



Staff Management Pilot in NJSLEDS

Office of Data Management
March-April 2025



NJ Statewide Longitudinal Education Data System

Webinar Etiquette

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

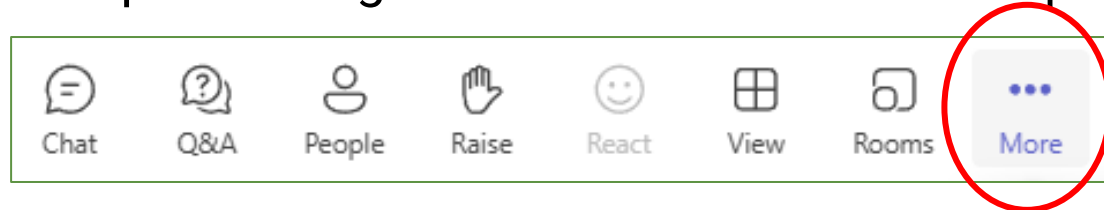
How can I ask a question?



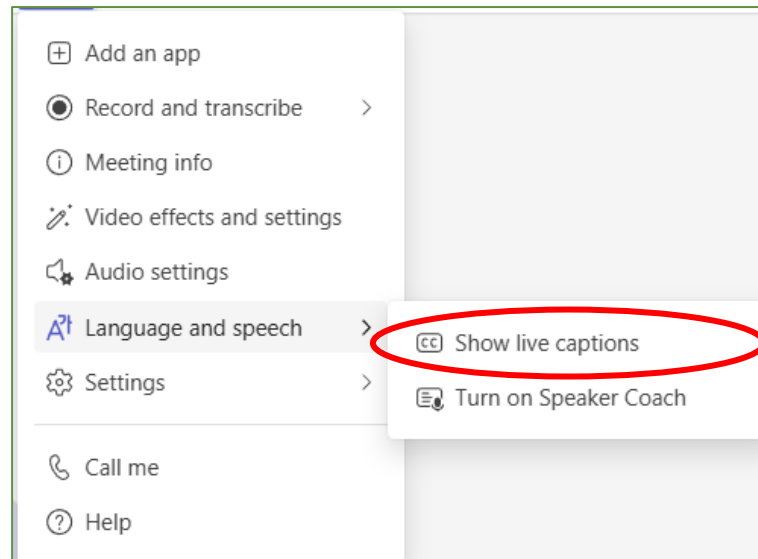
Webinar Live Captioning

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 and Pilot Data Application
- 📺 Overview of Staff Management and Key Updates
- 👤 NJSLEDS Staff Management Submission Process
- ⚠ Common Errors and Resolutions
- 👥 Resources and Support
- ❓ Q&A

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

Streamlined. Secure. Future-Ready.

A modern platform built to transform education data management in New Jersey.

Overview

The New Jersey Department of Education (NJDOE) is transitioning from the New Jersey Standards Measurement and Resource for Teaching (NJ SMART) to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS).

This new modernized system consolidates workflows and enhances data capabilities, ensuring educators, policymakers, and stakeholders have the tools needed to support every student's success.

With its streamlined workflows and cutting-edge features, NJSLEDS is poised to become the backbone of data-driven decision-making for New Jersey Public Schools.

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 Lift and Shift

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

February



Cohort 1 Kickoff



February 5, 2025: Launch Staff Vacancy Pilot for Cohort 1



February 19, 2025: End Staff Vacancy Pilot for Cohort 1



March



March 6, 2025: Launch Student Management Pilot for Cohort 1



Cohort 2 Kickoff



March 13, 2025: Launch Staff Vacancy Pilot for Cohort 2



March 20, 2025: End Student Management Pilot for Cohort 1 and Staff Vacancy Pilot for Cohort 2



April



April 3, 2025: Launch Staff Management Pilot for Cohort 1 and Student Management Pilot for Cohort 2



April 17, 2025: End Staff Management Pilot for Cohort 1 and Student Management Pilot for Cohort 2



Cohort 3 Kickoff

June



June 12, 2025: End State Assessment Registration (SAR) and Performance Narrative Pilots for Cohorts 1 and 2, and Staff Management and Special Education Pilots for Cohort 3

July



July 2025: Soft Go Live

August

May



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



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



May 29, 2025: Launch State Assessment Registration (SAR) and Performance Narrative Pilots for Cohorts 1 and 2, and Staff Management and Special Education Pilots for Cohort 3

September



September 1, 2025: Go Live

What's Next?



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.



Feedback and Refinement: Input from pilots will inform the final development of NJSLEDS, including training and support resources, available on the new [NJSLEDS website](#). We will make development changes based on feedback from the pilots in preparation for our soft launch in July 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.

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

- Any new SIDs or SMIDs created in the pilot will be erased at the end of testing.
- 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.
- Sync errors will not 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 source system or NJ SMART.
- Make any corrections to your pilot data errors directly within your submission .CSV UTF-8 file and re-submit.
 - Why .CSV UTF-8 vs. CSV file? Ensures all characters, including special or international, are properly encoded and displayed. It is a good practice to use CSV UTF-8 to avoid encoding issues.
- 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 staff 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

How This Helps 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 with no effect on QSAC.

What Districts Should Do Now

Key Takeaways

- Continue using NJ SMART for official reporting until NJSLEDS fully launches in September 2025.
 - This includes Course Roster and CTE submissions during the month of July.
- 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.

Activity Session

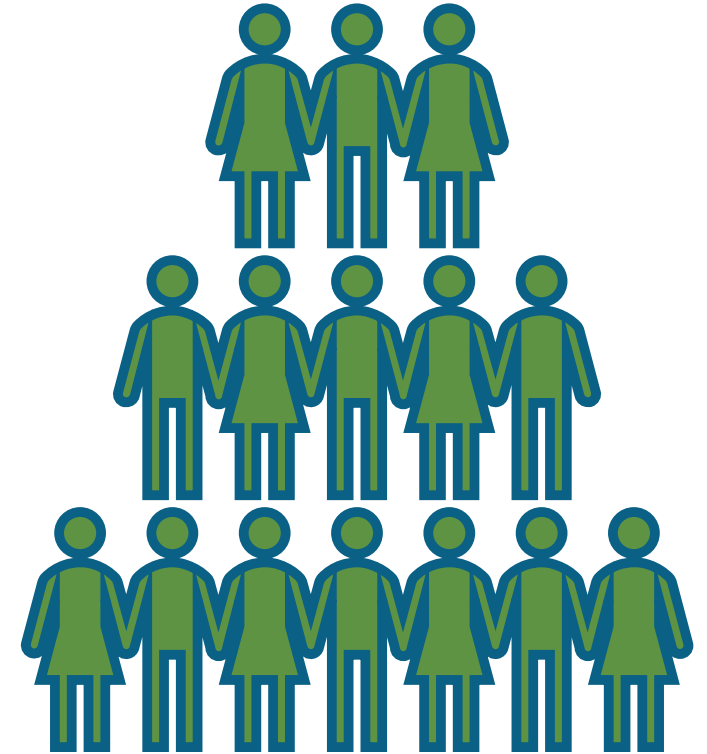
Which statement best describes your experience with data submission?

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.

Staff Management Submission

Staff Management Overview

- Staff Management collects a set of core demographic data elements that provide a comprehensive picture of your staff members.
- Every staff member will be assigned a unique state identifier (SMID).
- Once a unique SMID has been assigned, the SMID must remain the same and follow the staff member throughout their career in NJ.
- All LEAs must submit a Staff Management record for every active staff member.

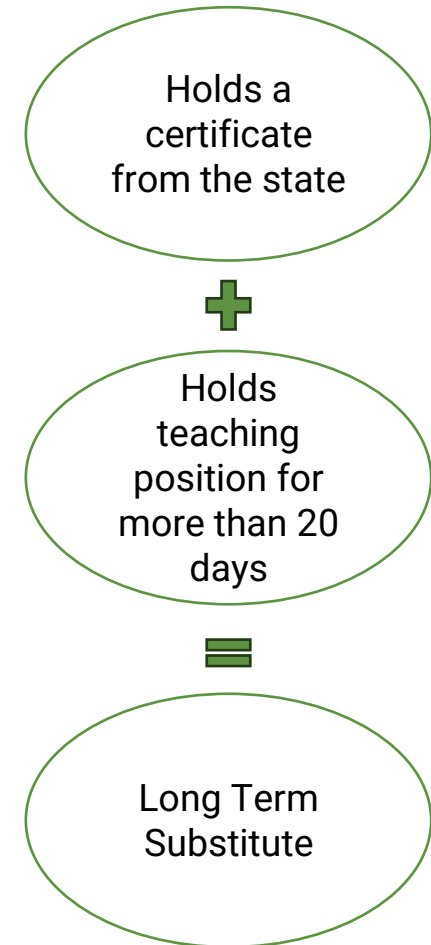


Reporting Responsibilities

All staff members who are employed by your district and working within your district should be reported to Staff Management. This includes:

- Staff that your district is responsible for paying the salary of, even if they are physically located elsewhere.
- Certificated and non-certificated employees.
- Staff employed within your district by contracting (not paid directly, but your LEA is paying another company for their services).
- Long term substitutes.

Note: Per diem substitutes are not reported to Staff Management.



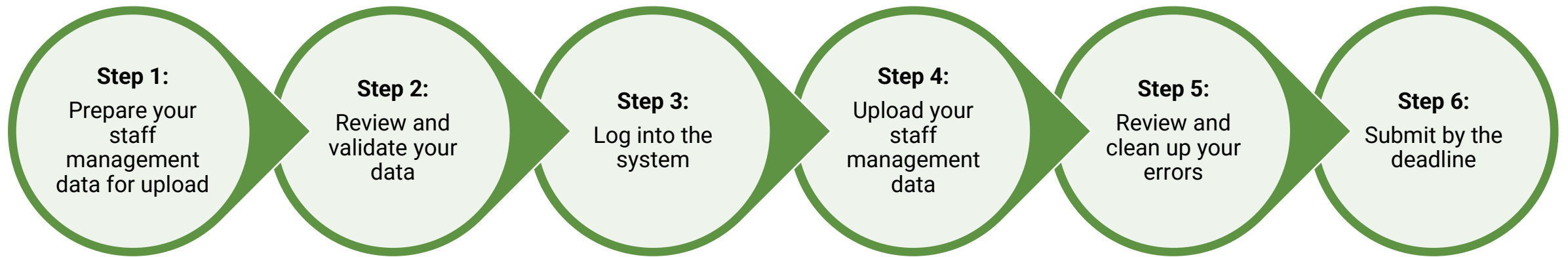
Pilot “Snapshot”

On the last day of Pilot 2, we will “Snapshot” your Staff Management data at 8:00PM. This should include:

- Active records of continuing staff members who returned for the 2024-2025 school year
- Active records of new staff members who have joined your district since July 1st, 2024
- Inactive records of staff members who ended employment with your district this school year.



Submission Process Overview



Step 1

Prepare your Staff Management Data for Upload

Review Available User Resources



It's mandatory for all districts to use the provided [Staff Management Handbook](#) and review all definitions, additional notes, and common errors.

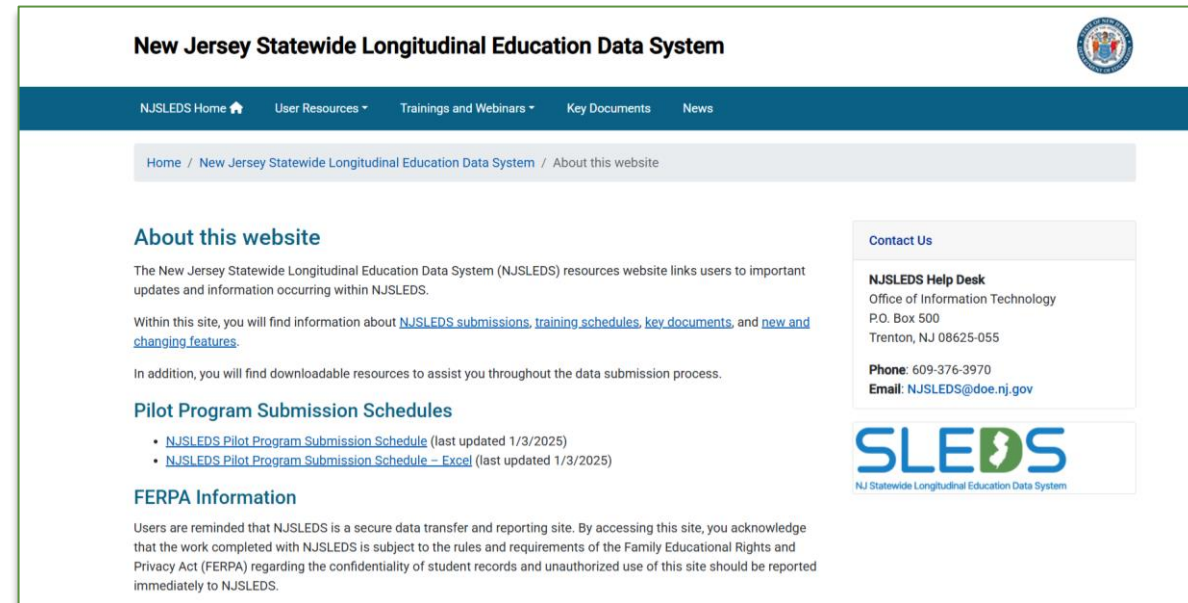


Not all data elements are relevant to each staff submission.



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.



The screenshot displays the NJSLEDS website interface. At the top, the title "New Jersey Statewide Longitudinal Education Data System" is centered, with the NJ State Seal on the right. A dark blue navigation bar contains links: "NJSLEDS Home", "User Resources", "Trainings and Webinars", "Key Documents", and "News". Below this, a breadcrumb trail reads "Home / New Jersey Statewide Longitudinal Education Data System / About this website". The main content area is titled "About this website" and explains the site's purpose: linking users to important updates and information. It lists resources available within the site, including submission schedules, training schedules, key documents, and new features. A section titled "Pilot Program Submission Schedules" lists two links: "NJSLEDS Pilot Program Submission Schedule" (last updated 1/3/2025) and "NJSLEDS Pilot Program Submission Schedule - Excel" (last updated 1/3/2025). A "FERPA Information" section reminds users that the site is secure and that they acknowledge the rules and requirements of the Family Educational Rights and Privacy Act. On the right side, a "Contact Us" box provides the "NJSLEDS Help Desk" contact information: Office of Information Technology, P.O. Box 500, Trenton, NJ 08625-055, Phone: 609-376-3970, and Email: NJSLEDS@doe.nj.gov. The SLEDS logo is also present at the bottom right of the page.

Use the Staff Management Handbook



Handbook Sections

The following information is provided for each data element in the Staff Management 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 Staff Management Template

The Staff Management Template is a key component of the data reporting processes.

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

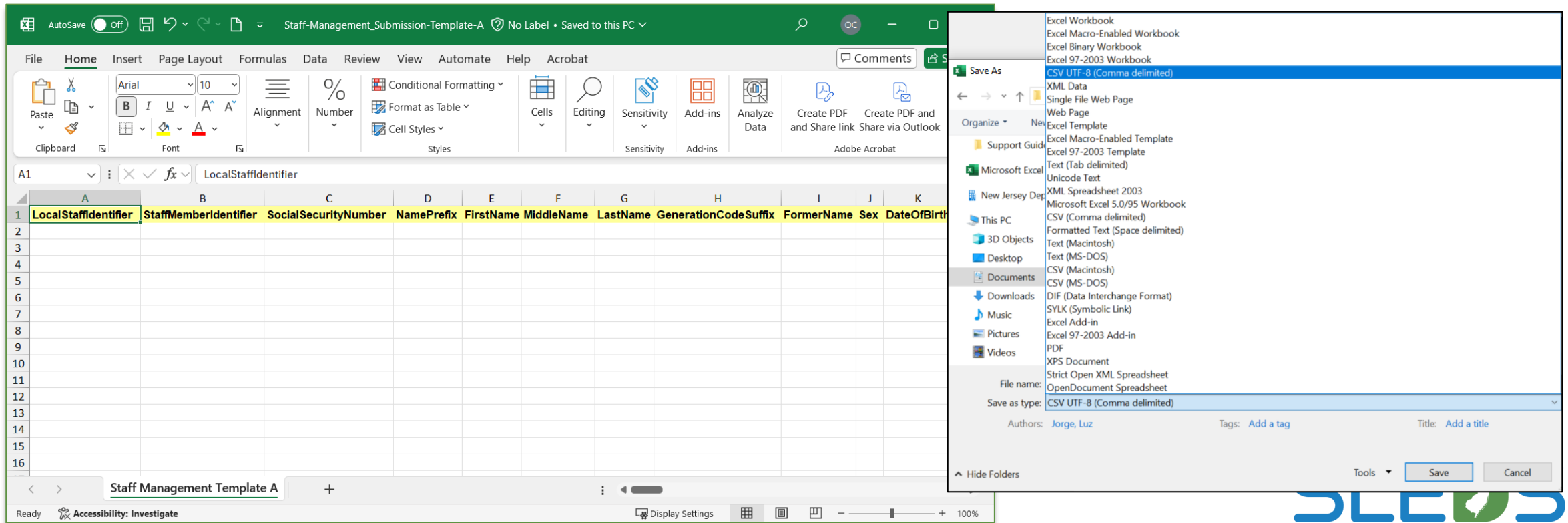
We provide this template to collect core data for Staff Management and ensure that districts report consistent and accurate data in compliance with the law.

This template can be found under the [Staff Management User Resources](#) on the [NJSLEDS User Resources website](#).

Staff Management Template A

This is a downloadable Staff Management template provided on the NJSLEDS User Resources website. Template A contains headers with lookup tables for the data elements.

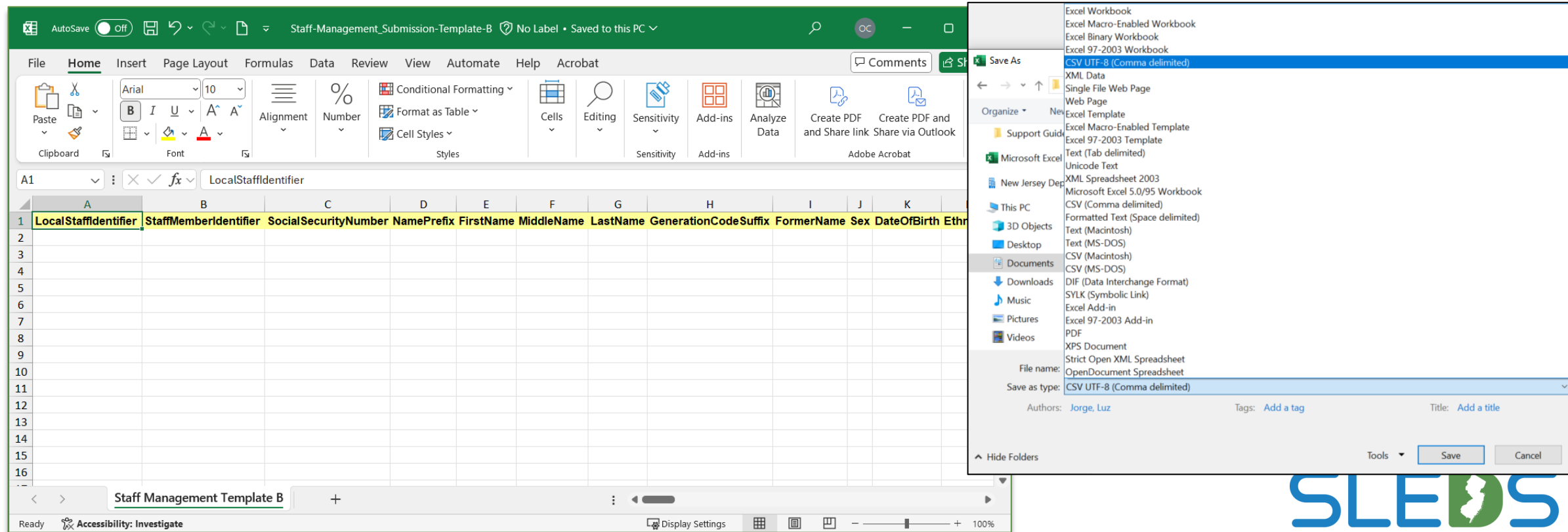
Please note: This template must be saved as a .CSV UTF-8 file to be uploaded into the NJSLEDS system.



Staff Management Template B

This is a downloadable Staff Management template provided on the NJSLEDS User Resources website. Template B 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.



Step 2

Review and Validate Your Data

Review and Validate Your Data

New Jersey Department of Education Staff Management Handbook

PILOT VERSION



State of New Jersey
Department of Education

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

April 2025
Version 1.0

Check for
missing fields.

Ensure correct
formatting.

Validate against
the [Staff
Management
Handbook](#).

Step 3

Log Into the System



NJ Statewide Longitudinal Education Data System

Once a user account is created, a welcome email will be sent from NJSLEDS containing a username to access your account.

Enter username provided in the welcome email.

Enter password. Users will be asked to set up their password on their first login.

Log into NJSLEDS.

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

[Forgot Password](#)

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.

Remember! Never edit or change the email associated to the user account. This will affect roles, permissions, and login access to other applications.



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.

Resources on FERPA

Submission Schedule

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



April 3, 2025: Launch of Pilot 3.1 (Staff Management) and Pilot 2.2 (Student Management)



April 17, 2025: Window Ends for Pilot 3.1 (Staff Management), Pilot 2.2 (Student Management)

Trainings and Webinars

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

Contact Help Desk

Step 4

Upload Your Staff Management 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.

Data Source	LSID	SMID	First Name	Middle Name	Last Name	Sex	Date of Birth	Certification Status	Status	School Code Assigned 1	Job Code 1	Job Code 2
Current Records	123456	12345678	JENSEN	ROSS	ACKLES	M	19790301	Y	A	000	1101	1
Snapshot Records	123456	12345678	JARED	TRISTAN	PADALECKI	M	19820719	N	A	000	1101	1
LSID	123456	12345678	MISHA		COLLINS	M	19740820	Y	I	000	1101	1
SMID	123456	12345678	ROBERT		BENEDICT	M	20000101	Y	A	000	1101	1
First Name	123456	12345678	RICHARD		SPEIGHT	M	20000101	Y	A	000	1101	1
Middle Name	123456	12345678	MATTHEW		LILLARD	M	20000101	Y	I	000	1101	1
Last Name	123456	12345678	DMITRI	TIPPENS	KRUSHNIC	M	20000101	N	A	000	1101	1
Sex	123456	12345678	DEAN	HENRY	WINCHESTER	M	19790124	N	I	000	1101	1
Date of Birth	123456	12345678	SAMUEL		WINCHESTER	M	19830502	Y	A	000	1101	1
Certification Status	123456	12345678	CASTIEL	JAMES	NOVAK	M	20050918	Y	I	000	1101	1
Status	123456	12345678	ROBERT	BOBBY	SINGER	M	20000101	Y	I	000	1101	1
School Code Assigned 1	123456	12345678	HANNIBAL		LECTER	M	20000101	Y	A	000	1101	1
Job Code 1	123456	12345678	WILLIAM		GRAHAM	M	20000101	Y	I	000	1101	1
Job Code 2	123456	12345678	CLAIRE		NOVAK	F	20000102	Y	I	000	1101	1
	123456	12345678	KAIA		NIEVES	F	20000103	N	I	000	1101	1
	123456	12345678	BRIANA		BUCKMASTER	F	20000104	Y	I	000	1101	1
	123456	12345678	FELICIA		DAY	F	20000105	Y	I	000	1101	1
	123456	12345678	DONNA		HANSCUM	F	20000106	Y	I	000	1101	1
	123456	12345678	JODY		MILLS	F	20000107	N	I	000	1101	1

Click on the “Submission Records” tab and select “Staff Management”.

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

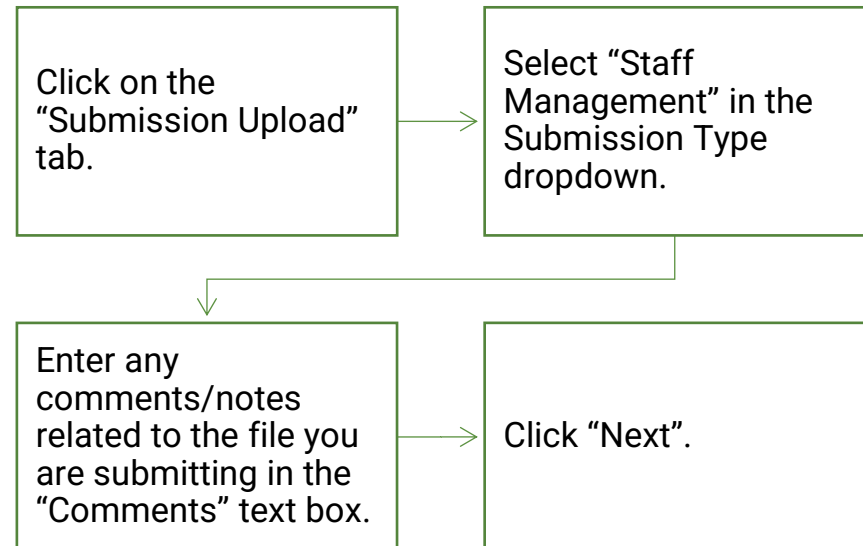
Users can download the report using the “Export” button. The export will include any filters that were applied.

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.

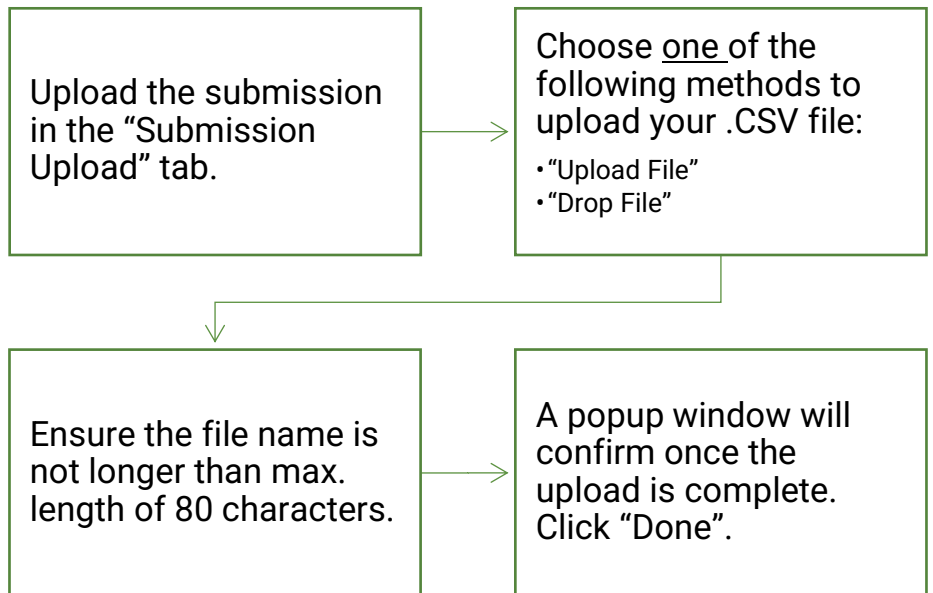
The screenshot shows the NJSLEDS Submission Upload tab. At the top is a navigation bar with links: Home, ID Management, Submission Records, Submission Upload, Submission History, and Reports. Below the navigation bar is a section titled "Choose the Submission Type". It contains a text prompt: "Select the Submission type you would like to upload from the drop-down menu below. Add any comments you would like to make and select Next." Below this prompt is a dropdown menu labeled "Submission Type" with the text "Select an Option" and a downward arrow. The dropdown menu is open, showing three options: "Staff Management", "Staff Vacancy", and "Student Management". To the right of the dropdown menu is a text box for comments. At the bottom right of the form is a blue "Next" button.



NJSLEDS Submission Upload Tab

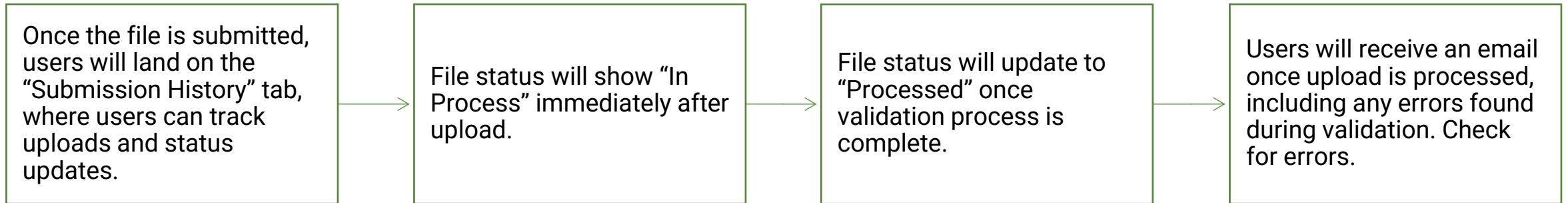
The **Submission Upload tab** allows users to upload files directly or drag and drop files into the system.

The screenshot shows the 'Submission Upload' tab in the NJSLEDS system. The top navigation bar includes links for Home, ID Management, Submission Records, Submission Upload (which is highlighted), Submission History, and Reports. The main content area is titled 'Upload the Submission File' and contains the instruction: 'Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.' Below this instruction is a dashed box containing an 'Upload File' button with an upward arrow icon and the text 'Or Drop File'. A 'Previous' button is located at the bottom right of this section. Below the main content area, there is a dark grey sidebar. The sidebar also has the title 'Upload the Submission File' and the same instruction. It features a white box titled 'Upload File' which displays a file named 'School Districts.csv' with a size of '9.00 MB'. A blue progress bar is shown next to the file name, and a checkmark icon is to its right. At the bottom of this white box is a blue 'Done' button. A 'Previous' button is also present at the bottom right of the sidebar.



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.



Home	ID Management	Submission Records	Submission Upload	<u>Submission History</u>	Reports
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Submission History List View									
Submission History									
Recently Viewed									
Search by file name									
File Name	Submission Type	Record Count	Valid	Errors	Warnings	Status	Created Date	Last Modified Date	
School Districts	Staff Management					In Process	02/24/2025, 06:33:41 PM	02/24/2025, 06:35:06 PM	
School Districts	Staff Management	32,599	83	32515	4216	Processed	02/21/2025, 12:29:47 PM	02/21/2025, 12:50:48 PM	

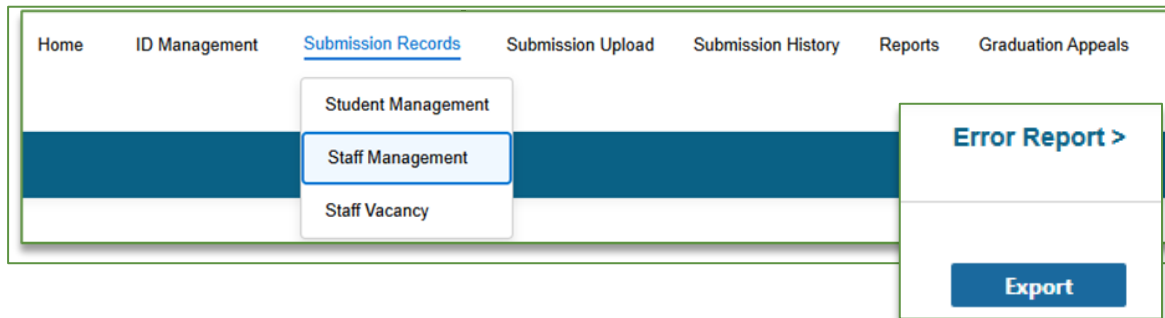
Please note: This tab only displays the details/status of submission uploads whereas the Submission Records tab provides a historical view of all submitted records.

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



Log into NJSLEDS.

Click on the "Submission Records" tab and select "Staff Management".

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

X Staff Management Current Records												
Data Source	LSID	SMID	First Name	Middle Name	Last Name	Sex	Date of Birth	Certification Status	Status	School Code Assigned 1	Job Code 1	Job Code 2
Current Records	123456	12345678	JENSEN	ROSS	ACKLES	M	19790301	Y	A	000	1101	1
Stratified Records	123456	12345678	JARED	TRISTAN	PADALECKI	M	19820719	N	A	000	1101	1
LSID	123456	12345678	MISHA		COLLINS	M	19740820	Y	I	000	1101	1
SMID	123456	12345678	ROBERT		BENEDICT	M	20000101	Y	A	000	1101	1
First Name	123456	12345678	RICHARD		SPEIGHT	M	20000101	Y	A	000	1101	1
Middle Name	123456	12345678	MATTHEW		LILLARD	M	20000101	Y	I	000	1101	1
Last Name	123456	12345678	DMITRI	TIPPENS	KRUSHNIC	M	20000101	N	A	000	1101	1
Sex	123456	12345678	DEAN	HENRY	WINCHESTER	M	19790124	N	I	000	1101	1
Date of Birth	123456	12345678	SAMUEL		WINCHESTER	M	19830502	Y	A	000	1101	1
Certification Status	123456	12345678	CASTIEL	JAMES	NOVAK	M	20050918	Y	I	000	1101	1
Status	123456	12345678	ROBERT	BOBBY	SINGER	M	20000101	Y	I	000	1101	1
School Code Assigned 1	123456	12345678	HANNIBAL		LECTER	M	20000101	Y	A	000	1101	1
Job Code 1	123456	12345678	WILLIAM		GRAHAM	M	20000101	Y	I	000	1101	1
Job Code 2	123456	12345678	CLAIRE		NOVAK	F	20000102	Y	I	000	1101	1
	123456	12345678	KAIA		NIEVES	F	20000103	N	I	000	1101	1
	123456	12345678	BRIANA		BUCKMASTER	F	20000104	Y	I	000	1101	1
	123456	12345678	FELICIA		DAY	F	20000105	Y	I	000	1101	1
	123456	12345678	DONNA		HANSCUM	F	20000106	Y	I	000	1101	1
	123456	12345678	JODY		MILLS	F	20000107	N	I	000	1101	1

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

Interpret the Error Report and Error Details

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

X Staff Management Record Level Errors													Error by Type	Export
Level	Level	Error Type	Data Element	LSID	SMID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Certification Status	Status	School Code Assigned 1	
(All)	Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	JENSEN	ROSS	ACKLES	19790301	M	Y	A	000	
Error Type	Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	JARED	TRISTAN	PADALECKI	19820719	M	N	A	000	
(All)	Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	MISHA		COLLINS	19740820	M	Y	I	000	
Data Element	Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	ROBERT		BENEDICT	20000101	M	Y	A	000	
(All)	Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	RICHARD		SPEIGHT	20000101	M	Y	A	000	
LSID	Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	MATTHEW		LILLARD	20000101	M	Y	I	000	
(All)	Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	DMITRI	TIPPENS	KRUSHNIC	20000101	M	N	A	000	

The error report will auto-display Record Level errors. To sort errors by type, click on "Error By Type" in the top right corner. Users can toggle back and forth to each view.

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

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

Export your error report to review and resolve your errors efficiently.

X Staff Management Error By Type Errors					Record Level	Export
Level	Level	Error Type	Data Element	Description	Error Count	
(All)	Field	Date	DISTRICTEMPLOYMENTBEGIN...	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission.	12	
Error Type	Field	Format	DATEOFBIRTH	The format of this data element must be YYYYMMDD	2	

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

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.

Level

(All)

Error Type

(All)

Data Element

(All)

Description

(All)

Clear Filters

Page Number

1

Page Size

100

Staff Management Record Level Errors

Error by Type

Export

Level	Error Type	Data Element	LSID	SMID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Certification Status	Status	School Code Assigned 1
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	JENSEN	ROSS	ACKLES	19790301	M	Y	A	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	JARED	TRISTAN	PADALECKI	19820719	M	N	A	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	MISHA		COLLINS	19740820	M	Y	I	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	ROBERT		BENEDICT	20000101	M	Y	A	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	RICHARD		SPEIGHT	20000101	M	Y	A	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	MATTHEW		LILLARD	20000101	M	Y	I	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	DMITRI	TIPPENS	KRUSHNIC	20000101	M	N	A	000

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

→

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

→

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

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

View Error Report by Error Type

The Error Report allows users to view and sort errors by type.

X Staff Management Error By Type Errors

Record LevelExport

Level	Error Type	Data Element	Description	Error Count
Field	Date	DISTRICTEMPLOYMENTBEGIN..	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission.	12
Field	Format	DATEOFBIRTH	The format of this data element must be YYYYMMDD	2
Field	Format	DISTRICTEMPLOYMENTBEGIN..	The format of this data element must be YYYYMMDD	2
Field	Format	DISTRICTEMPLOYMENTEXITDATE	The format of this data element must be YYYYMMDD	1
Field	Format	FIRSTNAME	This data element cannot contain special characters except for apostrophes and hyphens	2
Field	Format	FULLTIMEEQUIVALENCY1	This data element must be rounded to the nearest hundredth and have a value between 0.01 to 1.00	5
Field	Format	GENERATIONCODESUFFIX	This data element cannot contain special characters	1
Field	Format	MIDDLENAME	This data element cannot contain special characters except for apostrophes and hyphens	2
Field	Format	NAMEPREFIX	This data element cannot contain special characters	13
Field	Format	RACEWHITE	This data element must be = Y or N	1

Level

Field

Error Type

(All)

☒ (All)
☒ Format
☒ Required
☒ Validation
☒ Value
☒ Warning

CancelApply

Clear Filters

Page Number

1

Page Size

100

To sort errors by type, click on "Errors By Type" in the top right corner. Users can toggle back and forth to each view.

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

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

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

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

Export Your Error Report

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

Staff Management Record Level Errors

Level

(All)

Error Type

(All)

Data Element

(All)

LSID

(All)

Level	Error Type	Data Element	LSID	SMID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Certification Status	Status	School Code Assigned 1
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	JENSEN	ROSS	ACKLES	19790301	M	Y	A	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	JARED	TRISTAN	PADALECKI	19820719	M	N	A	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	MISHA		COLLINS	19740820	M	Y	I	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	ROBERT		BENEDICT	20000101	M	Y	A	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	RICHARD		SPEIGHT	20000101	M	Y	A	000
Field	Date	DISTRICTEMPLOYMENTBEGINDATE	123456	12345678	MATTHEW		LILLARD	20000101	M	Y	I	000

Export- Staff Management Record Level Errors.xlsx

55.7 MB • 42 minutes ago

AutoSave On

Export- Staff Management Record Level Errors

No Label • Last Modified: Just now

Search

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

Paste

Clipboard

Font

Alignment

Number

Styles

Cells

Editing

Sensitivity

Add-ins

Analyze Data

Create PDF and Share link via Outlook

D6

LSID	SMID	First Name	Middle Name	Last Name	Date Of Bi	Sex	Certificati	Status	School Co	Job Code	Job Code	School Yea	Level	Error Type	Data Elem	Value	Description
------	------	------------	-------------	-----------	------------	-----	-------------	--------	-----------	----------	----------	------------	-------	------------	-----------	-------	-------------

Click on the "Export" button within the Error Report.

The export will include any filters that were applied.

Check your "Downloads" folder on your device to open export.

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

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.

School ID	Position Type	Job Code	Job Code Subcategory	District Position	Position Open Date	Position Closed Date	School Year	Level	Data Element	Value	Description
1000	1				20240818	20240931	2024-2025		POSITIONCLOSEDATE	20240931	The date entered is not a valid date to resolve the error and reupload your submission.
3	0	1017	5		20240818		2024-2025		NUMBEROFAPPLICANTS	1.5	The format of this data element must be a number.
4	50	1018	1		20240819		2024-2025		NUMBEROFAPPLICANTS	5.5	The format of this data element must be a number.
5	110	9025		5	20241014	20241017	2024-2025		NUMBEROFAPPLICANTS	1.5	The format of this data element must be a number and cannot contain decimals or commas.
6	0	1017	4		20240818	20243118	2024-2025		POSITIONCLOSEDATE	20243118	The format of this data element must be YYYYMMDD.
7	060	1017	4		20240818	20243018	2024-2025		POSITIONCLOSEDATE	20243018	The format of this data element must be YYYYMMDD.
8	50	42	7	0	20243108		2024-2025		POSITIONONPENDATE	20243108	The format of this data element must be YYYYMMDD.
9	060	0042	7	0	20243008		2024-2025		POSITIONONPENDATE	20243008	The format of this data element must be YYYYMMDD.
10	0	1017	5		20240818		2024-2025		DISTRICTPOSITIONID		This data element is required and cannot be blank or NULL if PositionType has a value of 3 or 5.
11	110	9025					2024-2025		REQUIRED		This data element is required and cannot be blank or NULL.
12	50	1001	1		20240831		2024-2025		NUMBEROFAPPLICANTS		This data element is required and cannot be blank or NULL if PositionType has a value of 3 or 5.
13	50	1001	5				2024-2025		Unresolved		Record Level
14	50	42	7	0	20243108		2024-2025		DISTRICTPOSITIONID	0	This record has been flagged as a duplicate entry based on these fields: SchoolID, DistrictPositionID, PositionOpenDate and F.
15	50	1003	4	1			2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
16	002	1102	4	1	20240930		2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
17	050	0039	4	4			2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
18	050	1000	5	8			2024-2025		Validation		This data element must be blank or NULL if PositionType has a value of 1.
19	050	1000	1	7			2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
20	050	1486	2	3			2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
21	007	1004	6	5	20241011		2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
22	516	1		1			2024-2025		Validation		This data element must be blank or NULL if PositionType has a value of 1.
23	522	1000	4		20240817		2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
24	050	0039	4	4			2024-2025		Validation		This data element must be blank or NULL if PositionType has a value of 1.
25	050	1000	5	8			2024-2025		Validation		This data element must be blank or NULL if PositionType has a value of 1.
26	050	1000	5	8			2024-2025		Validation		This data element must be blank or NULL if PositionType has a value of 1.
27	000	1					20240931		Validation		This data element must be blank or NULL if PositionType has a value of 1.
28	030	1					20240931		Validation		This data element must be blank or NULL if PositionType has a value of 1.
29	060	1					20240931		Validation		This data element must be blank or NULL if PositionType has a value of 1.
30	50	42	7	0	20243108		2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
31	000	1			20240831		2024-2025		Validation		This data element must be blank or NULL if PositionType has a value of 1.
32	002	1102	4	5	20240930		2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
33	060	0042	7	0	20243008		2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
34	125	5140	2	5	20241014	20241017	2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
35	322	1000	4	4	20240817		2024-2025		Validation		This data element must be blank. See which are required data elements and validation checks for this data element in the SIS.
36	0	1					2024-2025		Validation		This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the CDS code is valid.
37	50	42	7	0	20243108		2024-2025		Validation		This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the CDS code is valid.
38	60	1018	1		20240819		2024-2025		Validation		This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the CDS code is valid.
39	000	1					20240931		Validation		This is an invalid CDS code. Please reference the CDS Directory and Reporting Responsibilities documentation to ensure the CDS code is valid.

Access your Downloads Folder on your device.

Click on Sort & Filter button to add filters on columns.

Navigate through sorted data to easily identify and resolve errors. Apply these changes to your SIS vendor and re-pull your submission.

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

Understanding Source vs. Target System

Source System (your SIS 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.

NJSLEDS is a Target System.

- Unlike NJ SMART, you cannot update individual records directly in NJSLEDS.
- All data updates must come from your source system and be re-uploaded.

Reupload Your Staff Management Data

The Submission Upload tab allows users to re-submit Staff Management 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.

Upload File Or Drop File

Previous

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

Done

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.

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.

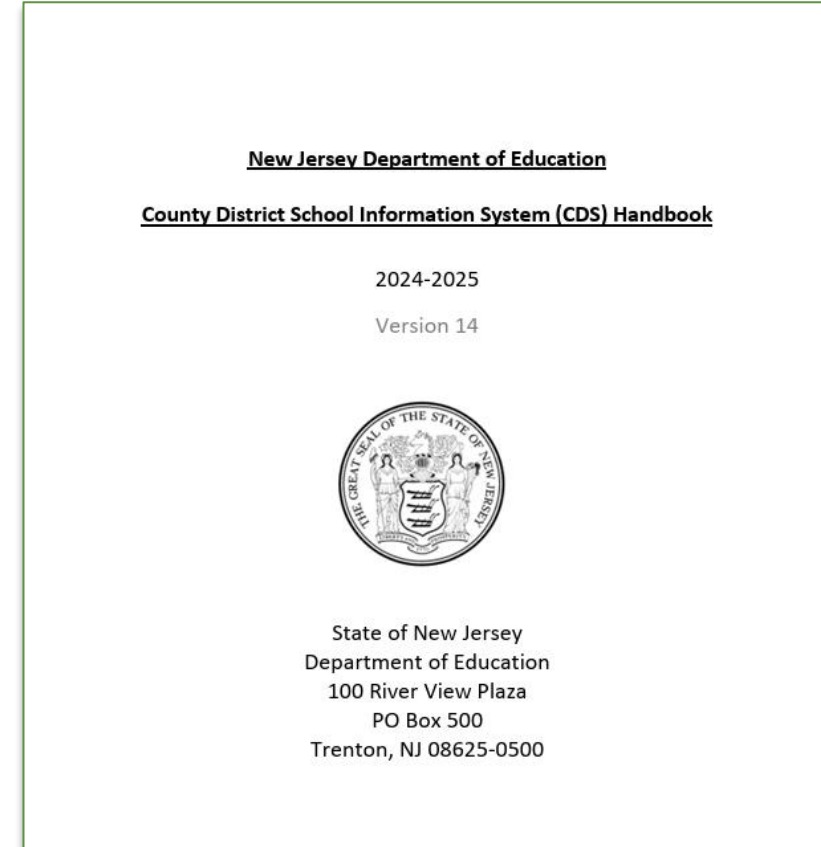
Please note: The submission file should always be uploaded from your source system to ensure data is up-to-date across all systems.

Errors for CDS Codes

District Staff assignments must be reported using the appropriate CDS Codes as specified in the [CDS application](#).

To find a list of valid codes, please refer to the [County District School Code List](#).

If you are unable to find a school code for the staff's location within the current NJSLEDS [County District School Code List](#), kindly contact the NJSLEDS Helpdesk.



Unresolved Records

There are 2 scenarios a record could be in an Unresolved status:

1. If a record was uploaded and the SMID is blank, but the (CreateSMID) process ran and one or more records were found to match.
2. When a record is loaded with a SMID, but it does not match the combination of fields listed for matching in the (CreateSMID) process.

Staff Management Unresolved Records											
Date Uploaded	SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District
03/26/2025	123456	12345678	JENSEN	ROSS	ACKLES	19790301	M			A	000
03/26/2025	123456	12345678	JARED	TRISTAN	PADALECKI	19820719	M			A	000
03/26/2025	123456	12345678	MISHA		COLLINS	19740820	M			I	000
03/26/2025	123456	12345678	ROBERT		BENEDICT	20000101	M			A	000
03/26/2025	123456	12345678	RICHARD		SPEIGHT	20000101	M			A	000
03/26/2025	123456	12345678	MATTHEW		LILLARD	20000101	M			I	000
03/26/2025	123456	12345678	DMITRI	TIPPENS	KRUSHNIC	20000101	M			A	000
03/26/2025	123456	12345678	DEAN	HENRY	WINCHESTER	19790124	M			I	000
03/26/2025	123456	12345678	SAMUEL		WINCHESTER	19830502	M			A	000
03/26/2025	123456	12345678	CASTIEL	JAMES	NOVAK	20050918	M			I	000
03/26/2025	123456	12345678	ROBERT	BOBBY	SINGER	20000101	M			I	000

Unresolved Records View

- The Staff Management Unresolved Records screen will display any Unresolved Records that have not been resolved.
- If there are no Unresolved Records to display, the screen will read “There are no Unresolved records to view.”
- Once a user selects a record, they will be brought into the Unresolved records detail view.

Staff Management Unresolved Records											
Date Uploaded	SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District
03/26/2025	123456	12345678	JENSEN	ROSS	ACKLES	19790301	M			A	000
03/26/2025	123456	12345678	JARED	TRISTAN	PADALECKI	19820719	M			A	000
03/26/2025	123456	12345678	MISHA		COLLINS	19740820	M			I	000
03/26/2025	123456	12345678	ROBERT		BENEDICT	20000101	M			A	000
03/26/2025	123456	12345678	RICHARD		SPEIGHT	20000101	M			A	000
03/26/2025	123456	12345678	MATTHEW		LILLARD	20000101	M			I	000
03/26/2025	123456	12345678	DMITRI	TIPPENS	KRUSHNIC	20000101	M			A	000
03/26/2025	123456	12345678	DEAN	HENRY	WINCHESTER	19790124	M			I	000
03/26/2025	123456	12345678	SAMUEL		WINCHESTER	19830502	M			A	000
03/26/2025	123456	12345678	CASTIEL	JAMES	NOVAK	20050918	M			I	000
03/26/2025	123456	12345678	ROBERT	BOBBY	SINGER	20000101	M			I	000

Unresolved Records Details View

- The Staff Management Unresolved Record Detail view screen will display with the Unresolved record the user selected, and any Potential Matched records associated with the Unresolved record.
- The user can select Cancel to be brought back to the Unresolved Records screen, Create New to request a new SID, or Associate to associate one record the system has determined to be a potential match.

Staff Management Unresolved Record Detail View

Date Uploaded	SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District
03/26/2025	12345678	123456	JENSEN	ROSS	ACKLES	19790301	M			A	000

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

Potential Matches

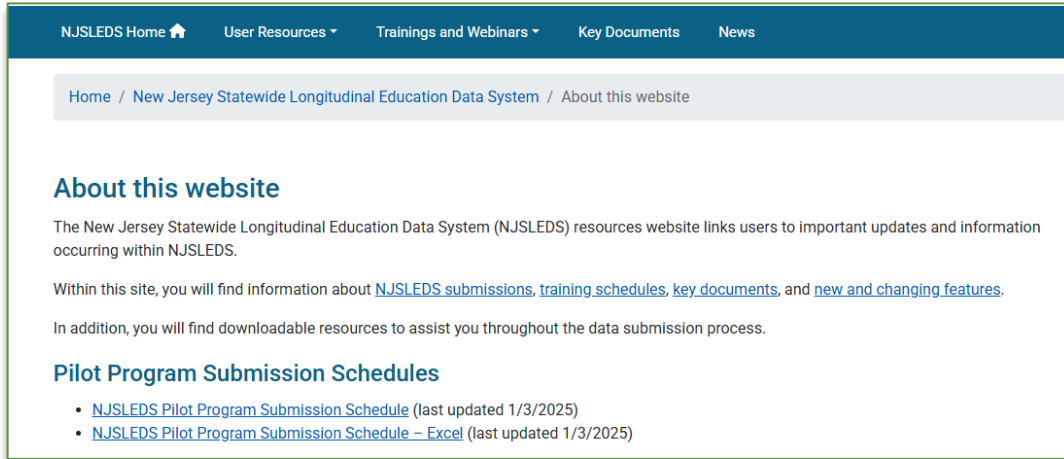
SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security N...	Status	Associated District	Match %
<input type="radio"/>	12345678	123456	JENSEN	ROSS	ACKLES	19790301	M		A	000	
<input type="radio"/>											
<input type="radio"/>											
<input type="radio"/>											

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

Step 6

Submit by the Deadline

Submit by the Pilot Deadline



The screenshot shows the NJSLEDS Home page. The top navigation bar includes links for Home, User Resources, Trainings and Webinars, Key Documents, and News. Below the navigation bar, a breadcrumb trail reads: Home / New Jersey Statewide Longitudinal Education Data System / About this website. The main content area is titled "About this website" and contains text explaining the purpose of the NJSLEDS resources website. It also includes a section for "Pilot Program Submission Schedules" with two links: "NJSLEDS Pilot Program Submission Schedule" (last updated 1/3/2025) and "NJSLEDS Pilot Program Submission Schedule – Excel" (last updated 1/3/2025).

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

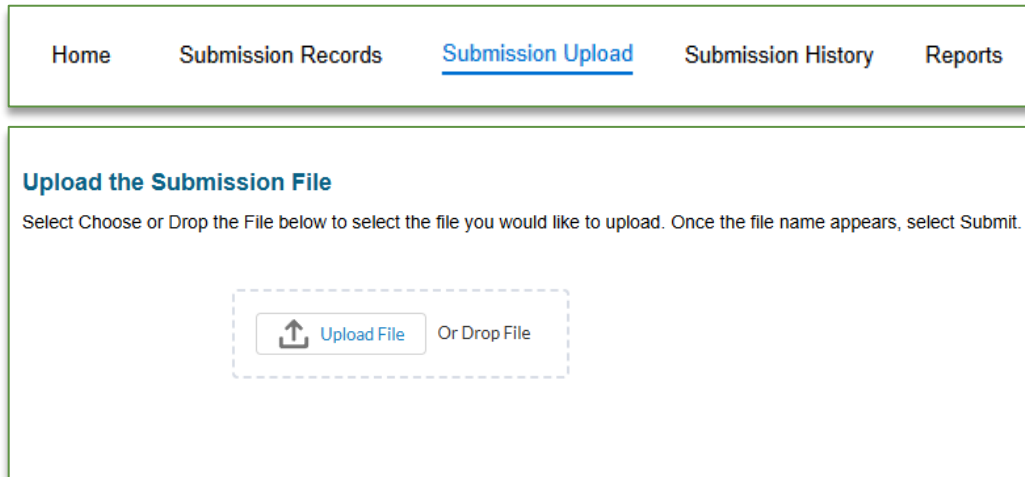
- [NJSLEDS Pilot Program Submission Schedule](#) (last updated 1/3/2025)
- [NJSLEDS Pilot Program Submission Schedule – Excel](#) (last updated 1/3/2025)

Navigate to the [Home](#) page of the [NJSLEDS User Resources](#) site.

Check the submission schedule and ensure all data is complete by April 17, 2025.

Navigate to Submission Upload tab in [NJSLEDS](#).

Upload submission and confirm file is successfully processed without errors.




The screenshot shows the "Submission Upload" page. The top navigation bar includes links for Home, Submission Records, Submission Upload (highlighted), Submission History, and Reports. The main content area is titled "Upload the Submission File" and contains text explaining the upload process. Below the text, there is a dashed box containing an "Upload File" button with an upward arrow icon and the text "Or Drop File".

Home Submission Records Submission Upload Submission History Reports

Upload the Submission File

Select Choose or Drop the File below to select the file you would like to upload. Once the file name appears, select Submit.

 Or Drop File

Common Mistakes to Avoid

1

Leaving required
data fields blank

2

Using incorrect
formatting

3

Misinterpreting
data definitions

4

Submitting
incomplete data

5

Missing the
deadline

Friendly Reminders

Receive	Users will receive access to their NJSLEDS accounts and an email with their login credentials the day of the pilot launch.
Review and utilize	Review and utilize user resources provided by the NJDOE.
Check	Check the submissions schedule on the User Resources website to ensure data is submitted in a timely manner.
Contact	Contact the Help Desk if you have questions or need assistance.

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: helpdesk-sleds-staging@doe.nj.gov or 609-376-3970



[Staff Management Handbook](#)



[Staff Reporting Responsibilities Guidance](#)



[NJSLEDS User Resources Website](#)

Contacting the Help Desk



Email helpdesk-sleds-staging@doe.nj.gov 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 [MOVEit Transfer](#), a secure file transfer server/service for sharing and transferring files and data.

ipswitch MOVEit TRANSFER 2017

Username
Username

Password
Password

2 — Request a password change

Security Notice
You are about to access a secured resource.
MOVEit DMZ Demo reserves the right to monitor and/or limit access to this resource at any time.

Sign On

3 — Don't have an account? > Register and Send Files

4 — Have an account on another Identify provider? > Try Single Sign-On with SAML

Help 5



Call the Help Desk if you need further assistance

Live Q&A

Thank You!

New Jersey Department of Education

nj.gov/education



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Questions? Email Helpdesk-sleds-staging@doe.nj.gov