### **New Jersey Department of Education**

# **Staff Vacancy Pilot in NJSLEDS**

Office of Data Management Updated: March 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**

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### 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. The Transition to NJSLEDS
- 2. What's Next?
- 3. Overview of Staff Vacancy reporting
- 4. Overview of the submission process
- 5. Key data fields
- 6. Common mistakes to avoid
- 7. Resources and support
- 8. Thank you!



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

## Why Transition 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) to enhance data management, improve efficiency, and support evolving technology needs.



Data Accuracy: Meets growing demands for accurate school and student data.



Simplified Reporting: Streamlines reporting for administrators.



**Efficiency:** Supports compliance with critical legislation such as the Individuals with Disabilities Education Act and the Every Student Succeeds Act.

The system provides data to monitor progress, drive improvements, and secure funding for New Jersey's schools. Schools are encouraged to submit data regularly to keep the system up-to-date.

This presentation was designed to support administrators in gathering and submitting this information for staff vacancy data.



## **NJSLEDS Lift and Shift**

### Our goal: A seamless transition.

- Moving NJ SMART to NJSLEDS using a lift and shift approach.
- Migrating the longitudinal data and similar infrastructure to an internal cloud-based environment.

### Key benefits:

- Quick transfer with minimal disruption to users.
- Maintains the same input file layouts for all submissions to streamline migration.
- Ensures continuity without major system overhauls.

### What this means for the future:

- While this method is efficient, it does not immediately take advantage of the advanced scalability and features of the new platform.
- Further optimization or re-architecting may be required later to unlock full benefits.

This migration is about stability first, enhancements later—ensuring a smooth transition now while planning for future improvements.



## An Important Step Forward: What's Next?



**Pilot Testing:** There will be five pilot phases between February and May 2025. The NJDOE will partner with school districts to test NJSLEDS through pilot programs, focusing on various data collection and submission capabilities. During the first pilot phase, participating districts will use NJSLEDS to report on our new Staff Vacancy submission.



**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 May to June 2025, 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.



## **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.



## Introduction to Staff Vacancy Reporting Your Guide to Submitting Accurate Data

### **Legislative Background & Mandate**



Mandated under New Jersey Statute 18A:27-3.5.



Requires reporting on: Vacant teaching positions New teaching positions created Teaching positions eliminated Anticipated teacher retirements



Introduced to support datadriven decisions for educational planning and policy-making.



### **Overview of Staff Vacancy Reporting**



New in accordance with the New Jersey Statutes.

All school districts must report Staff Vacancy data for teaching positions.

Users will submit data during the pilot submission window, which will begin March 13, 2025, and will end on March 20, 2025. Ø

Purpose: To ensure accurate tracking of teacher staffing trends across New Jersey.

NJ Statewide Longitudinal Education Data System

2024-2025 data will be collected as pilot submissions. 2025-2026 data will be collected and stored into <u>NJSLEDS</u>.

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## **Submission Process Overview**

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# Step 1 Prepare Your Staff Vacancy Data for Upload



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It's mandatory for all districts to use the provided Staff Vacancy Handbook and review all definitions, additional notes, and common errors.

Visit the NJSLEDS User Resources site for information about NJSLEDS submissions, training schedules, key documents, and additional downloadable resources.

Not all data elements are relevant to each staffing position.



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.

VJSLEDS Home 🏫 User Resources Trainings and Webinars Key Documents News Home / New Jersey Statewide Longitudinal Education Data System / About this website About this website Contact Us 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 NJSLEDS Pilot Program Submission Schedule (last updated 1/3/2025 NJSLEDS Pilot Program Submission Schedule - Excel (last updated 1/3/2025)

#### NJSLEDS Help Desk

Office of Information Technology P.O. Box 500 Trenton NJ 08625-055

Email: N.ISI EDS@doe ni gov





### **1b. Use the Staff Vacancy Handbook**

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### **Data Elements and Definitions**

This Staff Vacancy Data Handbook includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each staff member. It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJDOE longitudinal education data system so that a collaborative resolution can be reached.

The following information is provided for each data element in the Staff Vacancy Data Handbook

- Name of Data Element: The data element name used within the NJDOE longitudinal education data 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).
- 5 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.
- 8 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.



### **1c. Use the Staff Vacancy Report Layout**

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SchoolID	PositionType	JobCode	JobCodeSubcategory	DistrictPositionID	PositionOpenDate	PositionClosedDate	NumberOfApplicants
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This template is a key component of the data reporting process used by school districts and charter schools in New Jersey.

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 Vacancy and ensure that districts report consistent and accurate data in compliance with the new law.

This template can be found under <u>Staff Vacancy User Resources</u> on the <u>NJSLEDS User Resources site</u>.



## **Staff Vacancy Submission Template A**

This is a downloadable Staff Vacancy 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.

Image: AutoSave Image: Ima	Excel Workbook       Excel Binary Workbook       Excel Binary Workbook       Excel Sinary Workbook
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## **Staff Vacancy Submission Template B**

This is a downloadable Staff Vacancy 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.

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8 9 10	Save as type:       [CSV UTF-8 (Comma delimited)       ~         Authors:       Jorge, Luz       Tags:       Add a tag       Title:       Add a title         Hide Folders       Tools ▼       Save       Cancel

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## **1d. Understand Key Data Elements**

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Report Column	Definition
SchoolID	The school code from the district's County District School (CDS) information.
PositionType	The employment-related status of types of teaching positions within a district or school.
JobCode	The NJDOE job code associated with the position type.
JobCodeSubcategory	The subcategory linked to the job code associated with the position type.
DistrictPositionID	Assigned by the district and used to track positions within a district over time.
PositionOpenDate	The year, month, and day (YYYYMMDD) on which a position opened.
PositionClosedDate	The year, month, and day (YYYYMMDD) on which a position closed.
NumberOfApplicants	Total count of applicants who have applied for current job vacancies or new teacher positions within the district/school.



## **Key Data Element: SchoolID**

### SchoolID

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Definition of Data Element

The school code from the district's County District School Information.

Functional, Policy or Legal Document

New Jersey Statutes (C.18A:27-3.5)

#### CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory.

Acceptable Values

Type: Alphanumeric

Minimum Length: 3

Maximum Length: 3

#### Validation Checks

- It is required that codes adhere to these standards: The submitting district, defined by the County ID and District ID
  upon user login, alongside the provided School ID, must correspond with the district's own County ID, District ID,
  and a School ID within the district's CDS dataset, otherwise this will result in an error.
- An error will occur if the field is left blank.

#### Additional Notes

Only school codes designated for regular public schools can be used for School ID.

#### Common Errors

N/A

- Warnings
- N/A

The **SchoolID** is the school code from the district's County District School (CDS) information.

Your user account will identify your District ID upon login.

We need your SchoolID to provide information on staff vacancies on a school level. The list of school codes can be found under <u>Key Documents</u> on the <u>NJSLEDS User</u> <u>Resources site</u>.

- The school code for staff at the district level should be entered as 000.
- An error will occur if the codes do not conform to the NJDOE CDS codes listed
- An error will occur if the field is left blank.



## Key Data Element: PositionType

### PositionType

#### Definition of Data Element

The employment-related status of types of teaching positions within a district or school.

#### Functional, Policy or Legal Document

New Jersey Statutes (C.18A:27-3.5)

#### CEDS Mapping

23

No CEDS Mapping

Is this Data Element Required?

Field is mandatory.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 1

- 1 = District/School has no vacancies or retirements to report for current submission timeline
- 2 = Anticipated Retirement is a position that a teacher held who is scheduled to terminate employment with a district within the current school year and will be receiving retirement benefits.
- 3 = New Teaching Position is a position that has not previously existed.
- 4 = Eliminated Position is a full-time position that no longer will be encumbered in successive school years. Staff
  may be reassigned and may not reduce the staff count.
- 5 = Vacant Position is a full-time position for which there is no incumbent teacher.

The **PositionType** represents the employment-related status of types of teaching positions within a district or school.

### There are 5 position types:

- 1 = District/School: no vacancies or retirements to report for current submission timeline.
- **2 = Anticipated Retirement:** a teacher who is scheduled to terminate employment with a District and will be receiving retirement benefits.
- **3 = New Teaching Position:** a position not previously existing, intend to post for the next six months.
- **4 = Eliminated Positions:** a termination of staff employment due to reduction in force, job elimination, redundancy, or similar event.
- 5 = Vacant Positions: a full-time position for which there is no incumbent teacher, actively in the last year/six months.

- Value must conform to one of the acceptable values listed above or an error will occur.
- Error will occur if field is left blank.



### **Key Data Element: JobCode**

#### JobCode

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**Definition of Data Element** 

The NJDOE job code is associated with the position type.

Functional, Policy or Legal Document

New Jersey Statutes (C.18A:27-3.5)

CEDS Mapping

K12 Job Classification

Is this Data Element Required? Field is mandatory for position types 2-5.

Acceptable Values

Type: Numeric

Minimum Length: 4

Maximum Length: 4

A list of acceptable values can be found in the Job Codes and Job Code Subcategories document.

#### Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if field is left blank if PositionType = 2, 3, 4 or 5

Additional Notes

- Must keep leading zeros.
- Changes to acceptable values can be found in the <u>Job Codes and Job Code Subcategories</u> list.

Common Errors

N/A

Warnings

N/A

The NJDOE **JobCode** is associated with teaching position types (JC: 1000-2799).

A list of acceptable values can be found in the Job Codes and Job Code Subcategories document, under <u>Key Documents</u> on the <u>NJSLEDS User Resources site</u>.

- An error will occur if the Job Codes do not confirm to the NJDOE codes listed.
- An error will occur if the field is left blank and PositionType is 2, 3, 4, or 5.



## **Key Data Element: JobCodeSubcategory**

#### JobCodeSubcategory

#### **Definition of Data Element**

The sub-category linked to the job code associated with the position type.

#### Functional, Policy or Legal Document

New Jersey Statutes (C.18A:27-3.5)

#### CEDS Mapping

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No CEDS Mapping

Is this Data Element Required?

Field is mandatory for position types 2-5.

#### Acceptable Values

Type: Numeric

Minimum Length: 1 Maximum Length: 1

- 1= General Education
- 2 = Bilingual
- 3 = Hearing
- 4 = Visual
- 5 = Special Education

#### Validation Checks

- An error will occur if the codes do not conform to the NJDOE codes listed.
- An error will occur if field is left blank.

#### Additional Notes

- If Job Code = 1486, then Job Code Subcategory must equal 2.
- As staff members may have multiple assignments, this element will appear in the portal as: JobCodeSubcategory1, JobCodeSubcategory2, JobCodeSubcategory3, JobCodeSubcategory4, JobCodeSubcategory5, JobCodeSubcategory6.

#### Common Errors

Error Message: Field does not correspond to Job Code submitted.

Resolution: Job Code Subcategory must be a value accepted for the Job Code submitted as specified in the Job Code and Job Code Subcategories Excel File. Download the Job Code and Job Code Subcategories file to find the Sub-categories under the column "Corresponding Job Code Subcategory."

#### Warnings

N/A

The **JobCodeSubcategory** is linked to the job code associated with the position type.

There are 5 acceptable values for JobCodeSubcategory:

- 1 = General Education
- 2 = Bilingual
- $\cdot$  3 = Hearing
- 4 = Visual
- 5 = Special Education

**Reminder**: An error will occur if the codes do not conform to the NJDOE job code subcategories listed or if the field is left blank when the JobCode is populated.



### **Key Data Element: DistrictPositionID**

### DistrictPositionID

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Definition of Data Element
A district position id is assigned by the district and used to track staff positions within a district over time.
Functional, Policy or Legal Document
New Jersey Statutes (C.18A:27-3.5)
CEDS Mapping
No CEDS Mapping
Is this Data Element Required?
Field is mandatory for position types 3 or 5.
Acceptable Values
Type: Alphanumeric
Minimum Length: 1
Maximum Length: 20
Validation Checks
Error will occur if field is left blank.
Additional Notes
• N/A
Common Errors
N/A
Warnings
N/A

A **DistrictPositionID** is assigned by the district and used to track staff positions over time.

**Reminder**: This field is mandatory for PositionType 3 (New Teaching Positions) or 5 (Vacant Positions).

**Error will occur** if field is populated and PositionType is equal to 1 (No Vacancy)



### **Key Data Elements:** PositionOpenDate & PositionClosedDate

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Position Open Date	
Definition of Data Element	
<ul> <li>The year, month, and day on which the position opened.</li> </ul>	
Functional, Policy or Legal Document	
New Jersey Statutes (C.18A:27-3.5)	
CEDS Mapping	
No CEDS Mapping	
Is this Data Element Required?	
Field is mandatory for position types 3 or 5.	
Acceptable Values	
Type: Date	
Minimum Length: 8	
Maximum Length: 8	
<ul> <li>YYYYMMDD – The day on which the position opens.</li> </ul>	
Validation Checks	
<ul> <li>An error will occur if the format does not include a four-digit year followed by a zero-filled two</li> </ul>	position
month, followed by a zero-filled two position day (i.e. 20210128 for January 28, 2021).	
An error will occur if this field does not have a value, and the Position Type is 3 or 5	PositionClosedDate
An error will occur if this field does not have a value, and the Position Close Date is not blank	
Additional Notes	Definition of Data Element
The date should reflect the first day that the position opened	<ul> <li>The year, month, and day on which the position closed.</li> </ul>
<ul> <li>Date must be in YYYYMMDD format. Do not include any separators such as "/" or"-"</li> </ul>	Functional, Policy or Legal Document
Common Errors	New Jersey Statutes (18A:27-3.5)
N/A	CEDS Mapping
Warnings	No CEDS Mapping
N/A	Is this Data Element Required?
	Field is not mandatory.
	Acceptable Values
	Type: Date
	Minimum Length: 8
	Maximum Length: 8
	YYYYMMDD – The day on which the position closes.
	Validation Checks
	An error will occur if the format does not include a four-digit year followed by a zero-filled two position
	month followed by a zero-filled two position day (i.e. 20210128 for January 28, 2021)
	An extra will see with the field has a value, and the Pasition Open Date is black
	An error will occur it this field has a value, and the Position Open Date is blank.
	An error will occur if this field has a value, and the Position Type is 1.
	Additional Notes
	The date should reflect the day that the position closed.
	Date must be in YYYYMMDD format. Do not include any separators such as "/" or"-"
	N/A
	Warnings
	I N/A

The **PositionOpenDate** is the year, month, and day on which a position opened. This field is mandatory for PositionType 3 (New Teaching Positions) or 5 (Vacant Positions).

The **PositionClosedDate** is the year, month, and day on which a position closed. This field is mandatory for PositionType 2 (Anticipated Retirements).

- The date should reflect the day that the • position opened or closed.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".



### **Key Data Element: NumberOfApplicants**

Definition of Data	Element
Total count of app	licants who have applied for current job vacancies or new teacher positions within the district/school
Functional, Policy	or Legal Document
New Jersey Statut	es (C.18A:27-3.5)
CEDS Mapping	
No CEDS Mapping	
Is this Data Eleme	nt Required?
Field is mandator	y for Position Types 3 or 5.
Acceptable Value	S
Type: Numeric	
Minimum Length	:1
Maximum Length	: 4
Validation Checks	i
An error will a	occur if a whole number is not used.
An error will a	occur if the field is left blank or is reported as zero (0) and Position Type is 3 or 5.
Additional Notes	
N/A	
Common Errors	
N/A	
Warnings	
N/A	

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The **NumberOfApplicants** represents the total count of applicants who have applied for current job vacancies or new teacher positions within the district/school.

- An error will occur if a whole number is not used.
- An error will occur if the field is left blank and PositionType is 3 (New Teaching Positions) or 5 (Vacant Positions).
- An error will occur if the field is populated and PositionType is 1 (No Vacancy), 2 (Anticipated Retirement), or 4 (Eliminated Position).



### **1e. Ensure Data Quality**

It's crucial that the correct information is entered into the system for the following reasons:

Your reported data will be:

Compiled into a report by the Commissioner of Education detailing trends and recommendations for improving teacher retention in New Jersey.



Incorporated into a teacher workforce projects report issued by the Executive Leadership Council in conjunction with the New Jersey Statewide Data System (NJSDS).



Used to project workforce needs, for example, bilingual and computer science teacher needs, potential program eliminations, etc.





# Step 2 Review and Validate Your Data

## 2a. Review and Validate Your Data



# Step 3 Log Into the System



### SLEDS NJ Statewide Longitudinal Education Data System



### 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		
ô	Password		
		Login	

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.



SLE35 NJ Statewide Longitudinal Education Data System

#### 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.

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.

#### Submission Schedule

Make sure to upload your Staff Vacancy Submission before the scheduled date below: 

- February 5, 2025: Pilot 1.1 Launch Staff Vacancy
- February 19, 2025: Pilot 1.1 Window Ends

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

#### Contact the Help Desk

Contact helpdesk-sleds-staging@doe.nj.gov with any questions. For faster service, always include your district code in your email.

# Step 4 Upload Your Staff Vacancy Data

## 4a. NJSLEDS Submission Records Tab

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



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## 4b. NJSLEDS Submission Upload Tab

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



### 4b. NJSLEDS Submission Upload Tab

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



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## **4c. NJSLEDS Submission History Tab**

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

**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>.

Once the file is uploaded, users will land on the "Submission History" tab, where users can track uploads status updates.		File status will show "In F immediately after upload status will update to "Pro once validation process complete.	Process" . File ocessed" s	Users will receive an email onc upload is processed, including errors found during validation. Check for errors.			nail once cluding any idation.	
Home Submission Records Submission Upload Submission	n History Rep	ports						
Submission History List View								
Submission History Recently Viewed						2 Search by file name		
File Name     v     Submission Type     v     Record Count       Staff vacancy     Staff Vacancy     58	Valid	V Errors V	Warnings ~	Status	~	Created Date ~	Last Modified Date	~
Stan vacancy neader me childe t Stan vacanCy SS	4/	11	U	Processed		01/02/2025, 02:15:36 PM	01/02/2025, 02:31:50 PM	

NJ Statewide Longitudinal Education Data

# Step 5 Review and Clean Up Your Data

### **5a. Access and View Your Error Report**

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The Submission Records tab allows users to view error reports if the submission contains errors. Users will be notified via email and will be prompted to log into the system to review errors.

Home	Subn	nission R	ecords	Subm	ission Uplo	ad Sub	mission Histo	ory	Reports	Log into NJSLEDS. Click on the "Submission Records"	
	St	att Vacan	icy					_	Error Report >	tab and select "Staff Vacancy"	
X Staff Vacancy Currer	nt Records								Export		
Data Source     O Current Records	School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date	Position Close Date	Number Of	Applicants Record Status		
Snapshot Records		3	39	4	12	20240831	20240930	11	Error		
School ID	0	1					20240831		Error		
(All)	• 0	3	1017	3		20240818		1.5	Error		
	0	5	1017	4		20240818	20243118	9	Error		
Position Type	50	4	42	7	0	20243108			Error		
(All)	▼ 50	6	1003	4	1				Error		
	60	3	120	6				8	Error		
Job Code	60	3	1018	1		20240819		5.5	Error		
(All)	• 60	5	1001	1		20240831			Error		
	000	1					20240931	25	Error		
Job Code Subcategory	000	1				20240831			Error	<b>Remember!</b> The Error Report layout will be different than th	e
(All)	000	3	0039	4		20240831	20240930	9	Error	Submission lavout. It should only be used as a quide.	



## **5b. Interpret the Error Report and Error Det**

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



X Staff Vacancy Error	By Type Err	or Detail			Record Leve	l Err	or By Type	xport
Level	Level	Туре	Data Element	Description	Error Count	School ID	Position Type	Job Code
Field	Field	Date	POSITIONOPENDATE	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission.	1	050	5	1001
						C		nc

NJ Statewide Longitudinal Education Data System

### **5c. View Error Report by Record Level**

### The Error Report allows users to view and sort any errors by level.

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vel	Leve	еі Туре	Data Element	School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date	Position Closed Date	School Year	Error Cou
l)	• Field	i Format	NUMBEROFAPPLICANTS	000	2	0241	6	20240818	20240801	20240901	2024-2025	1
(All)	Field	i Format	POSITIONCLOSEDDATE	060	5	1173	4	20240856	20240801	20243101	2024-2025	1
Field	Field	d Required	JOBCODESUBCATEGORY	250	2	1004				20241011	2024-2025	1
Cancel Apply	Field	d Required	NUMBEROFAPPLICANTS	000	3	1301	1	20240894	20240801	20240901	2024-2025	1
	Field	d Required	NUMBEROFAPPLICANTS	000	3	1304	1	20240899	20240801	20240901	2024-2025	1
Flement												
Lonon	*											
)	•				Г				- г			
) tion Type )	•	To sort erro "Record Le	ors by level, Clivel, vel" on the top	ck on right		Users left na	can use filters	s on the		To see detail	s about a s	pecific
) tion Type Dode	*	To sort erro "Record Le corner. Use and forth to	ors by level, Clivel" on the top ers can toggle l o each view.	ck on right back		Users left na errors.	can use filters vigation to so	s on the rt and filter		To see detail error, click or the error repo	s about a s n any record ort.	pecific 1 on
on Type ode ode Subcategory	*	To sort erro "Record Le corner. Use and forth te	ors by level, Clivel" on the top ers can toggle l o each view.	ck on right back	>	Users left na errors	can use filters vigation to so	s on the rt and filter		To see detail error, click or the error repo	s about a s n any record ort.	pecific d on



### **5d. View Error Record by Record Type**

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

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									< Submission Records Report	
X Staff Vacancy Error B	у Туре Е	Errors						Record	Level Export	
Level	Level	Туре	Data Element	Description					Error Count	
(All) •	-	Date	POSITIONCLOSEDDATE	The date enter	red is not a valid date. Enter a valid date to resolve the error and reu	bload your submis	sion.		3	
		Date	POSITIONOPENDATE	The date enter	red is not a valid date. Enter a valid date to resolve the error and reu	bload your submis	sion.		1	
ype All) -		Format	NUMBEROFAPPLICANTS	The format of	this data element must be a whole number				4	
	1	Format	NUMBEROFAPPLICANTS	The format of	this data element must be a whole number and cannot contain decir	als or commas			1	
		To sort err on "Error B top right co toggle bac each view.	ors by type, Click y Type" on the orner. Users can k and forth to		To see details about a specific error, click on any record on the error report.		Users can use filters on the left navigation to sort and filter errors.		Use the Page Numb box to navigate thro result pages. Custor the number of recor displayed per page i Page Size text box.	er tex ugh mize ds in the



### **5e. Export Your Error Report**

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

Department Of Education Home Submission Records Submission Upload Submission History Reports < Submission Records Report X Staff Vacancy Record Level Errors Error By Type Export Level Position Type Level Data Element School ID Job Code Job Code Subcategory **District Position ID** Position Ope Type (AII) Date POSITIONCLOSEDDATE 000 1 Date POSITIONCLOSEDDATE 030 1 Type 060 Date POSITIONCLOSEDDATE 1

AutoSave Off ♀ Search A 🕕 Insert Page Layout Formulas Data Review View Automate Help Acrobat File Home  $\checkmark$  :  $\times \checkmark f_x \checkmark$ G26 A D H 1 School ID Position Type Job Code Job Code Subcategory District Position ID Position Open Date Position Closed Date School Year Level Type Data Element Value Description 2 000 The date entered is not a valid date. Enter a valid date to resolve the error and reuploa 1 20240931 2024-2025 Date POSITIONCLOSEDDATE 20240931 1017 3 0 3 3 20240818 2024-2025 Format NUMBEROFAPPLICANTS 1.5 The format of this data element must be a whole numbe 4 60 3 1018 1 20240819 2024-2025 Format NUMBEROFAPPLICANTS 5.5 The format of this data element must be a whole numbe 5 110 3 9025 20241014 20241017 2024-2025 Format NUMBEROFAPPLICANTS 1.5 The format of this data element must be a whole number and cannot contain decimals 6 0 1017 4 20240818 20243118 2024-2025 Format POSITIONCLOSEDDATE 20243118 The format of this data element must be YYYYMMDD 5





## **5f. Navigating Through Download Export**

Users can view and navigate through the download error report on their device. This will allow users to easily identify, sort, update, and resolve their errors.

						your device
庭 AutoSave (Off) 🖫 🌱 - 은 - 후 Export-Staff vacancy Rece	ord Level Erors 🖉 No Label 🗸 🖉 S	earch			Q ☆ Ď  ,	<u>*</u>
File Home Insert Page Layout Formulas Data Review	View Automate Help Acrobat			-	Export-Staff vacancy Record Level	
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Clipboard S Font S	Alignment 🛛 Number	Styles	Cells Editi Al Sort A to	ivity Add-ins Adobe Acrobat	^	_
A1 $\times$ : $\times \checkmark f_{\rm T} \times$ School ID			Z = 2017 4 0		~	
						Click on Sort & Filter
A B C D E	n I Y Position Open Dat Y Position Closed Date Y School Yer Y Lev	Type Topta Element	Value   Value  Custom S	int	i	
2 000 1	20240931 2024-2025	Date POSITIONCLOSEDDATE	20240931 The date entered is no Eilter	lid date to resolve the error and reupload your submission.		button to add filters
3 0 3 1017 3	20240818 2024-2025	Format NUMBEROFAPPLICANTS	1.5 The format of this data 🚫 Clear	le number		
4 60 3 1018 1	20240819 2024-2025	Format NUMBEROFAPPLICANTS	5.5 The format of this data	le number		on columns
5 110 3 9025 5	20241014 20241017 2024-2025	Format NUMBEROFAPPLICANTS	1.5 The format of this data	le number and cannot contain decimals or commas		
6 0 5 1017 4	20240818 20243118 2024-2025	Format POSITIONCLOSEDDATE	20243118 The format of this data element must	e YYYYMMDD		
	20240818 20243018 2024-2025	Format POSITIONCLOSEDDATE	20243018 The format of this data element must	e YYYYMMDD	•	
8 50 4 42 7 0 9 660 4 6042 7	20243108 2024-2025	Format POSITIONOPENDATE	20243108 The format of this data element must			
	2024-2025	Required DISTRICTROSITIONID	Z0245006 The format of this data element must	at he blank or NULL if PositionType has a value of 3 or 5		
11 110 3 9025	2024-2025	Required IOBCODESUBCATEGORY	This data element is required and can This data element is required and can	of be blank of NULL		
12 60 5 1001 1	20240831 2024-2025	Required NUMBEROFAPPLICANTS	This data element is required and cam	ot be blank of NULL if Position Type has a value of 3 or 5		$\vee$
13 2 1001 2		Unresolved Record Level	RV Duplicate Record This record has been flagged as a dupli	ate entry based on these fields: SchoolID, DistrictPositionID, Positio	nOpenDate and F	
14 50 4 42 7 0	20243108 2024-2025	Validation DISTRICTPOSITIONID	0 This data element must be blank. See	hich are required data elements and validation checks for this data	element in the Su	
15 50 6 1003 4 1	2024-2025	Validation DISTRICTPOSITIONID	1 This data element must be blank. See	hich are required data elements and validation checks for this data	element in the Su	Navigate through
16 002 2 1102 4 5	20240930 2024-2025	Validation DISTRICTPOSITIONID	5 This data element must be blank. See	hich are required data elements and validation checks for this data	element in the Su	
	2021 2025	DISTRICTPOSITIONID	4 This data element must be blank or NU	LL if Position Type has a value of 1		sorted data to easily
📙 🛛 🔁 📮 🖛 Error Report		on DISTRICTPOSITIONID	8 This data element must be blank or NU	LL if Position Type has a value of 1		
File Home Share View		on DISTRICTPOSITIONID	7 This data element must be blank. See	hich are required data elements and validation checks for this data	element in the Su	Identify and resolve
The share then		on DISTRICTPOSITIONID	3 This data element must be blank. See 1	hich are required data elements and validation checks for this data	element in the Su	orroro <sup>*</sup> Tropofor thooo
$\leftarrow \rightarrow \checkmark \land \blacksquare \Rightarrow$ This PC $\Rightarrow$ Downloads $\Rightarrow$ Erro	or Report		2 I his data element must be blank. See 1 This data element must be blank as NU	I if Position Type bas a value of 1	element in the su	
	or nepore		A This data element must be blank of No.	which are required data elements and validation checks for this data	element in the Su	changes to your
	Nama	an IOBCODE	0039 This data element must be blank or NL	I if Position Type has a value of 1	clement in the se	changes to your
- Outish second	Name	an JOBCODE	1000 This data element must be blank or NU	LL if Position Type has a value of 1		submission file
Culck access	Depart Staff vacancy Record Level Errore	JOBCODESUBCATEGORY	5 This data element must be blank or NU	LL if Position Type has a value of 1		Submission me.
	Export- stall vacancy Record Level Errors	on NUMBEROFAPPLICANTS	25 This data element must be blank or NU	LL if Position Type has a value of 1		
New Jersey Department of Education		on NUMBEROFAPPLICANTS	18 This data element must be blank or NU	LL if Position Type has a value of 1		
		on NUMBEROFAPPLICANTS	20 This data element must be blank or NU	LL if Position Type has a value of 1		
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<b>30.01</b>		on POSITIONOPENDATE	20240831 This data element must be blank or NU	LL if Position Type has a value of 1		
J 3D Objects		DN POSITIONOPENDATE	20240930 This data element must be blank. See 1	hich are required data elements and validation checks for this data	element in the Su	
Desktop			20245000 This data element must be blank. See	which are required data elements and validation checks for this data	element in the Su	
			20240817 This data element must be blank. See	which are required data elements and validation checks for this data	element in the Su	
Documents		an SCHOOLID	0 This is an invalid CDS code. Please refe	ence the CDS Directory and Reporting Responsibilities documentation	on to ensure the c	
		on SCHOOLID	50 This is an invalid CDS code. Please refe	ence the CDS Directory and Reporting Responsibilities documentation	on to ensure the c	
- Downloads		on SCHOOLID	60 This is an invalid CDS code. Please refe	ence the CDS Directory and Reporting Responsibilities documentation	on to ensure the c	NJ Statewide Longitudinal Education
39 000 1	20240931 2024-2025	Validation SCHOOLID	000 This is an invalid CDS code. Please refe	ence the CDS Directory and Reporting Responsibilities documentation	on to ensure the c	· · · · · · · · · · · · · · · · · · ·

Access your

Downloads folder on

## 5g. Re-Upload Your Staff Vacancy Data

### The Submission Upload tab allows users to re-submit Staff Vacancy data once errors are resolved.

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.	Resolve and update errors within your submission file/source system, then navigate to the Submission Upload Tab in NJSELDS.
Upload File Or Drop File	
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.	Re-upload new submission file from source system into NJSLEDS. System will override any records where errors have been resolved.
SV_3570_Demo.csv 0.26 KB Previous Done	<b>Remember!</b> The submission file should always be upload from your source system to ensure data is up-to-date across all systems.

NJ Statewide Longitudinal Education Data System

# Step 6 Submit by the Deadline

## 6a. Submit by the Deadline





NJ Statewide Longitudinal Education Data System

### **Common Mistakes to Avoid**





## **Friendly Reminders**

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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 submissions schedule 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 & Support**

	NJSLEDS Website (please note users will receive access to their accounts and an email with their
<u>نع</u> ا	login credentials the day of the pilot launch)



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



Staff Vacancy Handbook







### **Contacting the Help Desk**

Email <u>Helpdesk-sleds-</u> <u>staging@doe.nj.gov</u> or <u>NJSLEDS@doe.nj.gov</u>.

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Provide your full name, district/school code, and reason for inquiry. Refer to your case number and confirmation email sent by NJSLEDS.





### Thank You!

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### **New Jersey Department of Education**

### nj.gov/education



<u>(@newjerseydoe</u>

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

