



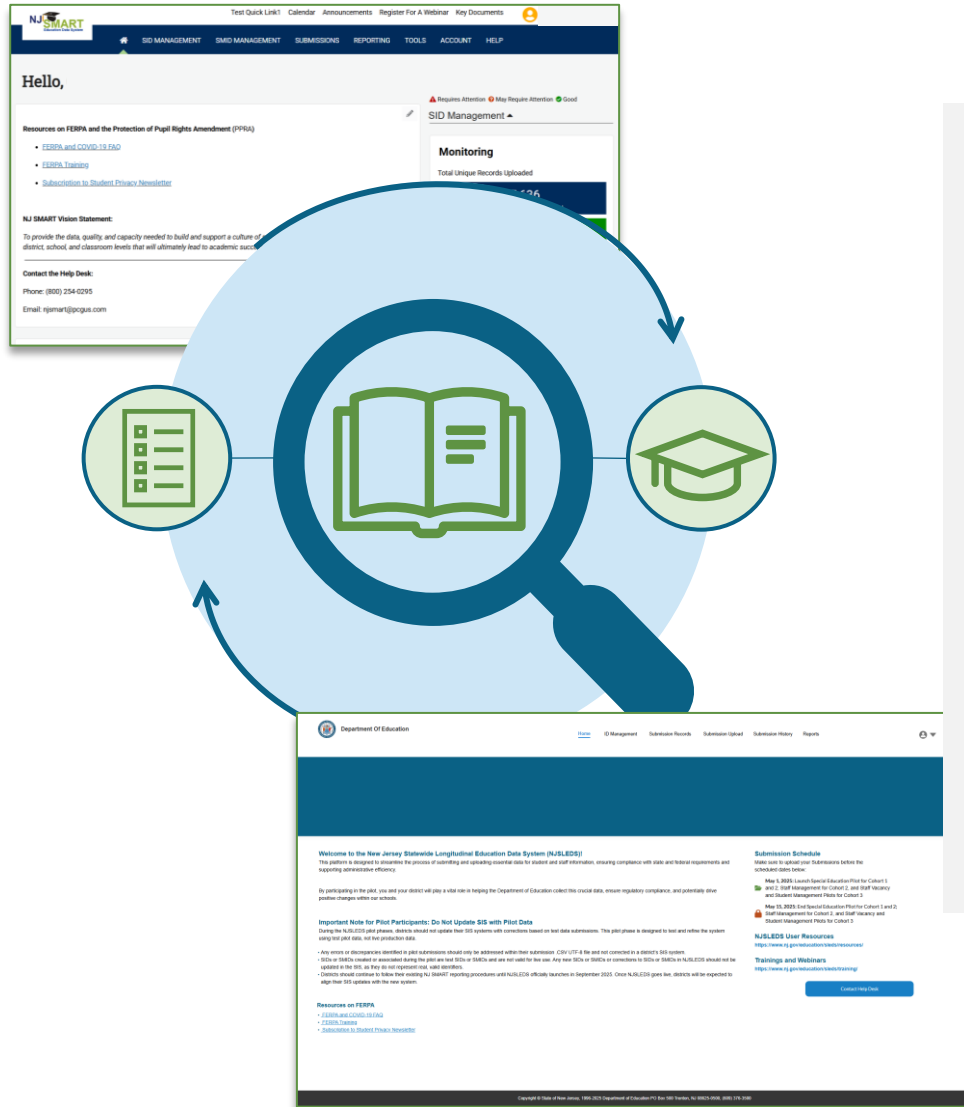
Staff Vacancy Submission in NJSLEDS

Office of Data Management
July 2025



Introduction to NJSLEDS

Introduction 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.



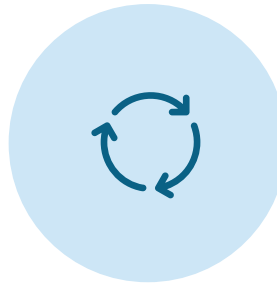
Shift to Source-Based Data

Integrity: Enforces best practices by requiring data corrections at the source—improving auditability, data governance, and alignment with federal reporting models.



Long-Term Sustainability:

Ensures direct ownership and adaptability to meet future policy and compliance needs.



Foundation for Future Integration:

While current uploads still rely on .CSV UTF-8 files, NJSLEDS is being built to eventually support direct system-to-system integration via API, reducing manual work and improving accuracy in the long-term.

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.

Transition Goals and Processes

Our goal: Support a smooth and stable transition to NJSLEDS while laying the groundwork for future improvements in data management.

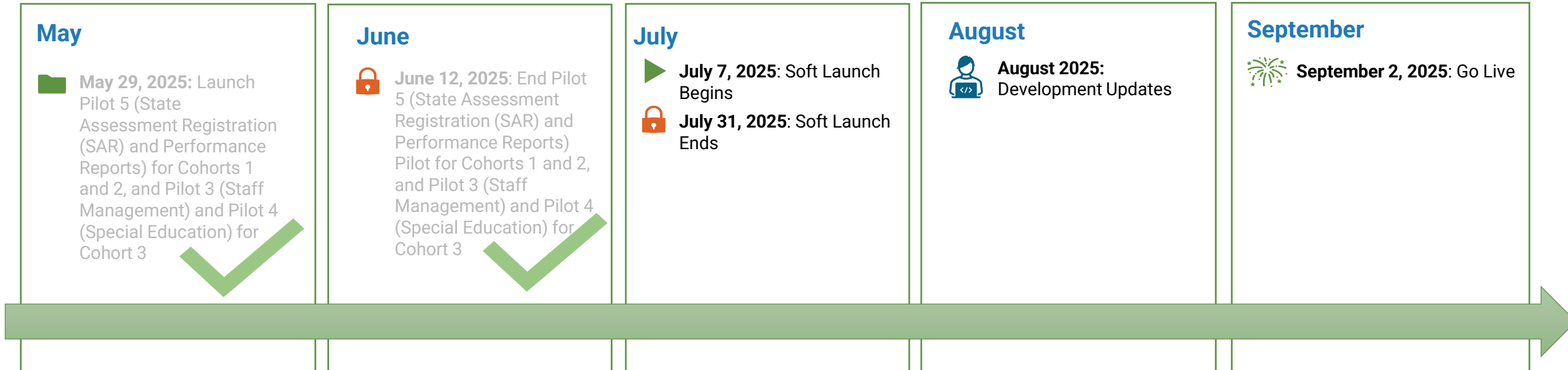
How We're Doing It:

- Migrating to a modern, cloud-hosted platform managed by NJDOE
- Preserving familiar file submission layouts to reduce disruption
- Improving infrastructure reliability and performance
- Enabling faster turnaround for fixes and updates

What This Means for Users:

- Minimal changes to your existing data preparation processes
- Better system responsiveness and support
- More consistency across submissions
- A platform designed for long-term sustainability and adaptability to future policy needs

Transition Timeline: May through September



- The final pilot window closed on June 12, 2025, concluding all pilot testing phases.
- The NJSLEDS soft launch will be open to all districts, running from July 7 to July 31, 2025.
- From August 1 through 29, NJDOE will use your feedback to finalize the NJSLEDS system through logic refinements, interface updates, and Help Desk readiness
- The official statewide launch of NJSLEDS will occur on September 2, 2025.

Helpful Resources for NJSLEDS



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



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



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



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



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

NJSLEDS Soft Launch Information

What is the Soft Launch?

A statewide sandbox testing window for all districts.

- Runs July 7 through July 31, 2025
- Open to all districts, not just pilot participants
- Uses 2024-2025 test data only
- Upload files, review errors, and test workflows
- No data will be retained or used for reporting



This is your opportunity to get hands-on experience with the NJSLEDS platform before the September 2, 2025 go-live.

What To Do During the Soft Launch

Use this time to explore NJSLEDS and prepare for full implementation.

- Build confidence using NJSLEDS before it becomes the required system
- Upload test files for any available submission
- Review error messages and file validation behavior
- Learn how to resolve issues by fixing data in your local files
- Test submission workflows using your local source system (SIS, HR, etc.)
- Check formatting, submission layout, and record display
- Use Help Desk Office Hours to ask questions or troubleshoot
- Share feedback that helps NJDOE improve the system before go-live

This is a learning window. You are not expected to resolve every error.



Staff Vacancy Submission

Legislative Background & Mandate



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

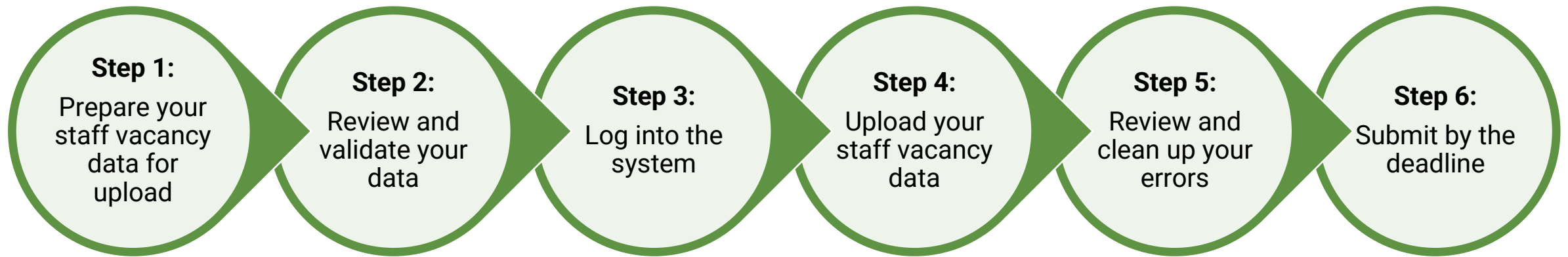


Requires reporting on:
Vacant teaching positions
New teaching positions created
Teaching positions eliminated
Anticipated teacher retirements



**Introduced to support data-
driven decisions for educational
planning and policy-making.**

Submission Process Overview



Step 1

**Prepare Your Staff Vacancy
Data for Upload**

Review Available User Resources



New Jersey Statewide Longitudinal Education Data System

[NJSLEDS Home](#) [User Resources](#) [Trainings and Webinars](#) [Key Documents](#) [News](#)

Home / New Jersey Statewide Longitudinal Education Data System / User Resources

User Resources

Overview

Welcome to the NJSLEDS User Resources Page

Everything you need to navigate your data submissions, organized by submission type and designed for clarity, accuracy, and ease of use.

The NJSLEDS User Resources page supports districts in submitting complete, timely, and accurate data to the New Jersey Department of Education. Whether you're new to longitudinal data reporting or an experienced data manager, this page provides direct access to the most current tools, templates, and guidance for every step of the submission process.

Each submission area includes a dedicated resource page featuring submission handbooks, reporting responsibilities, frequently asked questions (FAQs), file templates and data layout specifications.

Explore Available Submission Resources

Student Management > Tools for submitting student data, managing transfers, and maintaining enrollment accuracy.	Staff Management > Guidance for reporting core staff information, including SMID assignment and more.
Special Education > Resources for submission of student data related to special education services.	Staff Vacancy > Includes all required materials for reporting vacant, eliminated, and new teaching positions.
State Assessment Registration > Guidance for registering eligible students for statewide assessments.	Performance Reports > Includes tools and resources for submitting district-level performance summaries.

Modules for additional submissions are coming soon as NJSLEDS continues to expand.

Live Training Sessions

For training opportunities, visit the [Trainings and Webinars](#) page or contact the NJSLEDS Help Desk for support.

Contact Us

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

Phone: 609-376-3970
Email: NJSLEDS@doe.nj.gov

How to Contact the Help Desk Securely

If your message to the Help Desk includes any of the following, request a secure email first:

- Personally identifiable information (PII), including (but not limited to) a student's name, SID, or date of birth.
- A file attachment.

Secure Email Process:

- Email the Help Desk at helpdesk-sleds-staging@doe.nj.gov to request a secure email.
- You'll receive a notification from MOVEit Transfer with a username, temporary password, and link.
- Log into the secure portal and upload your message or file.

This ensures sensitive information is handled in compliance with state and federal privacy laws.



The [NJSLEDS User Resources website](#) has key information about NJSLEDS submissions, training schedules, key documents, and other additional downloadable resources.

Users are encouraged to visit the website periodically to check for any updates.

Use the Staff Vacancy Handbook

New Jersey Department of Education Staff Vacancy Data Handbook

SOFT LAUNCH VERSION



State of New Jersey
Department of Education

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

July 2025

Version 1.0

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

Before submitting:

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

To support accurate, compliant data submissions:

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

If a definition is unclear or difficult to apply in your context, please contact the NJSLEDS Help Desk. We're here to help.

Handbook Sections

The following information is provided for each data element in the [Staff Vacancy 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 Vacancy Report Template

SchoolID	PositionType	JobCode	JobCodeSubcategory	DistrictPositionID	PositionOpenDate	PositionClosedDate	NumberOfApplicants
----------	--------------	---------	--------------------	--------------------	------------------	--------------------	--------------------

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 [Staff Vacancy User Resources](#) on the [NJSLEDS User Resources site](#).

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

The screenshot displays the Microsoft Excel interface with the 'StaffVacancy_Submission_TemplateA' file open. The ribbon is set to 'Home', and the 'File' menu is open, showing the 'Save As' option. The 'Save As' dialog box is open, showing the 'Save as type' dropdown set to 'CSV UTF-8 (Comma delimited)'. The file name is 'StaffVacancy_Submission_TemplateA'. The dialog box also shows the 'Save' and 'Cancel' buttons.

SchoolID	PositionType	JobCode	JobCodeSubcategory	DistrictPositionID	PositionOpenDate	PositionClosedDate	NumberOfApplicants

Staff Vacancy Submission Template B

This is a downloadable Staff Vacancy template provided on the NJSLEDS User Resources website. [Template B](#) 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

The screenshot displays the Microsoft Excel interface with the 'StaffVacancy_Submission_TemplateB' file open. The ribbon is set to 'Home', and the 'File' menu is open, showing the 'Save As' option. The 'Save As' dialog box is open, showing the 'Save as type' dropdown menu set to 'CSV UTF-8 (Comma delimited)'. The file name is 'StaffVacancy_Submission_TemplateB'. The dialog box also shows the 'Save' button and the 'Cancel' button.

The Excel spreadsheet shows the following headers in row 1:

SchoolID	PositionType	JobCode	JobCodeSubcategory	DistrictPositionID	PositionOpenDate	PositionClosedDate	NumberOfApplicants
----------	--------------	---------	--------------------	--------------------	------------------	--------------------	--------------------

Understand Key Data Elements

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

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 [Key Documents](#) on the [NJSLEDS User Resources site](#).

Reminders:

- 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 (18A:27-3.5)

CEDS Mapping

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
- 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 4 position types:

- **1 = District/School:** no vacancies or retirements to report for current submission timeline.
- **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.

Reminders:

- 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

Definition of Data Element

The NJDOE job code is associated with the position type.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

K12 Job Classification

Is this Data Element Required?

Field is mandatory for position types 3-5.

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 = 3, 4 or 5

Additional Notes

- Must keep leading zeros.
- Changes to acceptable values can be found in the [Job Codes and Job Code Subcategories](#) list.

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 [Key Documents](#) on the [NJSLEDS User Resources site](#).

Reminders:

- 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 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 (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

Is this Data Element Required?

Field is mandatory for position types 3-5.

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 JobCode is populated and this 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
- 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

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

PositionOpenDate

Definition of Data Element

- The year, month, and day on which the position opened.

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

- YYYYMMDD – The day on which the position opens.

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 error will occur if this field does not have a value, and the Position Type is 3 or 5.
- An error will occur if this field does not have a value, and the Position Close Date is not blank.

Additional Notes

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

Common Errors

N/A

Warnings

N/A

PositionClosedDate

Definition of Data Element

- The year, month, and day on which the position closed.

Functional, Policy or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mapping

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 error will occur if 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 "-".

Common Errors

N/A

Warnings

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, or the job listing was taken down.

Reminders:

- 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

NumberOfApplicants

Definition of Data Element

Total count of applicants who have applied for current job vacancies or new teacher positions within the district/school.

Functional, Policy or Legal Document

New Jersey Statutes (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: Numeric

Minimum Length: 1

Maximum Length: 4

Validation Checks

- An error will occur if a whole number is not used.

Additional Notes

- If the position has zero (0) applicants, please enter the value 0.

Common Errors

N/A

Warnings

N/A

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

Reminders:

- 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), or 4 (Eliminated Position).

Step 2

Review and Validate Your Data

Review and Validate Your Data

New Jersey Department of Education Staff Vacancy Data Handbook

SOFT LAUNCH VERSION



State of New Jersey
Department of Education

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

July 2025

Version 1.0

	A	B	C	D	E	F	G	H
1	SchoolID	PositionType	JobCode	JobCodeSubcategory	DistrictPositionID	PositionOpenDate	PositionClosedDate	NumberOfApplicants
2								
3								
4								
5								

Validate your data against the [Staff Vacancy Handbook](#):

- Check for missing fields
- Verify required fields
- Ensure correct formatting

Submitting clean, accurate data now helps prevent future errors—saving you time later.

Step 3

Log Into the System



Where to Log In:

NJSLEDS is accessed via a secure web portal. Your login URL will be emailed to you directly.

Username:

Use the username provided in the welcome email from NJSLEDS to log into the system.

Passwords:

First-time users will be prompted to create a password for logging in.

Reminder:

Web User Administrators do not automatically receive access. Only designated POCs will receive login credentials.

Empowering New Jersey's Education Future: Your Guide to Data Modernization

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) portal allows educational institutions to submit, store, and analyze individual student data over an extended period of time, tracking their academic progress, demographics, and other relevant information across multiple years. Additionally, the portal offers links to valuable resources and training materials designed to assist districts in navigating and fulfilling the data reporting requirements efficiently throughout the school year.

NJSLEDS User Resources

Visit the [NJSLEDS User Resources Website](#) for access to handbooks, templates, key documents, and other tools to support your work in 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, or if you've forgotten your password, please reach out to the Help Desk at helpdesk-sleds-staging@doe.nj.gov.

Log in

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). If you are a user of the NJDOE SLEDS Portal, you agree to the following terms.

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



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.

As part of the soft launch period, all districts are encouraged to explore the NJSLEDS system, practice uploading submissions, and test local workflows in a sandbox environment. This is a key opportunity to prepare for the statewide rollout in September and identify and updates needed to local processes.

Important Note for Soft Launch Users: Do Not Update Source Systems with Pilot Data

During the NJSLEDS soft launch period, districts should not update their local source systems, such as their SIS or HR platform, with corrections based on test submissions. The soft launch is a sandbox environment intended to help districts validate submission workflows, review error messages, and explore system functionality ahead of the statewide rollout.

- All submissions during the soft launch should reflect 2024-2025 end of year data, unless otherwise noted. Submitting 2025-2026 data will result in validation errors.
- The only exception is the Special Education submission, which should reflect data as of the Fall 2024 Snapshot.
- Any errors or discrepancies identified during soft launch testing should only be corrected within the uploaded .CSV UTF-8 submission file—not in your source system.
- SIDs or SMIDs created or modified in the soft launch are temporary and are not valid for live use.
- Districts should continue to follow current NJ SMART reporting procedures through August 2025.


Beginning September 2, 2025, districts will transition to NJSLEDS for official reporting and align their source system updates accordingly.


Resources on FERPA

- [FERPA and COVID-19 FAQ](#)
- [FERPA Training](#)
- [Subscription to Student Privacy Newsletter](#)

Submission Schedule

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

 July 7, 2025: NJSLEDS Soft Launch Opens

 July 31, 2025: NJSLEDS Soft Launch Closes

NJSLEDS User Resources

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

Trainings and Webinars

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

Contact Help Desk

Step 4

Upload Your Staff Vacancy Data



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

Choose the Submission Type

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.

* Submission Type

Staff Vacancy

Comments

Enter your comments

Next

Click on the
"Submission Upload"
tab.

Select "Staff Vacancy"
in the Submission
Type dropdown.

Enter any
comments/notes
related to the file you
are submitting in the
"Comments" text box.


Click "Next".



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

Upload the Submission File

Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.

 Upload File Or Drop File

[Previous](#)



Upload File

StaffVacancySoftLaunch.csv
1.35 KB

[Done](#)

After clicking "Next", you will be directed to upload your file.



Choose your .CSV UTF-8 file for the Staff Management submission and either "Upload File" or drag and drop it into the gray square.



The file will immediately begin to process once uploaded. Click "Done."



Users will be redirected to the 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.

Submission History List View

Submission History

Recently Viewed

Search by file name

File Name	Submission Type	Record Count	Valid	Errors	Warnings	Status	File ID	Created Date	Last Modified Date
State-Assessment-Registrat...	State Assessment Registrati...	13	0	13	0	Processed	a11co000000e5IIAAA	05/21/2025, 06:28:02 PM	05/21/2025, 06:35:33 PM
Staff-Management_Submis...	Staff Management	12	11	1	0	Processed	a11co000000e5dhAAA	05/21/2025, 06:09:03 PM	05/21/2025, 06:15:54 PM
Student_Management_999...	Student Management	13	0	13	1	Processed	a11co000000e3X3AAI	05/21/2025, 04:44:08 PM	05/21/2025, 04:55:19 PM
Student_Management_999...	Student Management	13	0	13	1	Processed	a11co000000e2G1AAI	05/21/2025, 03:33:03 PM	05/21/2025, 03:45:17 PM
Student_Management_999...	Student Management	13	6	7	0	Processed	a11co000000e2	05/21/2025, 03:20:36 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.

Once the file is submitted, users will land on the “Submission History” tab, where users can track uploads and status updates.

File status will show “In Process” immediately after upload.

File status will update to “Processed” once validation process is complete.

Users will receive an email once upload is processed, including any errors found during validation. Check for errors.



Student Management

Staff Management

Special Education

State Assessment Registration

Performance Report

CTE

Staff Course Roster

Student Course Roster

Staff Vacancy

Export

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

X Staff Vacancy Current Records

Data Source
☒ Current Records
☐ Snapshot Records

File ID
a11co000000izsbAAA

School ID
(All)

Position Type
(All)

Job Code
(All)

Job Code Subcategory
(All)

District Position ID
(All)

School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position ID	Number Of Applicants	Upload Date
0	1	102	6	1	202411	12	6/27/2025
0	1	39	4	1020	202408	6	6/27/2025
0	3	43	7	1022	202408	8	6/27/2025
0	5	252	6	1019	202408	5	6/27/2025
10	3	102	6	12	202411	5	6/27/2025
12	4	1000	3	1028	202430	9	6/27/2025
30	3	3103	3	4	202408	4	6/27/2025
30	5	1000	4	1029	20240	5	6/27/2025
40	1	1000	5	1030	20240	6	6/27/2025
50	122	6	1007	20241131	20241201	8	6/27/2025
50	0	1000	3	20240801	20240901	9	6/27/2025
50	0	3103	2	20240828	20240901	9	6/27/2025
50	1						6/27/2025
50	1			20240828	20240901		6/27/2025
50	1		1025	20240801	20240901	6	6/27/2025
50	1	1000	3	20240801	20240901	9	6/27/2025
50	1	1001	5	1035		6	6/27/2025
50	1	1003	5	1040	20240801	6	6/27/2025
5					20240		6/27/2025
2					20240		6/27/2025
6					20241		6/27/2025
6					20240		6/27/2025

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

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.

Step 5

Review and Clean Up Your Errors

No Editing in NJSLEDS: Source vs. Target Systems

- In NJ SMART, users could add records and fix errors right in the platform.
- In NJSLEDS, this is no longer possible.

NJSLEDS is a target system, not a working data tool. It reflects your data—it does not generate or manage it.

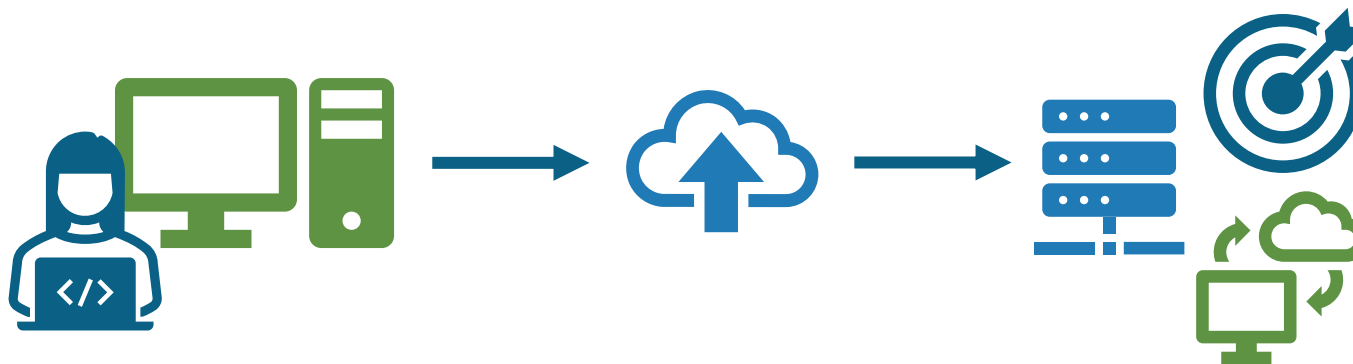
Source System: SIS or data collection system

- **The foundation:** Where data originates and is maintained.
- **Editable:** Updates should always be made here first.
- **Feeds into the target system:** Ensures consistent and accurate data.

vs.

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.



Why this Change Matters

Editing data at the source is a best practice.

This shift supports:

- **Data quality:** One source of truth—no conflicts or overrides
- **Accountability:** Matches how we report to the federal government
- **Scalability:** Sets the foundation for future automation
- **Security:** Reduces risk of data errors from in-system edits in the future





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

X Staff Vacancy Current Records

Export

Data Source	School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date	Position Closed Date	Number Of Applicants	Upload Date
<input checked="" type="radio"/> Current Records		1	102	6	1	20241101		12	6/27/2025
<input type="radio"/> Snapshot Records	0	1	39	4	1020	20240801	20240901	6	6/27/2025
File ID	0	3	43	7	1022	20240801	20240901	8	6/27/2025
a11co000000izsbAAA	0	5	252	6	1019	20240801	20240901	5	6/27/2025
	10	3	102	6	12	20241118	20241118	5	6/27/2025
School ID	12	4	1000	3	1028	20243001	20240901	9	6/27/2025
(All)	30	3	3103	3	4	20240828	20240901	4	6/27/2025
	30	5	1000	4	1029	20240801	20240701	5	6/27/2025
Position Type	40	1	1000	5	1030	20240801	20240901	6	6/27/2025
(All)	50		122	6	1007	20241131	20241201	8	6/27/2025
	50	0	1000	3		20240801	20240901	9	6/27/2025
Job Code	50	0	3103	2		20240828	20240901	9	6/27/2025
(All)	50	1							6/27/2025
							20240901		6/27/2025
							20240901		6/27/2025
			1000	3			20240901		6/27/2025

Log into NJSLEDS.

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

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

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

Sample Error Email

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of NJ DOE <donotreply-uat@doe.nj.gov>

Sent: Monday, February 24, 2025 5:45 PM

To:

Subject: Sandbox: Records uploaded to NJSLEDS have processed and contain errors and or warnings

Dear Sample User,

You are receiving this email because you have recently uploaded Data Submission File Name to the Staff Management Submission in the New Jersey Statewide Longitudinal Education Data System (NJSLEDS). The data uploaded has been processed and contains errors and or warnings.

Records Uploaded: 4,672

Valid Records: 2,667

Warning Records: 223

Error Records: 1,987

Log into [NJSLEDS](#) to review the errors and or warnings. You will need to update the records to resolve the errors and reupload to [NJSLEDS](#).

If you need assistance, please contact the [NJSLEDS Help Desk](#).

The NJSLEDS Help Desk Team

New Jersey Statewide Longitudinal Education Data System (NJSLEDS)



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

XStaff Vacancy Record Level Errors

Error by Type

Export

File ID	Level	Error Type	Data Element	School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date	Position Closed Date	Number Of Applicants	School Year	Error Count
a11co000000zsbAAA	Field	Date	POSITIONOPENDATE	12	4	1000	3	1028	20243001	20240901	9	2024-2025	1
	Field	Date	POSITIONOPENDATE	50		122	6	1007	20241131	20241201	8	2024-2025	1
Level	Field	Format	NUMBEROFAPPLICANTS	65	1	211	6	1010	20240801	20240901	b3	2024-2025	1
	Field	Format	NUMBEROFAPPLICANTS	104	2	241	6	1016	20240801	20240901	7.5	2024-2025	1
Error Type	Field	Format	NUMBEROFAPPLICANTS	160	1	102	6	1000	20241101	20241101	6,s	2024-2025	1
(All)	Field	Required	DISTRICTPOSITIONID	455	3	39	4	20240831	20240930		6	2024-2025	1
	Field	Required	POSITIONOPENDATE	60	3	104	6	3		20241205	14	2024-2025	1
Data Element	Field	Required	POSITIONTYPE	50		122	6	1007	20241131	20241201	8	2024-2025	1
(All)	Field	Required	SCHOOLID		1	102	6	1	20241101		12	2024-2025	1

XStaff Vacancy Error By Type Errors

Record Level

Export

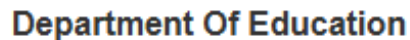
File ID	Level	Error Type	Data Element	Description	Error Count
a11co000000zsbAAA	Field	Date	POSITIONOPENDATE	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission.	2
Level	Field	Format	NUMBEROFAPPLICANTS	The format of this data element must be a whole number and cannot contain decimals or commas	3
Field	Field	Required	DISTRICTPOSITIONID	This data element is required and cannot be blank or NULL if Position Type has a value of 3 or 5	1
Error Type	Field	Required	POSITIONOPENDATE	This data element is required and cannot be blank or NULL if Position Type has a value of 3 or 5	1
(All)	Field	Required	POSITIONTYPE	This data element is required and cannot be blank or NULL	1

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.



Staff Vacancy Record Level Errors

Error by Type

Position ID	a11co000000izsbAAA
Level	
Field	
Error Type	
(All)	
Data Element	
(All)	
School ID	
(All)	
Position Type	
(All)	
Job Code	
(All)	
Job Code Subcategory	
(All)	
District Position ID	
(All)	
Position Open Date	
(All)	
Position Closed Date	
(All)	

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

X Staff Vacancy Record Level Errors

Error by Type

Export

Table 1: Error Log														
	Level	Error type	Data Element	School ID	Position Type	Job Code	Job Code Subcategory	District Position ID	Position Open Date	Position Closed Date	Number Of Applicants	School Year	Error Count	
a11co000000lzsBAAA		Field	Date	POSITIONOPENDATE	12	4	1000	3	1028	20243001	20240901	9	2024-2025	1
		Field	Date	POSITIONOPENDATE	50		122	6	1007	20241131	20241201	8	2024-2025	1
		Field	Format	NUMBEROFAPPLICANTS	65	1	211	6	1010	20240801	20240901	b3	2024-2025	1
		Field	Format	NUMBEROFAPPLICANTS	104	2	241	6	1016	20240801	20240901	7.5	2024-2025	1



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

Staff Vacancy Error By Type Errors

File ID

(All)

Level

(All)

Error Type

(All)

Data Element

(All)

Description

(All)

Clear Filters

Page Number

1

Page Size

100

Level	Error Type	Data Element	Description	Error Count
Field	Date	POSITIONOPENDATE	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission.	2
Field	Format	NUMBEROFAPPLICANTS	The format of this data element must be a whole number and cannot contain decimals or commas	3
Field	Required	DISTRICTPOSITIONID	This data element is required and cannot be blank or NULL if Position Type has a value of 3 or 5	1
Field	Required	POSITIONOPENDATE	This data element is required and cannot be blank or NULL if Position Type has a value of 3 or 5	1
Field	Required	POSITIONTYPE	This data element is required and cannot be blank or NULL	1
Field	Required	SCHOOLID	This data element is required and cannot be blank or NULL	1
Field	Validation	DISTRICTPOSITIONID	This data element must be blank or NULL if Position Type has a value of 1	15
Field	Validation	JOBCODE	This data element must be blank or NULL if Position Type has a value of 1	14

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.



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

Staff Vacancy Record Level Errors

File ID

a11co000000zsbAAA

Level

Field

Error Type

(All)

Data Element

(All)

School ID

(All)

Position Type

(All)

Level

Error Type

Data Element

School ID

Position Type

Job Code

Job Code Subcategory

District Position ID

Position Open Date

Position Closed Date

Number Of Applicants

School Year

Error Count

Field

Date

POSITIONOPENDATE

12

4

1000

3

1028

20243001

20240901

9

2024-2025

1

Field

Date

POSITIONOPENDATE

50

122

6

1007

20241131

20241201

8

2024-2025

1

Field

Format

NUMBEROFAPPLICANTS

65

1

211

6

1010

20240801

20240901

b3

2024-2025

1

Field

Format

NUMBEROFAPPLICANTS

104

2

241

6

1016

20240801

20240901

7.5

2024-2025

1

Field

Format

NUMBEROFAPPLICANTS

160

1

102

6

1000

20241101

20241101

6,s

2024-2025

1

Field

Required

DISTRICTPOSITIONID

455

3

39

4

20240831

20240930

6

2024-2025

1

Field

Required

POSITIONOPENDATE

60

3

104

6

3

20241205

14

2024-2025

1

AutoSave

Export- Staff Vacancy Record Level Errors

Search

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Automate

Help

Clipboard

Font

Alignment

Number

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Cells

Editing

Sensitivity

Add-ins

Analyze

Copilot

Comments

Share

AA19

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

49

50

51

52

53

54

55

56

57

58

59

60

61

62

63

64

65

66

67

68

69

70

71

72

73

74

75

76

77

78

79

80

81

82

83

84

85

86

87

88

89

90

91

92

93

94

95

96

97

98

99

100

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115

116

117

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

134

135

136

137

138

139

140

141

142

143

144

145

146

147

148

149

150

151

152

153

154

155

156

157

158

159

160

161

162

163

164

165

166

167

168

169

170

171

172

173

174

175

176

177

178

179

180

181

182

183

184

185

186

187

188

189

190

191

192

193

194

195

196

197

198

199

200

201

202

203

204

205

206

207

208

209

210

211

212

213

214

215

216

217

218

219

220

221

222

223

224

225

226

227

228

229

230

231

232

233

234

235

236

237

238

239

240

241

242

243

244

245

246

247

248

249

250

251

252

253

254

255

256

257

258

259

260

261

262

263

264

265

266

267

268

269

270

271

272

273

274

275

276

277

278

279

280

281

282

283

284

285

286

287

288

289

290

291

292

293

294

295

296

297

298

299

300

301

302

303

304

305

306

307

308

309

310

311

312

313

314

315

316

317

318

319

320

321

322

323

324

325

326

327

328

329

330

331

332

333

334

335

336

337

338

339

340

341

342

343

344

345

346

347

348

349

350

351

352

353

354

355

356

357

358

359

360

361

362

363

364

365

366

367

368

369

370

371

372

373

374

375

376

377

378

379

380

381

382

383

384

385

386

387

388

389

390

391

392

393

394

395

396

397

398

399

400

401

402

403

404

405

406

407

408

409

410

411

412

413

414

415

416

417

418

419

420

421

422

423

424

425

426

427

428

429

430

431

432

433

434

435

436

437

438

439

440

441

442

443

444

445

446

447

448

449

450

451

452

453

454

455

456

457

458

459

460

461

462

463

464

465

466

467

468

469

470

471

472

473

474

475

476

477

478

479

480

481

482

483

484

485

486

487

488

489

490

491

492

493

494

495

496

497

498

499

500

501

502

503

504

505

506

507

508

509

510

511

512

513

514

515

516

517

518

519

520

521

522

523

524

525

526

527

528

529

530

531

532

533

534

535

536

537

538

539

540

541

542

543

544

545

546

547

548

549

550

551

552

553

554

555

556

557

558

559

560

561

562

563

564

565

566

567

568

569

570

571

572

573

574

575

576

577

578

579

580

581

582

583

584

585

586

587

588

589

590

591

592

593

594

595

596

597

598

599

600

601

602

603

604

605

606

607

608

609

610

611

612

613

614

615

616

617

618

619

620

621

622

623

624

625

626

627

628

629

630

631

632

633

634

635

636

637

638

639

640

641

642

643

644

645

646

647

648

649

650

651

652

653

654

655

656

657

658

659

660

661

662

663

664

665

666

667

668

669

670

671

672

673

674

675

676

677

678

679

680

681

682

683

684

685

686

687

688

689

690

691

692

693

694

695

696

697

698

699

700

701

702

703

704

705

706

707

708

709

710

711

712

713

714

715

716

717

718

719

720

721

722

723

724

725

726

727

728

729

730

731

732

733

734

735

736

737

738

739

740

741

742

743

744

745

746

747

748

749

750

751

752

753

754

755

756

757

758

759

760

761

762

763

764

765

766

767

768

769

770

771

772

773

774

775

776

777

778

779

780

781

782

783

784

785

786

787

788

789

790

791

792

793

794

795

796

797

798

799

800

801

802

803

804

805

806

807

808

809

810

811

812

813

814

815

816

817

818

819

820

821

822

823

824

825

826

827

828

829

830

831

832

833

834

835

836

837

838

839

840

841

842

843

844

845

846

847

848

849

850

851

852

853

854

855

856

857

858

859

860

861

862

863

864

865

866

867

868

869

870

871

872

873

874

875

876

877

878

879

880

881

882

883

884

885

886

887

888

889

890

891

892

893

894

895

896

897

898

899

900

901

902

903

904

905

906

907

908

909

910

911

912

913

914

915

916

917

918

919

920

921

922

923

924

925

926

927

928

929

930

931

932

933

934

935

936

937

938

939

940

941

942

943

944

945

946

947

948

949

950

951

952

953

954

955

956

957

958

959

960

961

962

963

964

965

966

967

968

969

970

971

972

973

974

975

976

977

978

979

980

981

982

983

984

985

986

987

988

989

990

991

992

993

994

995

996

997

998

999

1000

1001

1002

1003

1004

1005

1006

1007

1008

1009

1010

1011

1012

1013

1014

1015

1016

1017

1018

1019

1020

1021

1022

1023

1024

1025

1026

1027

1028

1029

1030

1031

1032

1033

1034

1035

1036

1037

1038

1039

1040

1041

1042

1043

1044

1045

1046

1047

1048

1049

1050

1051

1052

1053

1054

1055

1056

1057

1058

1059

1060

1061

1062

1063

1064

1065

1066

1067

1068

1069

1070

1071

1072

1073

1074

1075

1076

1077

1078

1079

1080

1081

1082

1083

1084

1085

1086

1087

1088

1089

1090

1091

1092

1093

1094

1095

1096

1097

1098

1099

1100

1101

1102

1103

1104

1105

1106

1107

1108

1109

1110

1111

1112

1113

1114

1115

1116

1117

1118

1119

1120

1121

1122

1123

1124

1125

1126

1127

1128

1129

1130

1131

1132

1133

1134

1135

1136

1137

1138

1139

1140

1141

1142

1143

1144

1145

1146

1147

1148

1149

1150

1151

1152

1153

1154

1155

1156

1157

1158

1159

1160

1161

1162

1163

1164

1165

1166

1167

1168

1169

1170

1171

1172

1173

1174

1175

1176

1177

1178

1179

1180

1181

1182

1183

1184

1185

1186

1187

1188

1189

1190

1191

1192

1193

1194

1195

1196

1197

1198

1199

1200

1201

1202

1203

1204

1205

1206

1207

1208

1209

1210

1211

1212

1213

1214

1215

1216

1217

1218

1219

1220

1221

1222

1223

1224

1225

1226

1227

1228

1229

1230

1231

1232

1233

1234

1235

1236

1237

1238

1239

1240

1241

1242

1243

1244

1245

1246

1247

1248

1249

1250

1251

1252

1253

1254

1255

1256

1257

1258

1259

1260

1261

1262

1263

1264

1265

1266

1267

1268

1269

1270

1271

1272

1273

1274

1275

1276

1277

1278

1279

1280

1281

1282

1283

1284

1285

1286

1287

1288

1289

1290

1291

1292

1293

1294

1295

1296

1297

1298

1299

1300

1301

1302

1303

1304

1305

1306

1307

1308

1309

1310

1311

1312

1313

1314

1315

1316

1317

1318

1319

132

AutoSaveOffExport- Staff Vacancy Record Level ErrorsNo Label

FileHomeInsertPage LayoutFormulasDataReviewViewAutomateHelp

Search

CommentsShare

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.

mat

Σ AutoSum

Fill

Clear

Sort & Filter

Find & Select

Sensitivity

Add-ins

Analyze Data

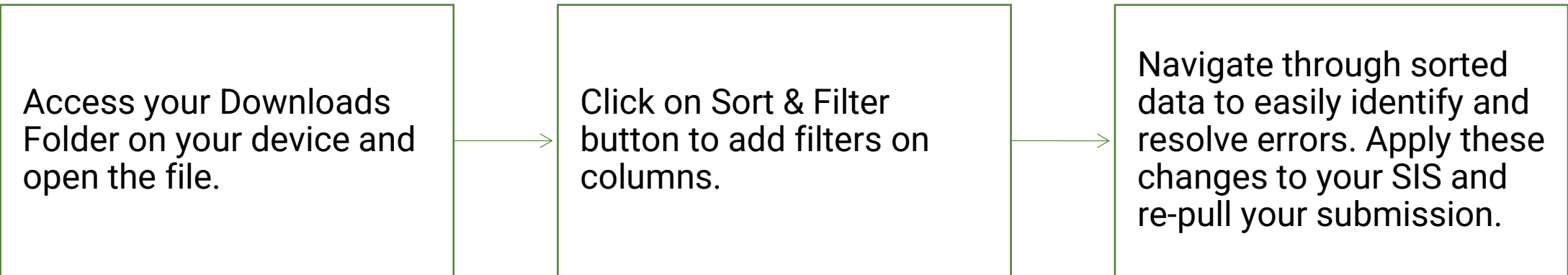
Copilot

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	School ID	Position Ty	Job Code	Job Code S	District Po	Position O	Position Cl	Number O	School Yea	Level	Error Type	Data Elem	Value	Description								
2	12	4	1000	3	1028	20243001	20240901	9	2024-2021	Field	Date	POSITION	20243001	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission								
3	50		122	6	1007	20241131	20241201	8	2024-2021	Field	Date	POSITION	20241131	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submission								
4	65	1	211	6	1010	20240801	20240901	b3	2024-2021	Field	Format	NUMBERC	b3	The format of this data element must be a whole number and cannot contain decimals or commas								
5	104	2	241	6	1016	20240801	20240901	7.5	2024-2021	Field	Format	NUMBERC	7.5	The format of this data element must be a whole number and cannot contain decimals or commas								
6	160	1	102	6	1000	20241101	20241101	6,s	2024-2021	Field	Format	NUMBERC	6,s	The format of this data element must be a whole number and cannot contain decimals or commas								
7	455	3	39	4		20240831	20240930	6	2024-2021	Field	Required	DISTRICTP		This data element is required and cannot be blank or NULL if Position Type has a value of 3 or 5								
8	50		122	6	1007	20241131	20241201	8	2024-2021	Field	Required	POSITION		This data element is required and cannot be blank or NULL								
9		1	102	6	1	20241101		12	2024-2021	Field	Validation	DISTRICTP	1	This data element must be blank or NULL if Position Type has a value of 1								
10	0	1	39	4	1020	20240801	20240901	6	2024-2021	Field	Validation	DISTRICTP	1020	This data element must be blank or NULL if Position Type has a value of 1								
11	40	1	1000	5	1030	20240801	20240901	6	2024-2021	Field	Validation	DISTRICTP	1030	This data element must be blank or NULL if Position Type has a value of 1								
12	50	1			1025	20240801	20240901	6	2024-2021	Field	Validation	DISTRICTP	1025	This data element must be blank or NULL if Position Type has a value of 1								
13	50	1	1001	5	1035			6	2024-2021	Field	Validation	DISTRICTP	1035	This data element must be blank or NULL if Position Type has a value of 1								

Error (2)

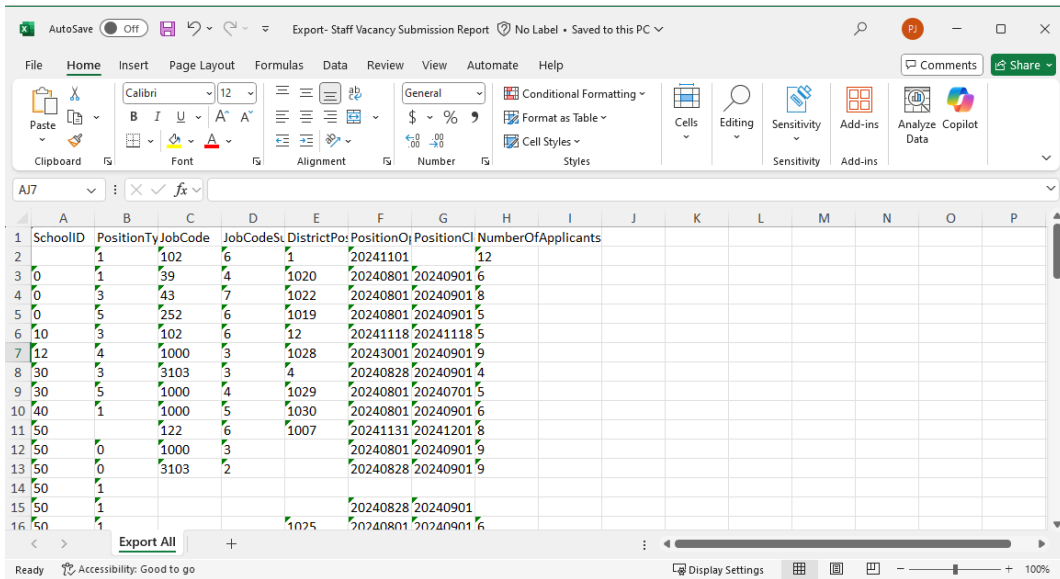
ReadyAccessibility: Good to go

Display Settings120%

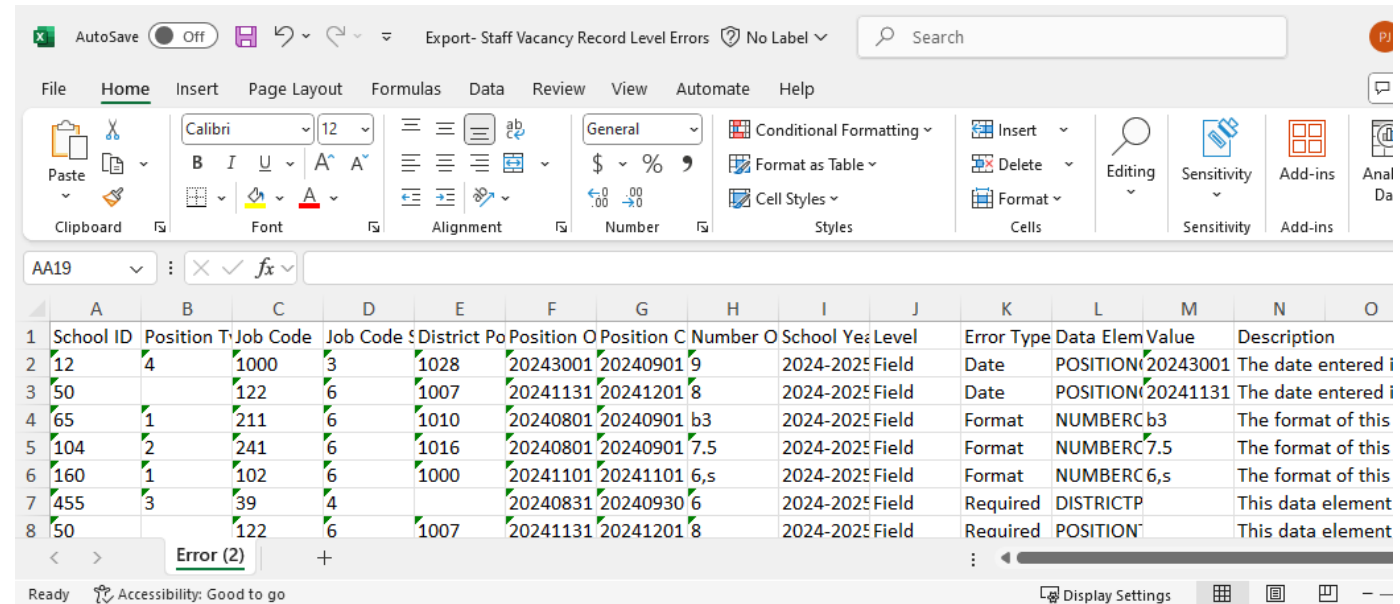


Please note: The error report layout will be different than the submission layout. It should only be used as a guide.

Editing Submitted Records for NJSLEDS



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	SchoolID	PositionTy	JobCode	JobCodeSu	DistrictPo	PositionO	PositionC	NumberOfApplicants								
2	0	1	102	6	1	20241101	12									
3	0	1	39	4	1020	20240801	20240901	6								
4	0	3	43	7	1022	20240801	20240901	8								
5	0	5	252	6	1019	20240801	20240901	5								
6	10	3	102	6	12	20241118	20241118	5								
7	12	4	1000	3	1028	20243001	20240901	9								
8	30	3	3103	3	4	20240828	20240901	4								
9	30	5	1000	4	1029	20240801	20240701	5								
10	40	1	1000	5	1030	20240801	20240901	6								
11	50	1	122	6	1007	20241131	20241201	8								
12	50	0	1000	3		20240801	20240901	9								
13	50	0	3103	2		20240828	20240901	9								
14	50	1														
15	50	1				20240828	20240901									
16	50	1				1025	20240801	20240901	6							



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	School ID	Position Ty	Job Code	Job Code Su	District Po	Position O	Position C	Number O	School Year	Level	Error Type	Data Elem	Value	Description	
2	12	4	1000	3	1028	20243001	20240901	9	2024-2025	Field	Date	POSITION	20243001	The date entered i	
3	50		122	6	1007	20241131	20241201	8	2024-2025	Field	Date	POSITION	20241131	The date entered i	
4	65	1	211	6	1010	20240801	20240901	b3	2024-2025	Field	Format	NUMBERC	b3	The format of this	
5	104	2	241	6	1016	20240801	20240901	7.5	2024-2025	Field	Format	NUMBERC	7.5	The format of this	
6	160	1	102	6	1000	20241101	20241101	6,s	2024-2025	Field	Format	NUMBERC	6,s	The format of this	
7	455	3	39	4		20240831	20240930	6	2024-2025	Field	Required	DISTRICTP		This data element	
8	50		122	6	1007	20241131	20241201	8	2024-2025	Field	Required	POSITION		This data element	

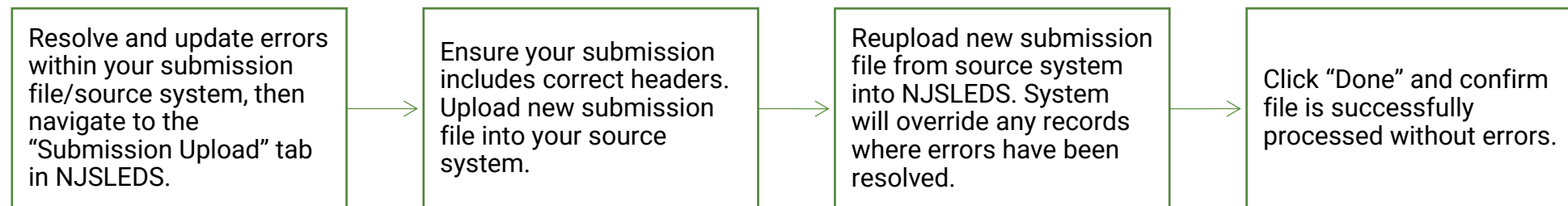
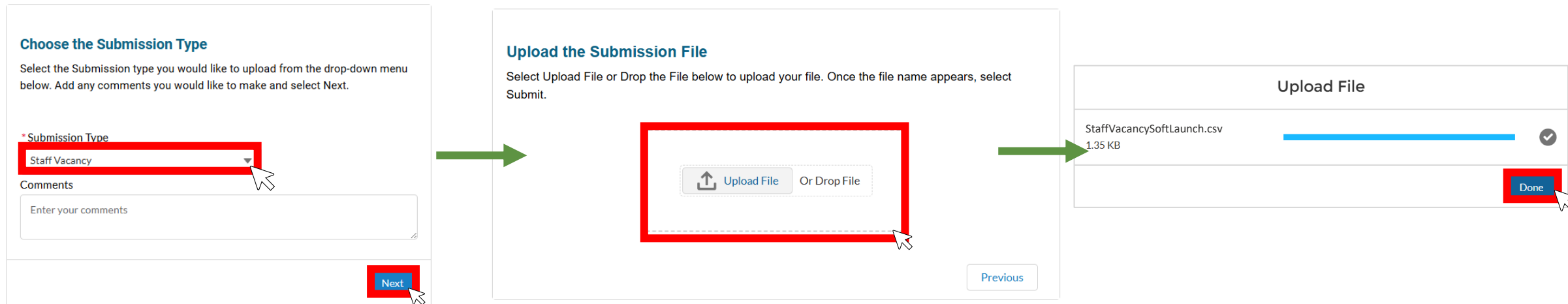
Steps to Test Error Fixing During the Soft Launch:

1. Filter submission records to show only those with an error status
2. Export both your filtered submission file and your error report
3. Compare files side-by-side to find the issue in each record
4. Correct errors in the CSV file—not in your SIS.
5. Save as a .CSV UTF-8 and reupload to NJSLEDS.

Reminder: This is a test environment. Use it to explore, not to fix everything.



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

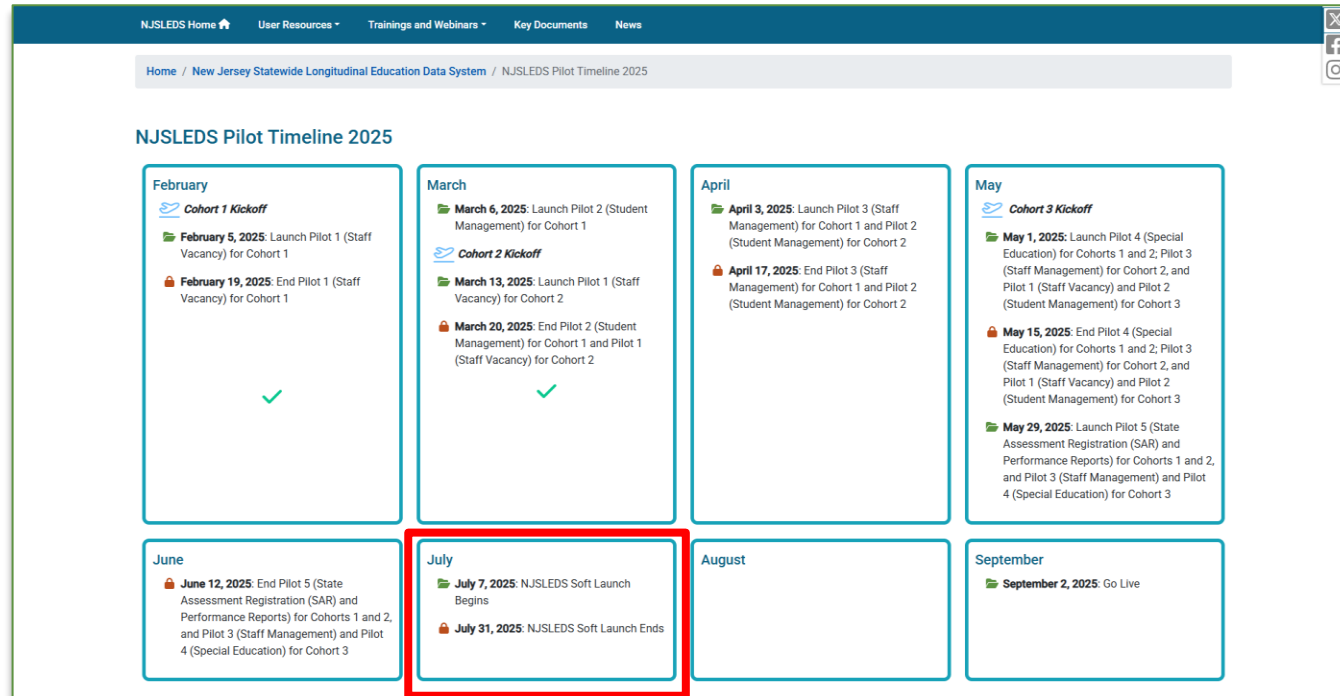


Please note: The submission file should always be uploaded from your source system to ensure data is up-to-date across all systems.

Step 6

Submit by the Deadline

Submit by the Soft Launch Deadline



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

Check the submission schedule and ensure all data is complete by **July 31, 2025**.

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

Upload submission and confirm file is successfully processed without errors.

Choose the Submission Type

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.

* Submission Type
Staff Management

Comments
Enter your comments

Next

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

Next Steps and Key Resources

What Districts Should Do Now

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

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

Get ready for the full NJSLEDS launch on September 2, 2025, by preparing just as you would for NJSMART.

- Test all submissions during the soft launch (July 7th-July 31st)
- Review handbooks, templates, attending or reviewing webinars
- Be sure to whitelist our email address to ensure you receive all important communications without interruption

Key Dates

June 2025



Jun 30: NJ SMART End of Year Snapshot

July 2025



Jul 2: NJ SMART CTE and Course Roster Submissions Begin



Jul 7: NJSLEDS Soft Launch Opens



Jul 31: NJSLEDS Soft Launch Closes

August 2025



Aug 1: NJ SMART CTE and Course Roster Closes



Aug 29: NJ SMART Graduation Snapshot Closes at 5pm



Aug 29: NJ SMART Closes



Aug 1 – Aug 29: NJSLEDS Development Updates

September 2025



Sep 2: NJSLEDS Launches for 2025-2026 School Year

Friendly Reminders



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



Review and utilize [Staff Vacancy User Resources](#) provided by the NJDOE.



Check the submissions schedule on the [User Resources](#) site to ensure data is submitted in a timely manner.



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

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.

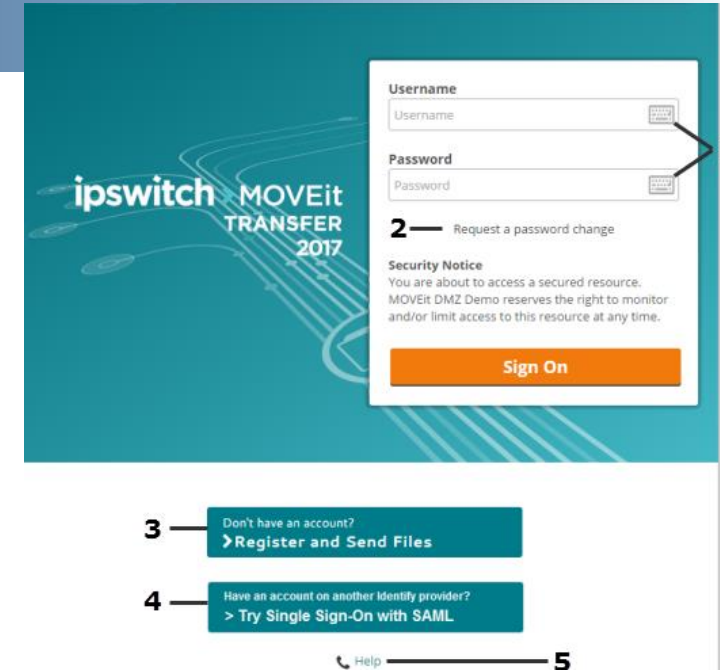
Contacting Help Desk – Secure Emails

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, SMID 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.

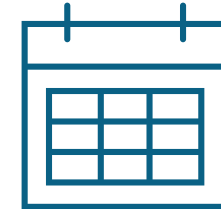


Call the Help Desk if you need further assistance.

Help Desk Office Hours

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 11:00am-12:00pm 1:30pm-2:30pm	9 11:00am-12:00pm 1:30pm-2:30pm	10 11:00am-12:00pm 1:30pm-2:30pm	11	12
13	14	15 11:00am-12:00pm 1:30pm-2:30pm	16 11:00am-12:00pm 1:30pm-2:30pm	17 11:00am-12:00pm 1:30pm-2:30pm	18	19
20	21	22 11:00am-12:00pm 1:30pm-2:30pm	23 11:00am-12:00pm 1:30pm-2:30pm	24 11:00am-12:00pm 1:30pm-2:30pm	25	26
27	28	29 11:00am-12:00pm 1:30pm-2:30pm	30 11:00am-12:00pm 1:30pm-2:30pm	31 9:00am-5:00pm		



**Helpdesk Phone:
609-376-3970**



Thank You!

New Jersey Department of Education

nj.gov/education/sleds



[New Jersey
Department of
Education](#)



[@newjerseydoe](#)



[@NewJerseyDOE](#)



[New Jersey
Department of
Education](#)



[New Jersey
Department of
Education](#)



[@newjerseydoe](#)

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