New Jersey Department of Education

Special Education Pilot in NJSLEDS

Office of Data Management April 2025



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 Live Captioning

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





- **>>>** Transition to NJSLEDS
 - **Overview of Special Education and Key Updates**
- NJSLEDS Special Education Submission Process
 - - **Common Errors and Resolutions**
- Key Takeaways, Additional Information & Resources





Introduction to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS)

Transition from NJ SMART to NJSLEDS

The New Jersey Department of Education (NJDOE) is transitioning from the current NJ SMART system to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS) as part of a strategic effort to enhance statewide data management, ensure long-term sustainability, and align with evolving education policies and technology standards.

Why the Transition?



Improved Data Management: Strengthens the state's ability to maintain and analyze education data efficiently.



Streamlined Reporting: Enhances reporting processes for school districts, reducing administrative burden.



Long-Term Sustainability: Ensures direct ownership and adaptability to meet future policy and compliance needs, including Individuals with Disabilities Education Act (IDEA) and Every Student Succeeds Act (ESSA) requirements.

NJSLEDS will continue to provide the data necessary to monitor student progress, support decision-making, and secure funding for New Jersey's school districts. Districts are encouraged to submit data regularly to maintain an up-to-date and impactful system.



NJSLEDS Transition Goals

Our goal: Ensure a seamless transition while modernizing the application.

- Transitioning NJ SMART to NJSLEDS with a redesigned architecture.
- Migrating the longitudinal application to an internally managed, cloud-based infrastructure.

Key benefits:

- Smooth transition with minimal disruption to users.
- Consistent data submission process by maintaining familiar input file layouts.
- Immediate continuity while leveraging a modernized infrastructure.

What this means for the future:

- While the new platform enhances reliability, further optimizations may be needed to fully leverage advanced scalability and features.
- Further enhancements could introduce more automation, improved performance, and expanded capabilities.

This migration prioritizes stability, ensuring a smooth transition while allowing for future enhancements as needed.



Transition Timeline



Pilot Testing Process and Milestones



Pilot Testing: There will be **multiple pilot phases between February and June 2025**. The NJDOE is partnering with school districts to test NJSLEDS through pilot programs, focusing on various data collection and submission capabilities. We will break these Pilots into cohorts to manage the participation and expand the feedback.



Feedback and Refinement: Input from pilots will inform the final development of NJSLEDS, including training and support resources, available on the new <u>NJSLEDS website</u>. From June to July 2025, we will make development changes based on feedback from the pilots in preparation for our **soft launch on July 7, 2025**.



Ensuring Continuity: Focus will be placed on maintaining a smooth transition, ensuring that NJ SMART data submission timelines continue without disruption until NJSLEDS is fully operational on **September 2, 2025**.



Soft Launch

The soft launch period will take place from July 7 to July 31, 2025, followed by development updates from August 1 to August 29, 2025.

- This phase is crucial for districts across the state to explore, engage with, and evaluate all submissions available in the NJSLEDS system ahead of the official launch set for September 2, 2025.
- The objective of this environment is to provide all districts, regardless of their participation in the pilot, with practical experience to verify workflows, file formatting, error management, and overall system functionality.
- The soft launch is a vital step toward ensuring a seamless and assured statewide implementation of NJSLEDS in September. It enables each district to:
 - Practice submitting files via the new system
 - Become familiar with navigating the system and resolving errors
 - Recognize any necessary local adjustments to systems or processes for success



Activity Session

Which statement best describes your experience with data submission?

- 1. I have uploaded data in NJ SMART.
- 2. I have never uploaded data.
- 3. I have used another data submission system outside of an NJDOE-based system.



Important Factors for Pilot Data

Pilot Data: Key Considerations

The Pilot is a Testing Environment

- The pilot is designed for testing and refining NJSLEDS before full implementation.
- **Pilot data is not real data**—it can be pulled from your SIS or source system, but it should not be updated in SIS or source systems or NJ SMART after submission to NJSLEDS.
- Any changes made in the pilot environment will not carry over once the system goes live.

What This Means for You

- When submitting to the Student Management Submission, any new SIDs created in the pilot will be erased at the end of testing and are not valid for reporting to NJ SMART.
- Do not update your SIS or source system based on pilot findings.
- The goal is to test the system's functionality, detect any bugs, and validate that the system works as intended in a controlled environment.
- Out of sync errors will be triggered during the pilot.



Why Pilot Data is Separate

Pilot Data Should Not Be Used for Live Updates

- Any data manipulated during the pilot should stay in the pilot—it is not final or validated and should not be reported back to your SIS or NJ SMART.
- Make any corrections to your pilot data errors directly within your submission .CSV UTF-8 file and re-submit.
- NJSLEDS is still being refined, meaning pilot data does not reflect the final version of the system.
- The purpose of this pilot is to test system functionality, not to update real student records.
- You may choose to use a subset of your data or test data for the pilot submission, if desired.



How Pilots Help Districts Prepare

- Ensures districts are familiar with the system before real data is used.
- Allows participants to provide feedback that improves the system.
- Reduces future confusion by practicing submissions in a controlled environment.





No More "Full" or "Partial" Uploads

We are discontinuing the idea of a "Full" or "Partial" upload.

- In NJSLEDS you will be able to upload as few or as many records as you want.
- When you upload records to correct errors, you will not create duplicate records, removing the need for full file uploads each time a correction is needed.





What Districts Should Do Now

Continue using NJ SMART for official reporting until NJSLEDS fully launches in September 2025.

- This includes
 - SID and SMID submissions through June 30th
 - Course Roster and CTE submissions through August 2nd.
 - Graduation Snapshot on August 29th
- Do not enter pilot data into your SIS or source system or NJ SMART.
- Use the pilot to test submissions and workflows, but not for finalizing corrections.





Important Notes Regarding Data Collection for Special Education

What Districts Should Know

- For this pilot, Special Education data should reflect student status as of October 15, 2024.
- Please report what was submitted in the Fall 2024 Snapshot.
- Although pilot student data is erased between phases, you will not need to reupload your student data before your Special Education submission.
 - Special Education records will be compared to your Fall SID Snapshot, as provided by the current NJ SMART system.



Cross Validation Rule

 When submitting students to Special Education Submission, values for the following data elements must match exactly as they were submitted to SID Management Fall 2024 Snapshot or an error will occur: Local ID, State ID, Date of Birth, First Name, and Last Name.



• These elements cross validate with the SID Management Fall 2024 Snapshot. When in error, check all five fields against your SID Snapshot records to make sure they match.



Additional Reminders

- We expect districts to report the same number of active students with disabilities to Special Education Submission as reported to the Fall Snapshot.
 Both are supposed to offer a snapshot of student enrollment as of October 15.
- Time in Regular Program cannot be blank if Special Education Placement is 18 or 19.



 Special Education Placement should not be blank if Special Education Classification is between 01 & 17 and Parental Consent Obtained is not N or R.



Purposes of the Submission

Why the NJDOE has a Special Education Submission:

- To determine the number of children with disabilities ages 3 to 21 receiving special education and related services according to an individualized education program (IEP) on October 15
- 2. To ensure that referrals and evaluations that occurred in the previous year were conducted per federal and state-prescribed timelines.



Required Reporting Criteria

All LEAs should submit a Special Education Submission record for every active student who was:

- Receiving special services and had an active IEP as of October 15, 2024, including speech-language services
- Referred for special services after June 30, 2024
- Referred after June 30, 2024, and was determined ineligible for special services as of October 15, 2024
 - Use Special Education Classification code of "00" for Determined Ineligible
 - This includes preschool students determined ineligible that are below the compulsory attendance age





Students to Exclude from Submission

Excluded from Special Education Submission:

- Seneral Education only students
- Students who receive special services through a 504 plan only
- Students who were captured as Determined Ineligible or Declassified in the 2023-2024 End of Year Snapshot
- Students who were evaluated after October 15, 2024
- 😢 Non-Public students





Special Education Submission

Submission Process Overview





Step 1 Prepare your Special Education Data for Upload

Review Available User Resources



It's mandatory for all districts to use the provided <u>Special Education Management Handbook</u> and review all definitions, additional notes, and common errors.

Not all data elements are relevant to each special education submission.



It's important to understand how each definition is implemented. In situations where the implementation of a definition is not clear, it should be reported to the NJDOE so that a collaborative resolution can be reached. Visit the NJSLEDS User Resources site for information about NJSLEDS submissions, training schedules, key documents, and additional downloadable resources.

New Jersey Statewide Longitudinal Education Data System

NJSLEDS Home 🏫 User Resources - Trainings and Webinars - Key Documents News

Home / New Jersey Statewide Longitudinal Education Data System / About this website

About this website

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) resources website links users to important updates and information occurring within NJSLEDS.

Within this site, you will find information about NJSLEDS submissions, training schedules, key documents, and new and changing features.

In addition, you will find downloadable resources to assist you throughout the data submission process.

Pilot Program Submission Schedules

- NJSLEDS Pilot Program Submission Schedule (last updated 1/3/2025)
- NJSLEDS Pilot Program Submission Schedule Excel (last updated 1/3/2025)

FERPA Information

Users are reminded that NJSLEDS is a secure data transfer and reporting site. By accessing this site, you acknowledge that the work completed with NJSLEDS is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records and unauthorized use of this site should be reported immediately to NJSLEDS.

Contact Us

NJSLEDS Help Desk Office of Information Technology P.O. Box 500 Trenton, NJ 08625-055

(P)

Phone: 609-376-3970







Use the Special Education Handbook





Handbook Sections

The following information is provided for each data element in the Special Education Handbook:

Name of Data Element: The data element name used within the NJSLEDS system.	Definition of Data Elements: A brief description of the data element.	Functional, Policy or Legal Description: The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.	CEDS Mapping: An indication of how the NJSLEDS data element maps to Common Education Data Standards (CEDS).	Is This Data Element Required?: Indication of whether the data element is required for file submission.
Acceptable Values: Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.	Validation Checks: Specific data validation that will occur with respect to each data element.	Additional Notes: Additional relevant notes about the data element.	Common Errors: Guidance on how to resolve common errors within NJSLEDS.	Warnings: (if applicable) The warning message indicating that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.



Use the Special Education Template

The <u>Special Education Template</u> is a key component of the data reporting process.

Its purpose is to help you manage and report data to meet state and federal requirements.

We provide this template to collect core data for Special Education and ensure that districts report consistent and accurate data in compliance with the law.

This template can be found under the Special Education User Resources on the <u>NJSLEDS User</u> <u>Resources website</u>.



Special Education Template A

This is a downloadable Special Education template provided on the NJSLEDS User Resources website. <u>Template A</u> contains headers with lookup tables for the data elements.

Please note: This template must be saved as a .CSV UTF-8 file to be uploaded into the NJSLEDS system.

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NJ Statewide Longitudinal Education Data System

Special Education Template B

This is a downloadable Special Education template provided on the NJSLEDS User Resources website. <u>Template B</u> only contains headers for the data elements.

Please note: This template must be saved as a .CSV UTF-8 file to be uploaded into the NJSLEDS system.

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Step 2 Review and Validate Your Data

Review and Validate Your Data



NJ Statewide Longitudinal Education Data System

Step 3 Log Into the System



first login.

SLEBS NJ Statewide Longitudinal Education Data System Remember! If you edit or change the email associated to the user account, this may affect roles, permissions, and login access to other applications. If you have a special situation and need to update your email address connected to your account, please reach out to the Help Desk.



By accessing this site, you acknowledge that the work completed within the NJDOE SLEDS Portal is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records. By logging into the NJDOE SLEDS Portal, you agree to the following terms.

Accessing Your Account

To access your account, enter your username and password below and select Log In. If you do not have an account but need access to the NJDOE SLEDS Portal, contact the Help Desk at: helpdesk-sleds-staging@doe.nj.gov.

Username		
Password		
	Login	



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SLE3S NJ Statewide Longitudinal Education Data System

Users will land on the Home tab upon login.

Users can refer to the Home page for submission and trainings schedules, and to contact the Help Desk via email.

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.

By participating in the pilot, you and your district will play a vital role in helping the Department of Education collect this crucial data, ensure regulatory compliance, and potentially drive positive changes within our schools.

Important Note for Pilot Participants: Do Not Update SIS with Pilot Data

During the NJSLEDS pilot phases, districts should not update their SIS systems with corrections based on test data submissions. This pilot phase is designed to test and refine the system using test pilot data, not live production data.

- Any errors or discrepancies identified in pilot submissions should only be addressed within their submission .CSV UTF-8 file and not corrected in a district's SIS system.
- SIDs or SMIDs created or associated during the pilot are test SIDs or SMIDs and are not valid for live use. Any new SIDs or SMIDs or corrections to SIDs or SMIDs in NJSLEDS should not be updated in the SIS, as they do not represent real, valid identifiers.
- Districts should continue to follow their existing NJ SMART reporting procedures until NJSLEDS officially launches in September 2025.
 Once NJSLEDS goes live, districts will be expected to align their SIS updates with the new system.

Submission Schedule

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

- May 1, 2025: Launch Special Education Pilot for Cohort 1 and 2; Staff Management for Cohort 2, and Staff Vacancy and Student Management Pilots for Cohort 3
- May 15, 2025: End Special Education Pilot for Cohort 1 and 2; Staff Management for Cohort 2, and Staff Vacancy and Student Management Pilots for Cohort 3

NJSLEDS User Resources

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

Trainings and Webinars https://www.nj.gov/education/sleds/training/

Contact Help Desk

Resources on FERPA

Step 4 Upload Your Special Education Data

NJSLEDS Submission Records Tab

The Submission Records tab enables users to view, filter, and export records submitted by themselves or other users in the district.



Please note: This tab provides a historical view of all submitted records, whereas the Submission History tab only displays the status and details of submission uploads.



NJSLEDS Submission Upload Tab

The Submission Upload tab allows users to quickly and securely upload data files directly into the system.



NJSLEDS Submission Upload Tab

The Submission Upload tab allows users to upload files directly or drag and drop files into the system.

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NJSLEDS Submission History Tab

The Submission History tab allows users to view the status and details of their submission uploads, including errors and/or warnings during validation.

Once the file is submitted, users will land on the "Submission History" tab, where users can track uploads and status updates.	File status will show "In Process" immediately after upload.	File status will update to "Processed" once validation process is complete.	Users will receive an email once upload is processed, including any errors found during validation. Check for errors.
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Please note: This tab only displays the details/status of submission uploads whereas the Submission Records tab provides a historical view of all submitted <u>records</u>.



Step 5 Review and Clean Up Your Errors

Access and View Your Error Report

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.



NJ Statewide Longitudinal Education Data System

Interpret the Error Report and Error Details

The Error Report allows users to view any error found in the submission during validation.

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NJ Statewide Longitudinal Education Data System

View Error Report by Record Level

The Error Report allows users to view and sort errors by level. This will be the default view when entering the Error Report section.

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View Error Report by Error Type

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Export Your Error Report

The Submission Records tab allows users to export error reports and download onto their device if their submission contains errors.

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(/ui)	Field	Validation	DATEOFBIRTH_MISMATCH	123456	1234567890	RONALD	WEASLEY		20140617	20160112	20160504	17	9	2024-2025	1	
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	Field	Validation	EARLYINTERVENTION	123456	1234567890	LUNA	LOVEGOOD		20121223	20160112	20160504	8	9	2024-2025	1	
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Paste Sensitivity Add-ins Analyze Create PDF Create PDF and 3 €.0 .00 .00 →0 👿 Cell Styles ~ 🛱 Format 🗸 **~** ~ Data and Share link Share via Outlook Cells \sim Clipboard Font Number Editina Sensitivity Add-ins Adobe Acrobat $\sqrt{}$ \checkmark : $\times \checkmark f_x \checkmark$ A18 G Μ 0 Q С D S Check your 1 LID First Name Last Name Date Of Bi ReferralDa EligibilityD SpecialEdu SpecialEdu School Yea Level Error Type Data Elem Value Description SID "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. NJ Statewide Longitudinal Education Data System

Navigating Through Download Export

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.

ជ AutoSave OTP 日 ク ・ マ Export Special Education Submissions Report ② No Label Search Search		
File <mark>Home</mark> Insert Page Layout Formulas Data Review View Automate Help Acrobat		
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Error Fixes in NJSMART vs. NJSLEDS

Currently in NJSMART users can edit their reported data. This will change for NJSLEDS. NJSLEDS is a target system. It is your reporting destination, where data is submitted for state reporting.

It is not editable; changes cannot be made directly here as it is a target. It is designed for scalability and supports longitudinal tracking over time.

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.

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.



Editing Submitted Records for NJSLEDS

NJSLEDS cannot be edited directly

- All data updates must come from your source system and be re-uploaded.
- If you need a quick way to correct your data, follow these steps:





Editing Submitted Records for NJSLEDS

Export- Special Education Submissions Report

	Α	В	С	D	Е
1	LocalIdentific	StateIdentific	FirstName	LastName	DateOfBirth
2	123456	1234567890	HARRY	POTTER	20161016
3	123456	1234567890	HERMIONE	GRANGER	20060428
4	123456	1234567890	RONALD	WEASLEY	20090421
5	123456	1234567890	GINNY	WEASLEY	20080720
6	123456	1234567890	DRACO	MALFOY	20091203
7	123456	1234567890	LUNA	LOVEGOOD	19990731
8	123456	1234567890	NEVILLE	LONGBOTTO	20000221
9	123456	1234567890	SIRIUS	BLACK	20000703
10	123456	1234567890	SEVERUS	SNAPE	19990908
11	123456	1234567890	ALBUS	DUMBLEDOR	20001130
12	123456	1234567890	REMUS	LUPIN	20000419
13	123456	1234567890	RUBEUS	HAGRID	20010215
14	123456	1234567890	CEDRIC	DIGGORY	20010301

Export-SPED Error By Type Errors

	A	В	С	D	E	F	G	Н	- I.
1	Level	Error Type	Data Element	Description	LID	SID	First Name	Last Name	
				The date entered is not a valid date. Enter a valid date to resolve the error					
2	Field	Date	DATEOFBIRTH	and reupload your submission.	123456	1234567890	HARRY	POTTER	
3	Field	Format	DATEOFBIRTH	The format of this data element must be YYYYMMDD	123456	1234567890	HERMION	GRANGER	
4	Field	Required	COUNSELINGSERV	This data element is required and cannot be blank or NULL	123456	1234567890	RONALD	WEASLEY	
				This data element is required and cannot be blank or NULL if Special					
5	Field	Required	MDDISABLING_CO	Education Classification has a value of 08	123456	1234567890	GINNY	WEASLEY	
				A matching active Student Management record has not been found for this					
				student. Please verify the data you are submitting matches a student record					
				in Student Mangement. If the record does not exist, upload a record to the					
				Student Management Submission or fix the fields that are not matching and					
6	Field	Required	MISSING STUDENT	reupload your submission to resolve the error.	123456	1234567890	DRACO	MALFOY	
				The required dates do not follow the sequence specified below:					
				Date of Birth + 2 years \leq Referral Date \leq Parental Consent To Evaluate Date					
				< Eligibility Determination Date					
				\leq Initial IEP Meeting Date \leq Parental Consent to Implement Initial IEP <					
				Annual IEP Review Meeting Date					
7	Field	Validation	DATESEQUENCE	Please review the dates you have entered to make sure they are correct.	123456	1234567890	LUNA	LOVEGOOD)

- After filtering your submission records, your export will extract all data with the same format and headers as the submission template.
- Your error report lists the data element(s) in error and gives a detailed description to identify which records to review/edit.
- Compare both files to identify and correct the necessary fields in the submission record export file.
- Save the file as a .CSV UTF-8 file and push it back into NJSLEDS.



Reupload Your Special Education Data

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

Home ID Management Submission Records Submission Upload Submission History Reports Upload the Submission File Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit. Image: Colspan="4">Image: Colspan="4">Previous Image: Colspan="4">Previous	Resolve and update errors within your submission file/source system, then navigate to the "Submission Upload" tab in NJSLEDS.	Ensure your submission includes correct headers. Upload new submission file into your source system.			
Upload the Submission File Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit. Upload File School Districts.csv 9.00 MB	Reupload new submission file from source system into NJSLEDS. System will override any records where errors have been resolved.	Click "Done" and confirm file is successfully processed without errors.			

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



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)



Errors for CDS Codes

District assignments must be reported using the appropriate CDS Codes as specified in the <u>CDS</u> <u>application</u>.

To find a list of valid codes, please refer to the <u>County District School Code List</u>.

If you are unable to find a school code for the student's location within the current NJSLEDS <u>County District School Code List</u>, kindly contact the NJSLEDS Help Desk.





Step 6 Submit by the Deadline

Submit by the Pilot Deadline



NJ Statewide Longitudinal Education Data System

Pilot "Snapshot"

During the pilots, we will be mimicking a "Snapshot" on the last day of each pilot.

- Since the Pilots are occurring post Fall Snapshot all EOY rules apply.
- The current warehouse was loaded with the fall 2024 snapshot data. Our development team is working to pull in the current NJ SMART data. This is occurring bi-weekly so some errors may occur during snapshot based on old data.



We appreciate your patience!

Common Mistakes to Avoid





Friendly Reminders

- L			

Users will receive access to their NJSLEDS accounts and an email with their login credentials the **day of the pilot launch**.



Review and utilize user resources provided by the NJDOE.



Check the <u>submissions schedule</u> on the <u>User Resources</u> site to ensure data is submitted in a timely manner.



Contact the Help Desk if you have questions or need assistance: <u>Helpdesk-sleds-staging@doe.nj.gov</u>.



Resources and Support

	NJSLEDS Login (users will receive access to their accounts and an email with login credentials on the day
	of the pilot launch)

Help Desk: <u>helpdesk-sleds-staging@doe.nj.gov</u> or 609-376-3970





NJSLEDS User Resources Website



Contacting the Help Desk



Email <u>helpdesk-sleds-staging@doe.nj.gov</u> 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.



Contacting Help Desk – Secure Emails

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

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

Our email encryption process:

The NJDOE uses the <u>MOVEit Transfer</u>, a secure file transfer server/service for sharing and transferring files and data.



Call the Help Desk if you need further assistance



Thank You!

New Jersey Department of Education

nj.gov/education



Questions? Email <u>Helpdesk-sleds-staging@doe.nj.gov</u>

Interested in NJSLEDS Governance? Email: <a href="https://www.njslebs.emailton.njslebs.emailt



