other than English, that was assessed.



# Reporting Seal of Biliteracy in NJSLEDS

## Student Management Biliteracy Fields - ELAGraduationPathwayIndicator

### ELAGraduationPathwayIndicator for Biliteracy students:

- How the student has met the high school graduation assessment requirements in English language arts (ELA).
- Updated high school graduation requirements for the class of 2026 were adopted in 2025.
- The alternative assessments and cut scores remain the same as Class of 2024 and 2025.

If a 12<sup>th</sup> grade student eligible for Seal of Biliteracy has **not yet met the ELA graduation assessment requirements** at the time of the March 10 deadline to upload data to NJSLEDS and has already submitted or plans to submit a portfolio appeal to meet the requirements:

- the ELA Pathway Indicator should reflect N = Portfolio Appeals, even if the appeal has not yet been submitted or approved.

### ELAGraduationPathwayIndicator

#### Definition of Data Element

An indication of if and how a student met the graduation assessment requirements. Districts are required to annually report this information under N.J.A.C. 6A:8-5.2(f).

#### Functional, Policy, or Legal Document

N.J.A.C. 6A:8-5.2(f): The chief school administrator or lead person in a charter school must report data on recent graduates' pathways to graduation and those denied graduation.

#### CEDS Mapping

No CEDS Mapping

#### Is this Data Element Required?

This field is mandatory for all active students with the GradeLevel of 12, all inactive students with the SchoolExitWithdrawalCode of L, and all students with a BiliterateValue of Y. Pathway to graduation information is not required for Non-Public students and shared time vocational school students being reported by the vocational school.

#### Acceptable Values

Type: Alpha  
Minimum Length: 1  
Maximum Length: 1



# Most Common NJSLEDS Errors

Coding students as Biliterate = N.

Coding the incorrect/no language for a student.

Coding students with ELA Graduation Pathway Indicator = O, P or R.

O = Denied graduation because of failure to satisfy the NJGPA sitting requirement despite an opportunity to do so; or failure to demonstrate proficiency on the NJGPA, substitute competency tests, or portfolio appeal; P = Denied graduation for any other reason; R = Graduation assessment requirements not yet met



# What's New

Data Entry rules are stricter to ensure accuracy in reporting

## Invalid Values

- Latin and ASL WorldLanguagesAssessed are constricted to specific WorldLanguageAssessment codes
- English, coded as “eng”, cannot be entered as a WorldLanguagesAssessed.

## Cross-Field Validation

- If any WorldLanguagesAssessed or WorldLanguageAssessment field is filled in, Biliterate must = Y
- WorldLanguagesAssessed fields cannot match (ex. Do not report two Spanish assessments)



# Test Your Knowledge

**Student A** is in 12th Grade and has not taken or passed a World Language Assessment and has met graduation requirements for ELA.

1. How should the Biliteracy data field be completed?
2. How should the World Language Assessment data field be completed?
3. How should the World Languages Assessed be completed?



# Test Your Knowledge-Answers

**Student A** is in 12th Grade and has not taken or passed a World Language Assessment and has met graduation requirements for ELA.

First, the Biliteracy field: Since the student hasn't met the World Language requirement, they are not eligible for the Seal of Biliteracy. This field should be marked as 'N' , depending on your system setup.

Next, the World Language Assessment field: leave this field blank because the student did not take any assessment.

Finally, the World Languages Assessed field: leave this field blank since no language was assessed.

The key takeaway is that both ELA and World Language requirements must be met for Biliteracy eligibility. Accurate data entry here ensures proper reporting and avoids errors in LEA submissions.



# Test Your Knowledge

**Student B** is in 12th Grade, has taken and passed a World Language Assessment in Spanish, and has not yet met graduation requirements for ELA (they plan to submit a portfolio appeal).

1. How should the Biliteracy data field be completed?
2. How should the World Language Assessment data field be completed?
3. How should the World Languages Assessed be completed?



# Test Your Knowledge-Answers

**Student B** is in 12th Grade, has taken and passed a World Language Assessment in Spanish, and has not yet met graduation requirements for ELA (they plan to submit a portfolio appeal).

For the Biliteracy data field - Enter **Y** because the student has met the World Language requirement and is eligible for the Seal of Biliteracy (pending ELA completion).

For the World Language Assessment data field- Enter the name of the assessment used, e.g., **AAPPL** (Assessment of Performance toward Proficiency in Languages).

For the World Languages Assessed data field- Enter **Spa** (World Language Assessed code for Spanish- found under Key Documents on NJSLEDS website)

- Even though the student hasn't met ELA requirements yet, they are still coded as Biliterate = Y because they passed the World Language assessment.
- The ELA Graduation Pathway Indicator should reflect N = Portfolio Appeals by the March 10 deadline, even if the appeal hasn't been submitted yet.



# Tips for Success



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# Use the Student Management Handbook

## New Jersey Department of Education Student Management Data Handbook



**State of New Jersey  
Department of Education**

100 River View Executive Plaza  
P.O. Box 500  
Trenton, NJ 08652

**October 2025  
Version 1.2**



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

The [Student Management Handbook](#) is a required resource available on the NJSLEDS User Resources website. All districts must use it when preparing submissions.

### Before submitting:

- Review all definitions, notes, and common errors
- Understand that not every data element is required for every submission
- Be clear on how each element should be implemented

### To support accurate, compliant data submissions:

- Share the handbook with your data coordinator or data administrator
- Ensure that the data you collect aligns with NJDOE requirements.
- Review your data for accuracy—clean data now means fewer errors and saved time later.

If a definition is unclear or difficult to apply in your context, please contact the NJSLEDS Help Desk by using the "Contact Help Desk" button on the NJSLEDS system homepage or call (609) 376-3970. We're here to help.

# Best Practices: NJSLEDS Data Entry

For uploading information in NJSLEDS:

- Double-check your entries.
- Your local source system (typically SIS) upload is not the same as NJSLEDS upload.
- Check with your LEA's [NJSLEDS Point of Contact](#) to make sure no errors occurred after you entered your data.



# Available NJSLEDS Resources



[\*\*The NJSLEDS Homepage\*\*](#) links users to important updates and information occurring within NJSLEDS.



[\*\*The NJSLEDS User Resources Page\*\*](#) is a comprehensive hub for managing data submissions effectively. Detailed resources are available on individual submission pages.



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



[\*\*The NJSLEDS Key Documents Page\*\*](#) is the primary resource for accessing essential materials related to the system. This page ensures districts have the tools they need to navigate and fulfill their data reporting obligations effectively and efficiently.



[\*\*The NJSLEDS News Page\*\*](#) keeps you informed on the latest developments, key milestones, and pilot updates as we work towards launching the new system. Learn about upcoming events, training opportunities, and more.



# Contacting the Help Desk



Use the “Contact Help Desk” button on the NJSLEDS system homepage (preferred) or call 609-376-3970.



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



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

**Thank you for joining us!**  
**Questions?**



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# Thank You

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