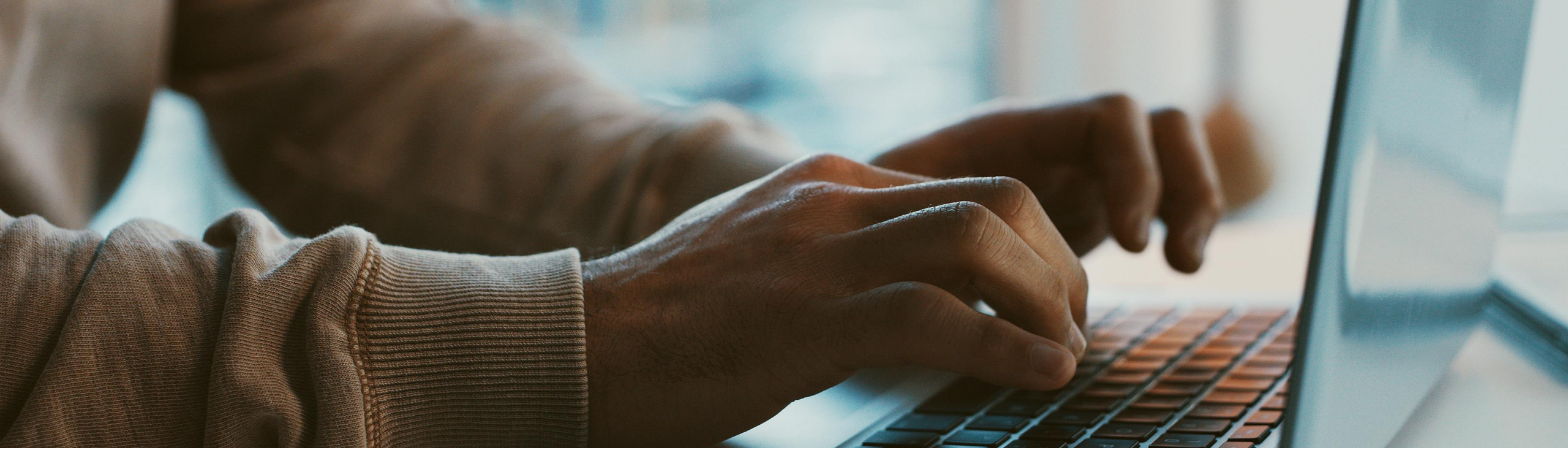


Staff Vacancy Submission
in NJSLEDS

NJSLEDS Project Team
Office of Information Technology

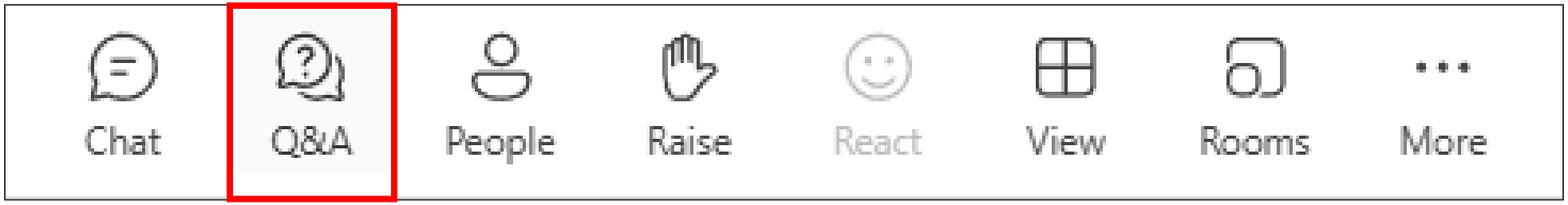
Updated: August 2025

nj.gov/education/sleds

Webinar Etiquette

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

How can I ask a question?

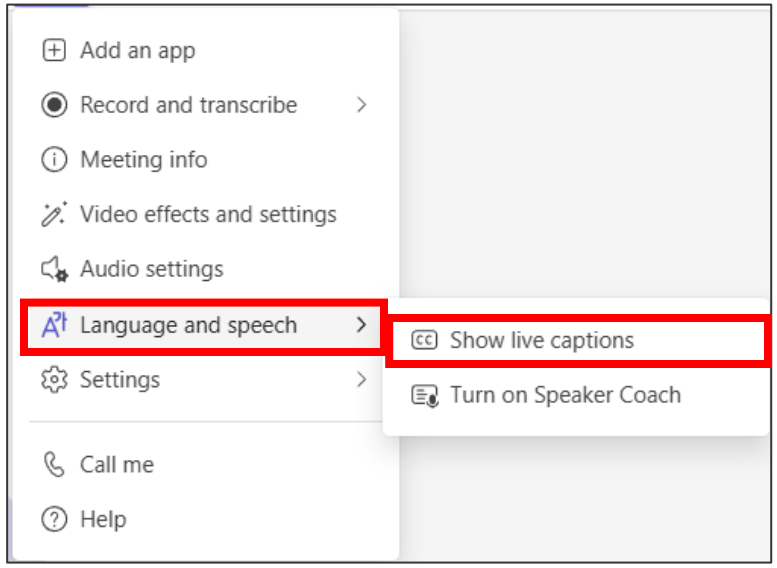


Webinar Etiquette

To use live captions during this webinar:

1. Click on the “More” option along the Teams webinar control panel (top of your screen).

2. Click on “Language and speech” and then “Show live captions.”



Agenda

- Welcome to NJSLEDS
- Staff Vacancy Submission Overview
- Submission Process Walkthrough
- Next Steps and Key Resources

Welcome to NJSLEDS

The New Jersey Department of Education (NJDOE) has transitioned from NJ SMART to the New Jersey Statewide Longitudinal Education Data System, known as NJSLEDS.

This shift is part of a strategic effort to:

- Enhance statewide data management
- Ensure long-term sustainability
- Align with evolving education policies and technology standards

For a broader overview of this transition, please review the Introduction to NJSLEDS Webinar PDF.

Staff Vacancy
Submission Overview

Legislative Background and Mandate

The Staff Vacancy submission is a data collection required of all New Jersey public school districts. It captures position-level information related to changes in full-time, certificated teaching roles during the current school year, mandated under N.J.S.A. 18A:27-3.5.

Under this statute, districts must report:

- Vacant teaching positions
- New teaching positions created
- Teaching positions that have been eliminated

This legislative mandate was established to support statewide educational planning and to promote equitable access to certified teachers across all New Jersey districts.

If the district/school has no vacancies to report for the current submission timeline, a “no vacancies” record will be reported.

Note: Anticipated retirements are no longer collected as part of this submission.

Purpose and Statewide Use of Staff Vacancy Data

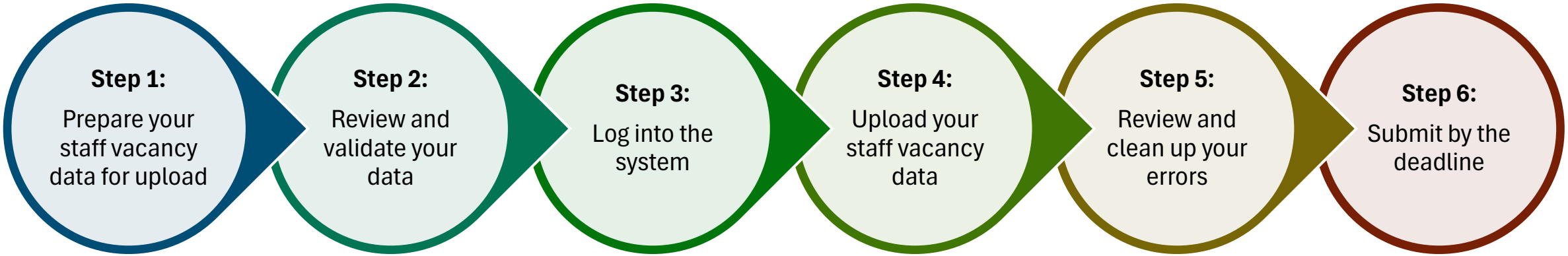
Accurate and timely Staff Vacancy data supports:

- Identification of statewide and regional teacher shortages
- Informed decision-making for teacher certification and preparation programs
- Strategic planning around subject-area needs, including bilingual, STEM, and special education roles
- Policy and budgetary decisions related to educator recruitment and retention

The information submitted by districts feeds into multiple state-level reports, including:

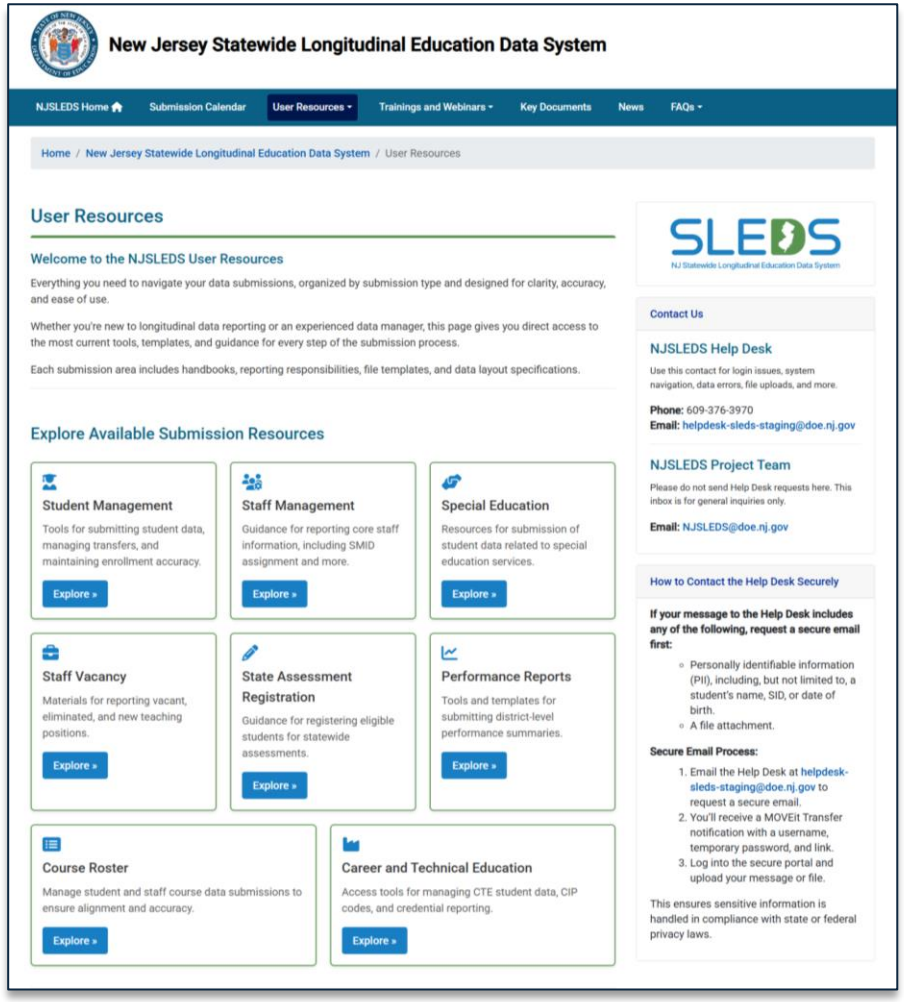
- The Commissioner of Education's annual staffing report
- The NJ Education to Earnings Data System workforce projections
- Legislative analyses on instructional staffing gaps and policy priorities

Submission Process Overview



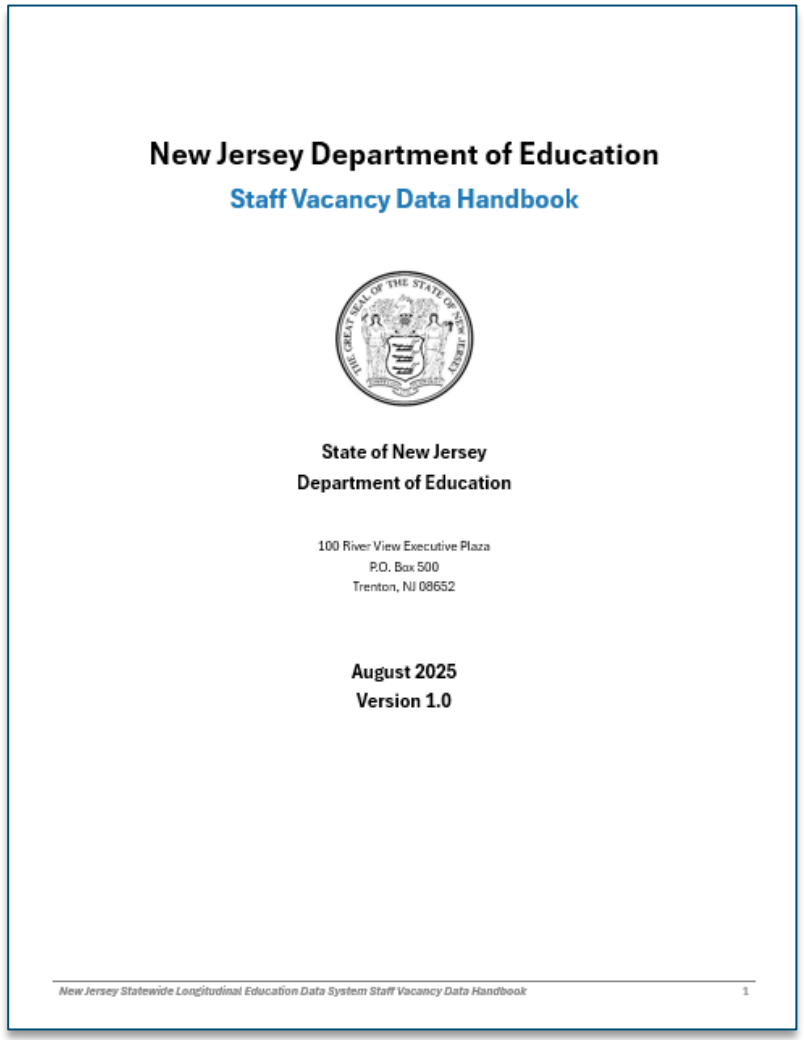
Step 1
Prepare Staff Vacancy Data for Upload

Review Available User Resources



- 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

State of New Jersey
Department of Education

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

August 2025
Version 1.0

New Jersey Statewide Longitudinal Education Data System Staff Vacancy Data Handbook 1

The Staff Vacancy Handbook is a required resources 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.

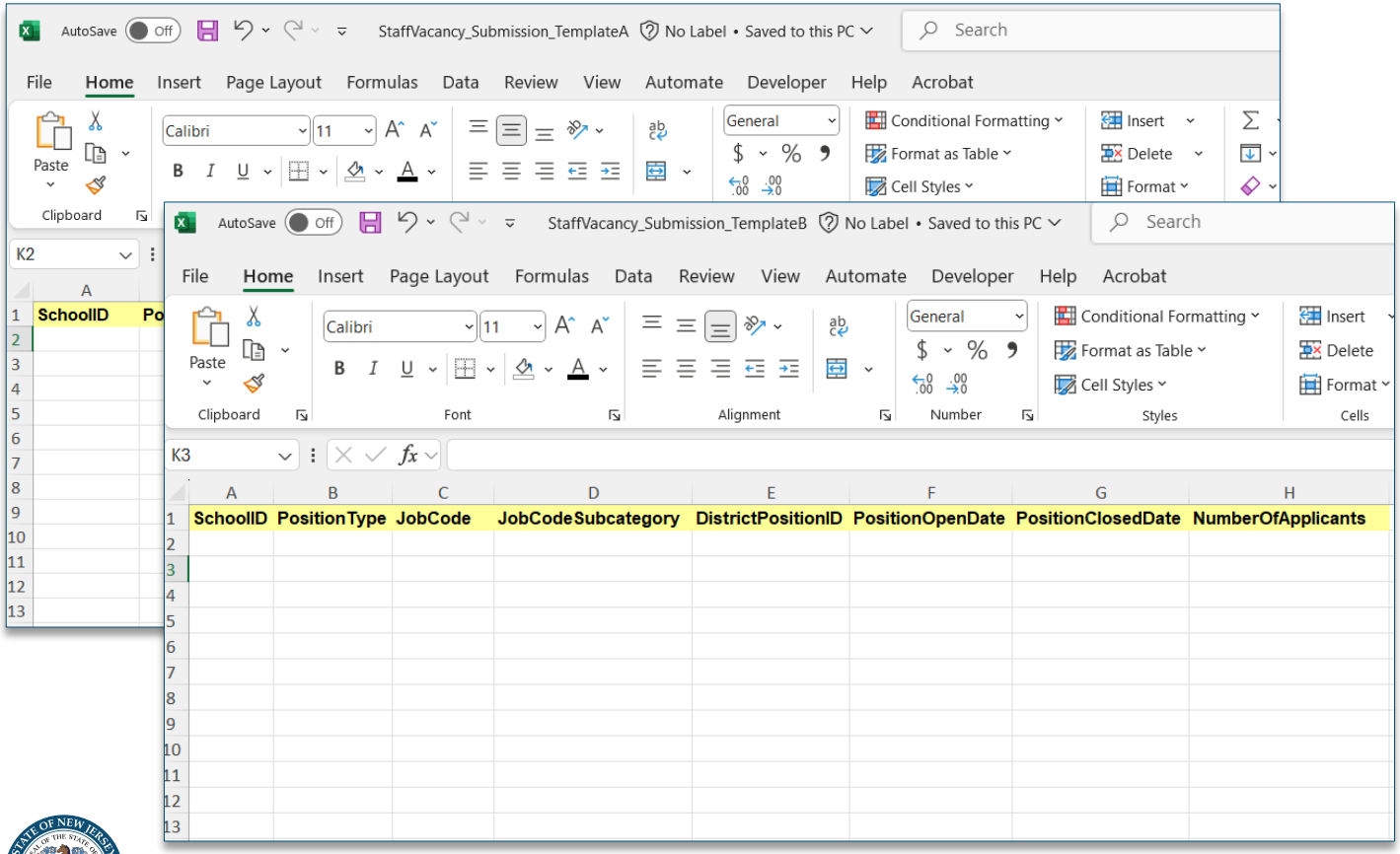
Handbook Sections

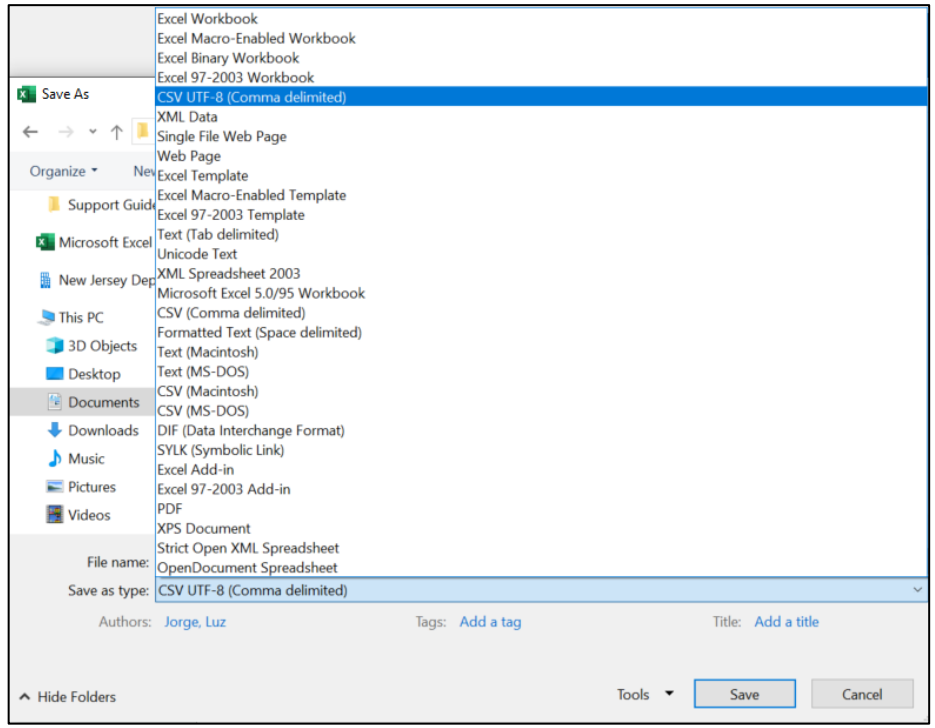
The following information is provided for each data element in the Staff Vacancy Handbook:

Name of Data Element: The data element name used within the NJSLEDS system.	**Acceptable Values:** Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
Definition of Data Elements: A brief description of the data element.	**Validation Checks:** Specific data validation that will occur with respect to each 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.	**Additional Notes:** Additional relevant notes about the data element.
CEDS Mapping: An indication of how the NJSLEDS data element maps to Common Education Data Standards (CEDS).	**Common Errors:** Guidance on how to resolve common errors within NJSLEDS.
Is This Data Element Required?: Indication of whether the data element is required for file submission.	**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.

Staff Vacancy Templates A and B

These are downloadable Staff Vacancy templates provided on the [NJSLEDS User Resources website](). Template A contains headers with lookup tables for the data elements. Template B only contains headers for the data elements.





Please note: These templates must be saved as a .CSV UTF-8 file to be uploaded into NJSLEDS.

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 (18A:27-3.5)
CEDS Mapping
No CEDS Mapping.
Is this Data Element Required?
This 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 the 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
N/A
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.
- A list of school codes can be found under Key Documents on the NJSLEDS User Resources website.

Reminders:

- The SchoolID 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?

This field is mandatory.

Acceptable Values

Type: Numeric
Minimum Length: 1
Maximum Length: 1
1 = District/School has no vacancies to report for the 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.

Validation Checks

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

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

There are four position types:

- **1 = No Vacancies:** no vacancies to report for the current submission timeline.
- **3 = New Teaching Position:** a position not previously existing, intend to post for the next six months.
- **4 = Eliminated Position:** a termination of a teaching position due to reduction in force, redundancy, or similar event.
- **5 = Vacant Position:** 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.
- An error will occur if the field is left blank.

Key Data Element
JobCode

JobCode

Definition of Data Element

The NJDOE job code 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?

This 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 the field is left blank and the PositionType is 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 document.

- The NJDOE **JobCode** is associated with teaching position types (1000-2799).
- A list of acceptable values can be found in the Job Code and Job Code Subcategories document, located on the Key Documents section of the NJSLEDS User Resources website.

Reminders:

- An error will occur if the Job Codes do not conform 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 subcategory 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?

This 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 JobCode = 1486, then JobCodeSubcategory must equal 2.
- As staff members may have multiple assignments, this element will appear in the portal as: JobCodeSubcategory1, JobCodeSubcategory2, JobCodeSubcategory4, JobCodeSubcategory5, JobCodeSubcategory6.

Common Errors

Error Message: Field does not correspond to JobCode submitted.
Resolution: JobCodeSubcategory must be a value accepted for the JobCode submitted as specified in the Job Code and Job Code Subcategories document. Download the Job Code and Job Code Subcategories file to find the subcategories under the column "Corresponding Job Code Subcategory."

- The **JobCodeSubcategory** is linked to the job code associated with the position type.
- There are five 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 (18A:27-3.5)

CEDS Mapping

No CEDS Mapping.

Is this Data Element Required?

This field is mandatory for position types 3 and 5.

Acceptable Values

Type: Alphanumeric
Minimum Length: 1
Maximum Length: 20

Validation Checks

- An error will occur if the field is left blank when Position Type is 3 or 5.
- An error will occur if the field is populated and the Position Type is 4 (Eliminated Position).

Additional Notes

- When PositionType = 4, DistrictPositionID should be left blank.

Common Errors

N/A

Warnings

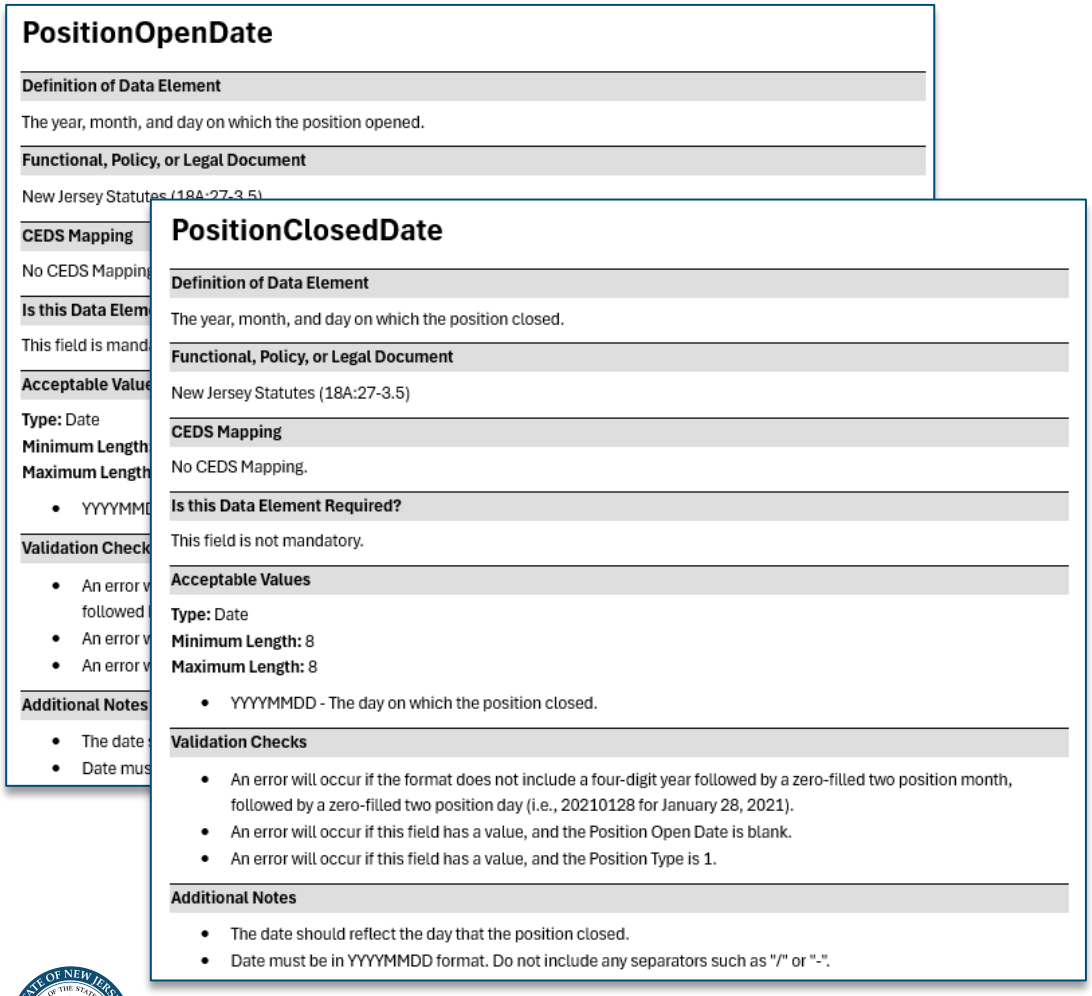
N/A

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

Reminders:

- This field is mandatory for PositionType 3 (New Teaching Positions) or 5 (Vacant Positions).
- An error will occur if the field is populated and PositionType is 1 (No Vacancy).

Key Data Element
PositionOpenDate and PositionClosedDate



PositionOpenDate

Definition of Data Element

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

Functional, Policy, or Legal Document

New Jersey Statutes (18A:27-3.5)

CEDS Mapping

No CEDS Mappin

Is this Data Elem

This field is mand

Acceptable Value

Type: Date
Minimum Length
Maximum Length

- YYYYMMD

Validation Check

- An error v
  followed
- An error v
- An error v

Additional Notes

- The date
- Date mus

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?

This field is not mandatory.

Acceptable Values

Type: Date
Minimum Length: 8
Maximum Length: 8

- YYYYMMDD - The day on which the position closed.

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 "-".

- 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 dates should reflect the days 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?

This field is mandatory for position types 3 and 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".

- 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 Position) or 5 (Vacant Position).
- An error will occur if the field is populated and PositionType is 1 (No Vacancy) or 4 (Eliminated Position).

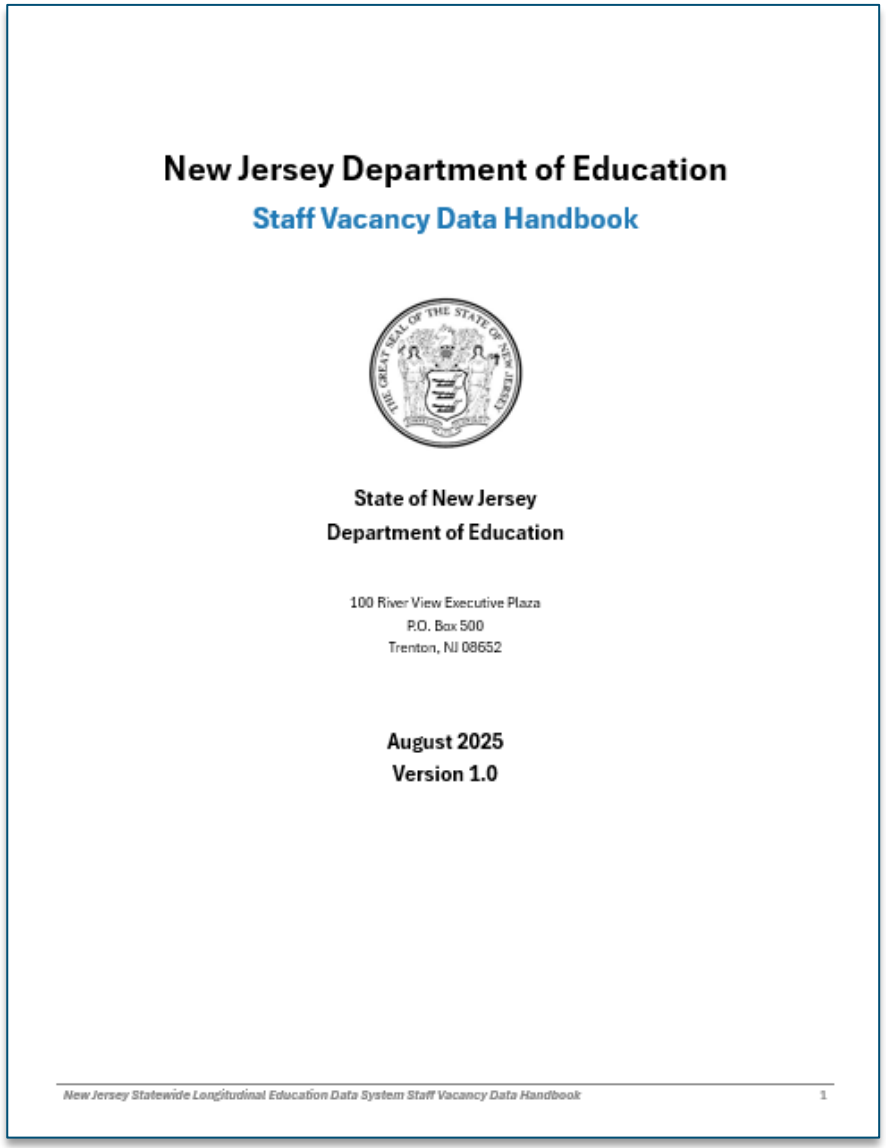
Step 2
Review and Validate Your Data

Review and Validate Your Data

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.



New Jersey Department of Education

Staff Vacancy Data Handbook

State of New Jersey
Department of Education

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

August 2025
Version 1.0

New Jersey Statewide Longitudinal Education Data System Staff Vacancy Data Handbook 1

Step 3
Log Into the System

Department Of Education

Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

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.

The navigation bar on the top of the screen takes users to different sections of NJSLEDS, which will be reviewed in more detail.

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

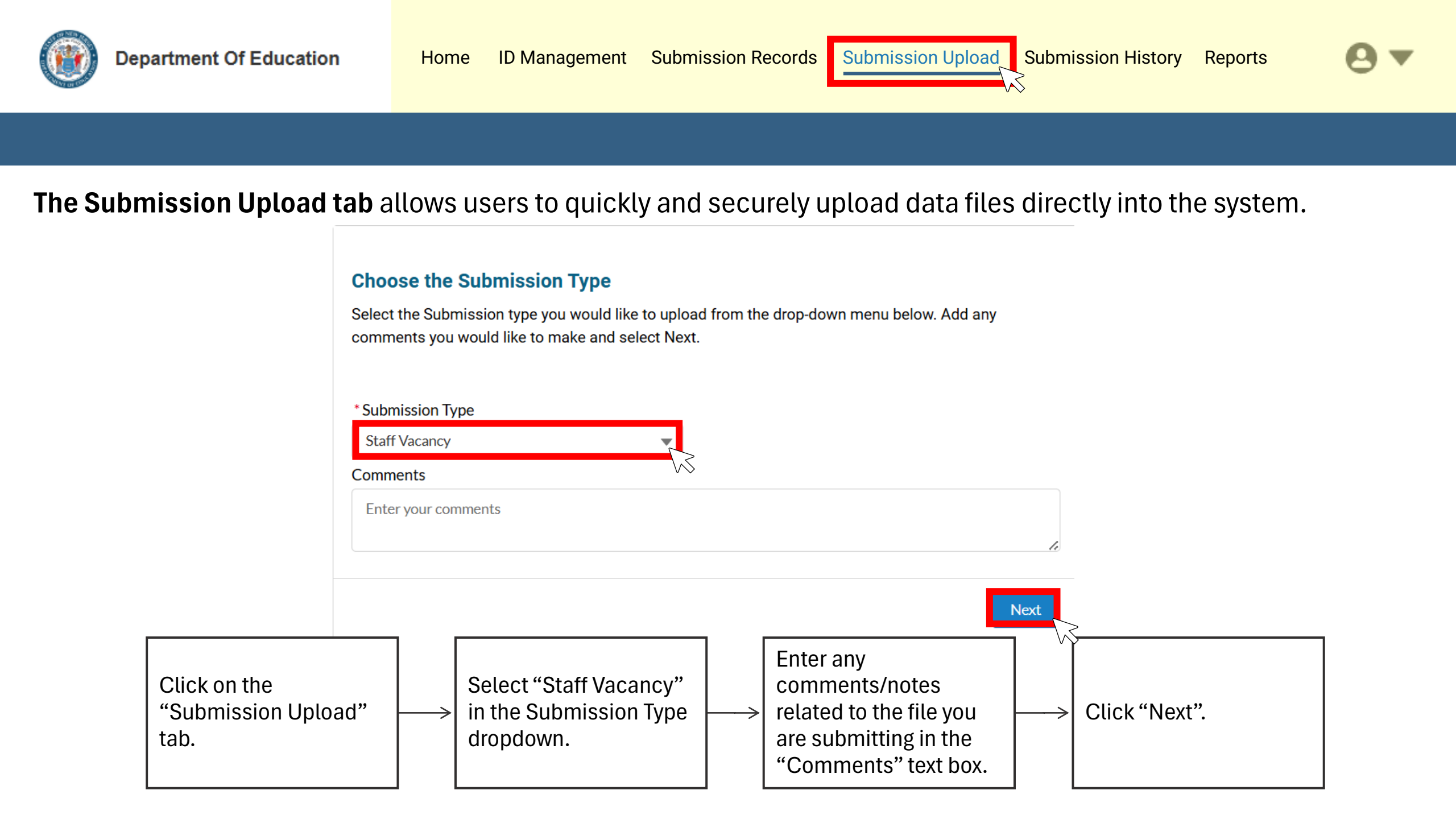
https://www.nj.gov/education/sleds/resources/

Trainings and Webinars

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

Contact Help Desk

Step 4
Upload Staff Vacancy Data

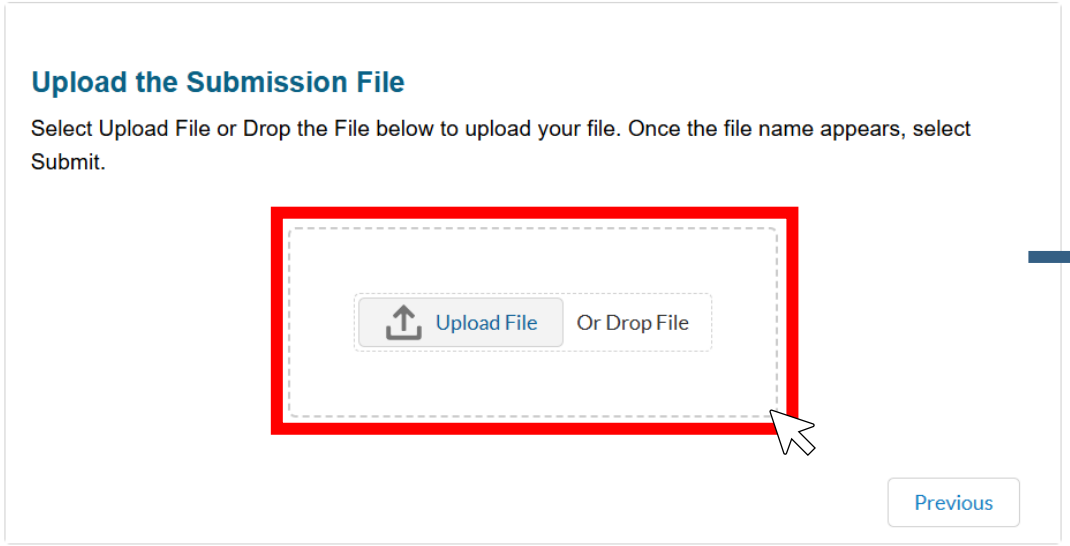


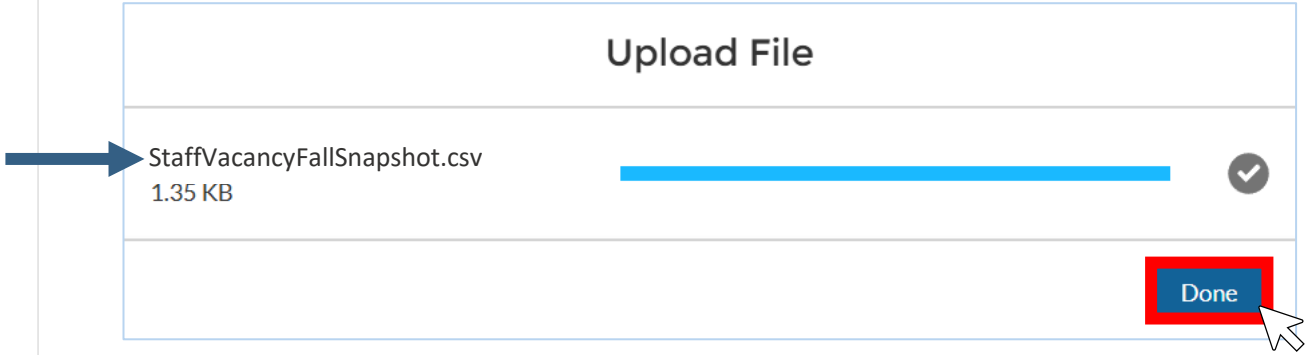
The Submission Upload tab allows users to quickly and securely upload data files directly into the system.

Department Of Education

Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

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





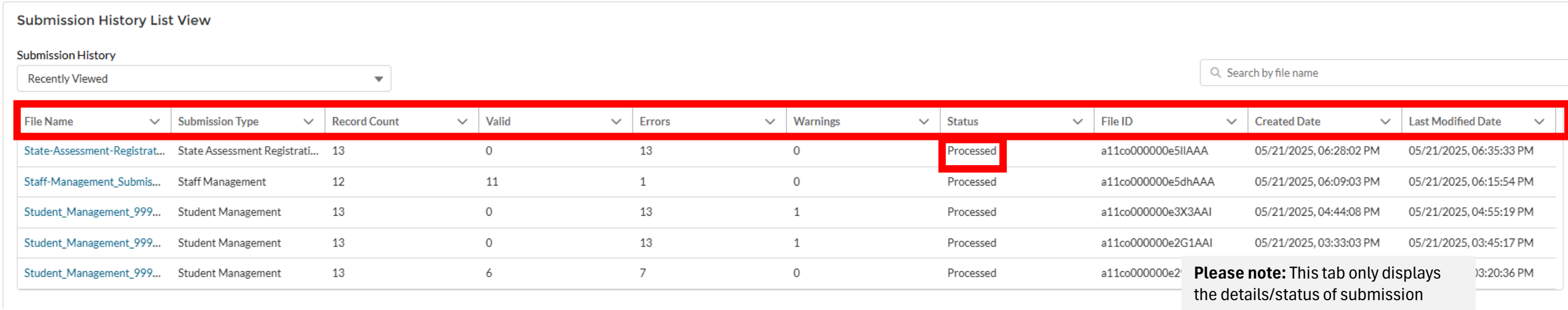
After clicking “Next”, you will be directed to upload your file. Please ensure your file name is not longer than the maximum length of 80 characters.

→ Choose your .CSV UTF-8 file for the Staff Vacancy 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.



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	a11co000000e5lIAAA	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		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.

Sample Submission Email

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of NJ DOE <donotreply-uat@doe.nj.gov>
Sent: Monday, February 24, 2025 5:45 PM
To:

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

Dear Sample User,

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

Records Uploaded: 4,672

Valid Records: 2,667

Warning Records: 223

Error Records: 1,987

Log into NJSLEDS to review the errors and or warnings. You will need to update the records to resolve the errors and reupload to NJSLEDS.

If you need assistance, please contact the NJSLEDS Help Desk.

The NJSLEDS Help Desk Team
New Jersey Statewide Longitudinal Education Data System (NJSLEDS)

Department Of Education

Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

- Student Management
- Staff Management
- Special Education
- State Assessment Registration
- Performance Report
- CTE
- Staff Course Roster
- Student Course Roster
- Staff Vacancy

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

Export

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	P	losed Date	Number Of Applicants	Upload Date
	1	102	6	1	2		12	6/27/2025
0	1	39	4	1020	2		6	6/27/2025
0	3	43	7	1022	2		8	6/27/2025
0	5	252	6	1019	2		5	6/27/2025
10	3	102	6	12	2		5	6/27/2025
12	4	1000	3	1028	20243001	20240901	9	6/27/2025
30	3	3103	3	4	20240828	20240901	4	6/27/2025
30	5	1000	4	1029	20240801	20240701	5	6/27/2025
40	1	1000	5	1030	20240801	20240901	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	20240901	6	6/27/2025
50	1	1018	5	1045	20240801	20240901	6	6/27/2025
5			2			202		6/27/2025
5			6		1	202		6/27/2025
5			6		1	202		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

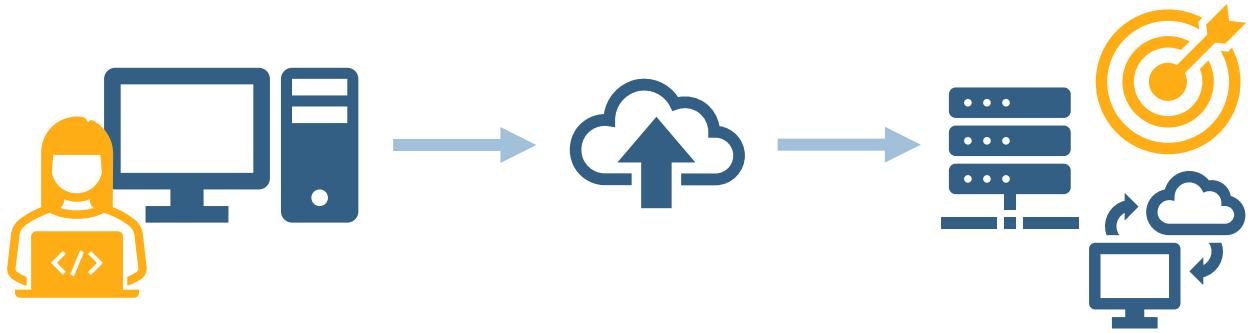
No Editing in NJSLEDS

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		Target System: NJSLEDS
• **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.**	• **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.

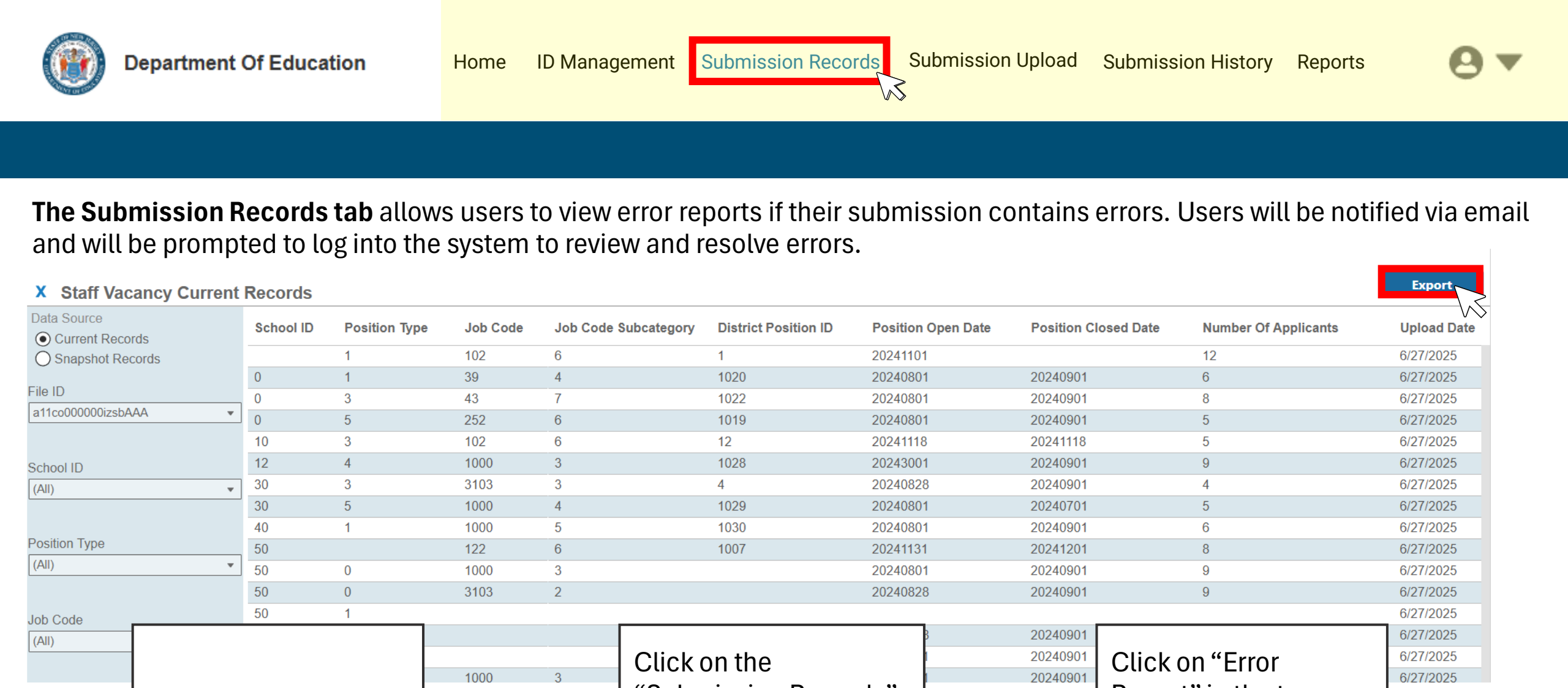


Why This Change Matters

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.

Log into NJSLEDS.

→

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

→

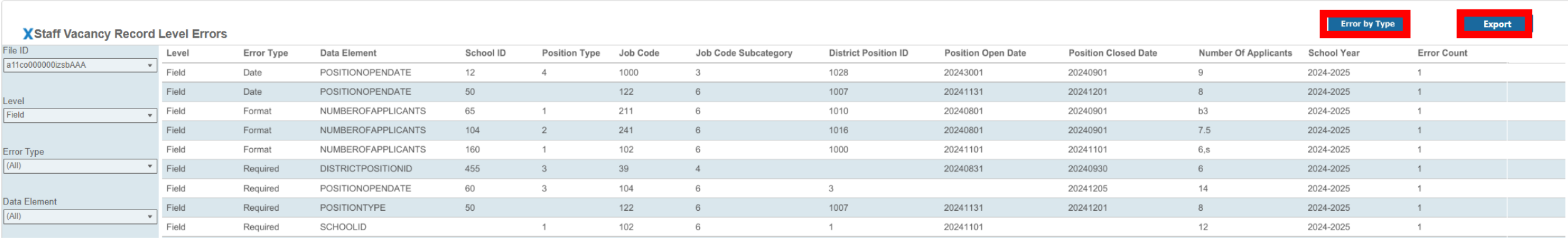
Click on "Error Report" in the top right corner of the navigation.

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

Department Of Education

Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

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

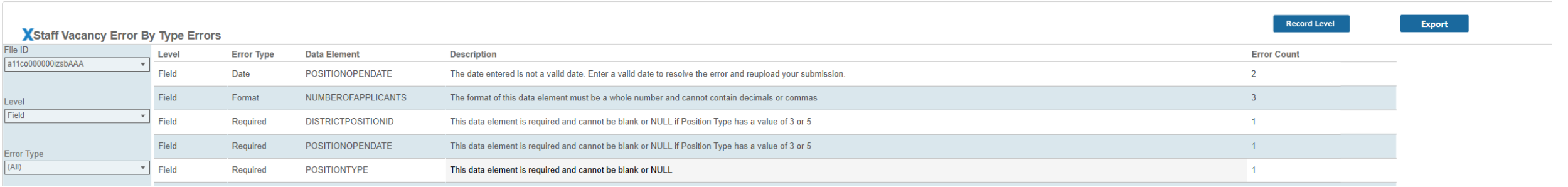


Staff Vacancy Record Level Errors

Error by Type | Export

File ID: a11co000000izsbAAA
Level: Field
Error Type: (All)
Data Element: (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
Field	Required	POSITIONTYPE	50		122	6	1007	20241131	20241201	8	2024-2025	1
Field	Required	SCHOOLID		1	102	6	1	20241101		12	2024-2025	1



Staff Vacancy Error By Type Errors

Record Level | Export

File ID: a11co000000izsbAAA
Level: Field
Error Type: (All)

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

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.

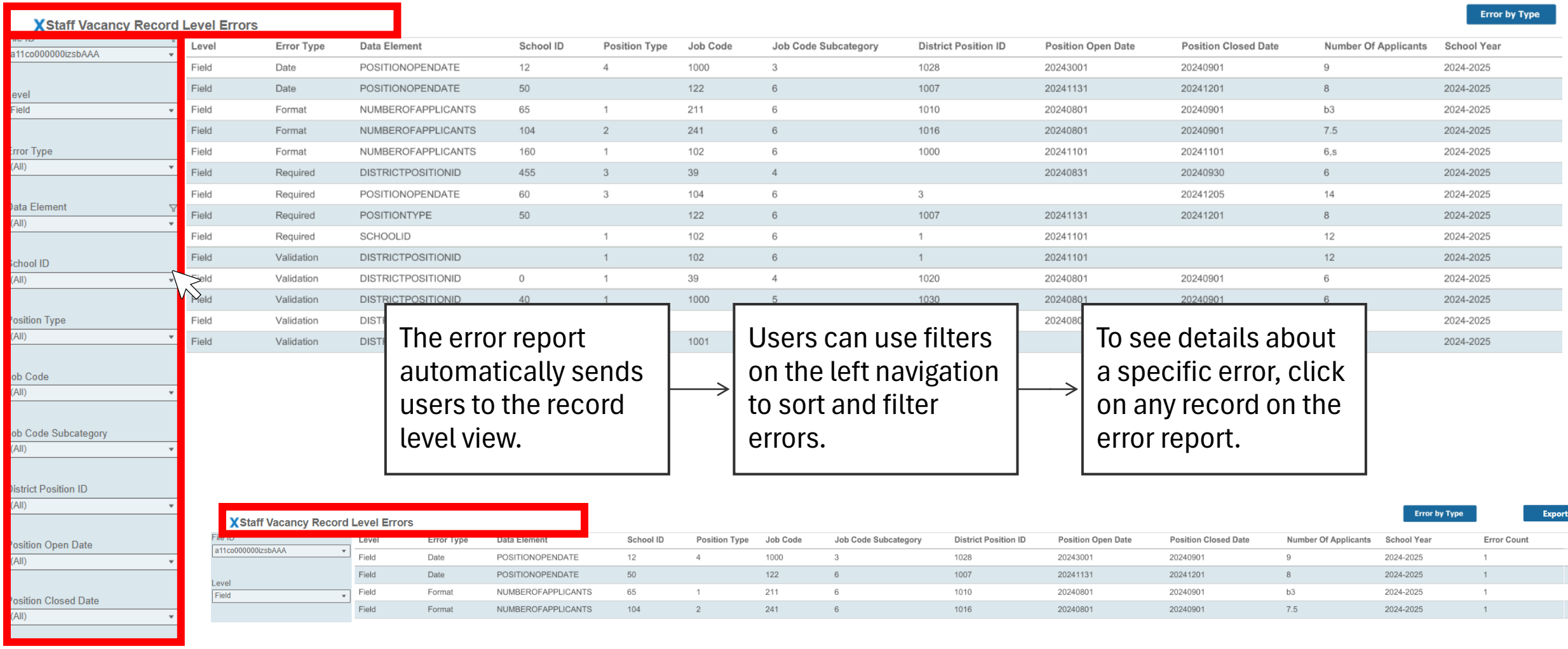
→ To see details about a specific error, click on any record in the error report.

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

Department Of Education

Home | ID Management | Submission Records | Submission Upload | Submission History | Reports

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

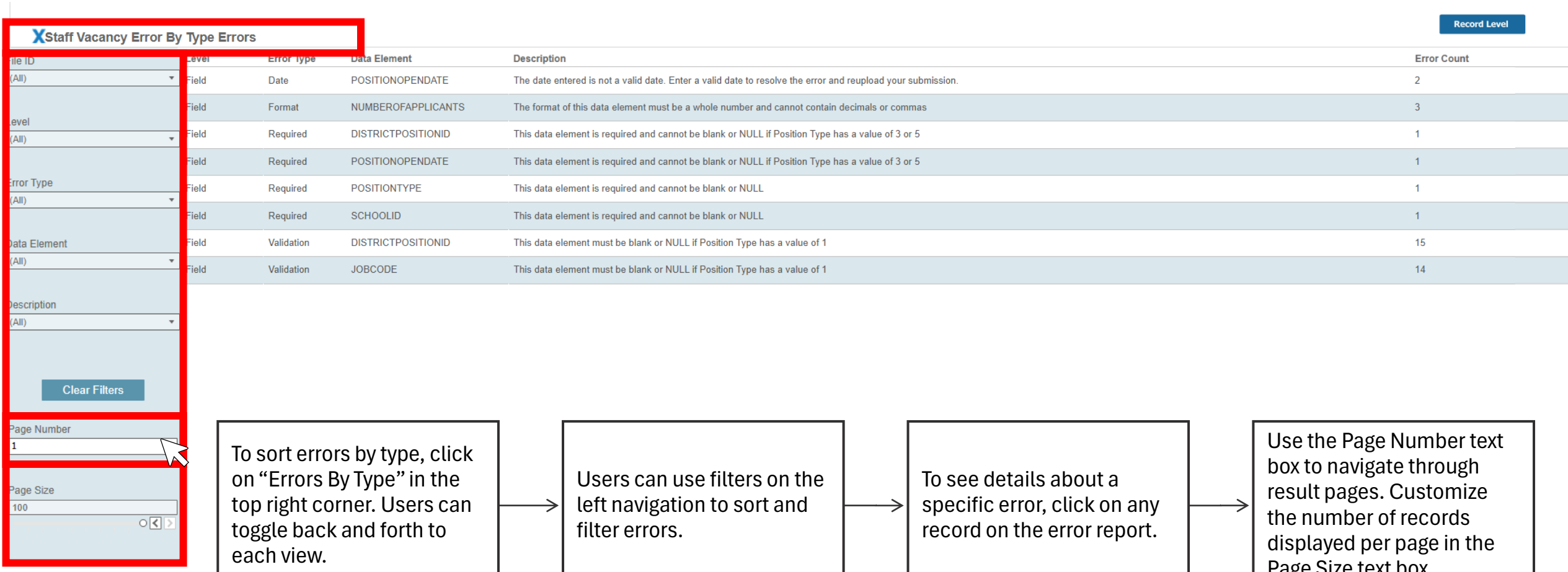


The error report automatically sends users to the record level view.

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

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

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



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

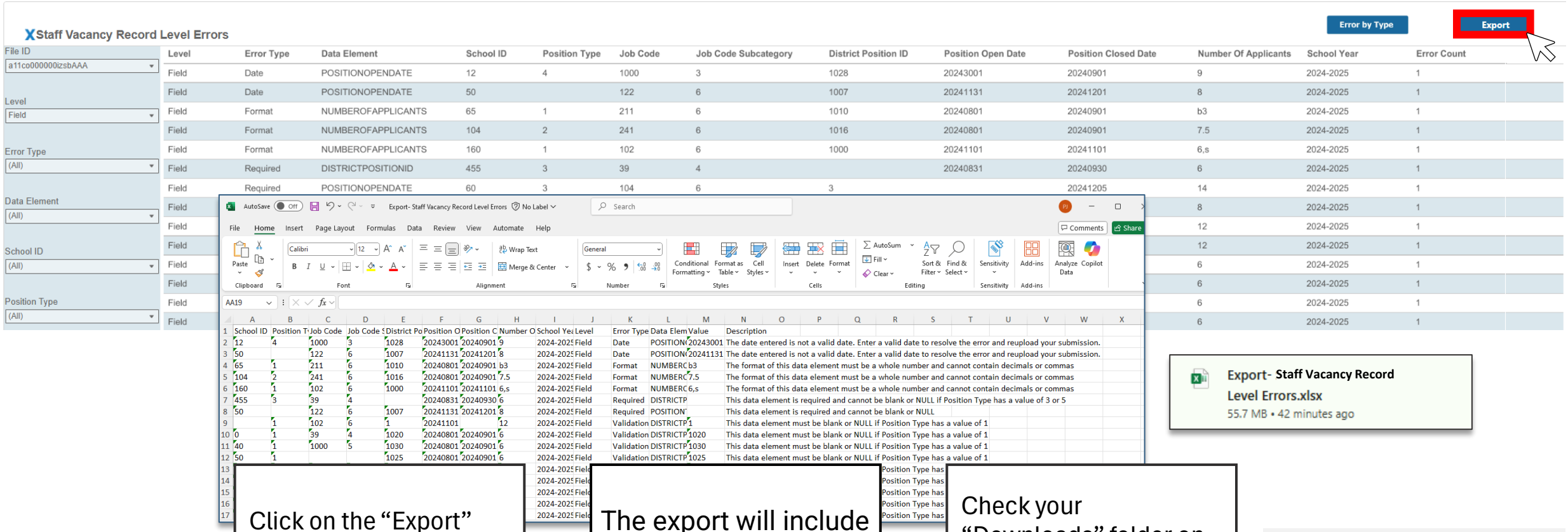
To sort errors by type, click on “Errors By Type” in the top right corner. Users can toggle back and forth to each view.

→ 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.



Click on the “Export” button within the Error Report.

→

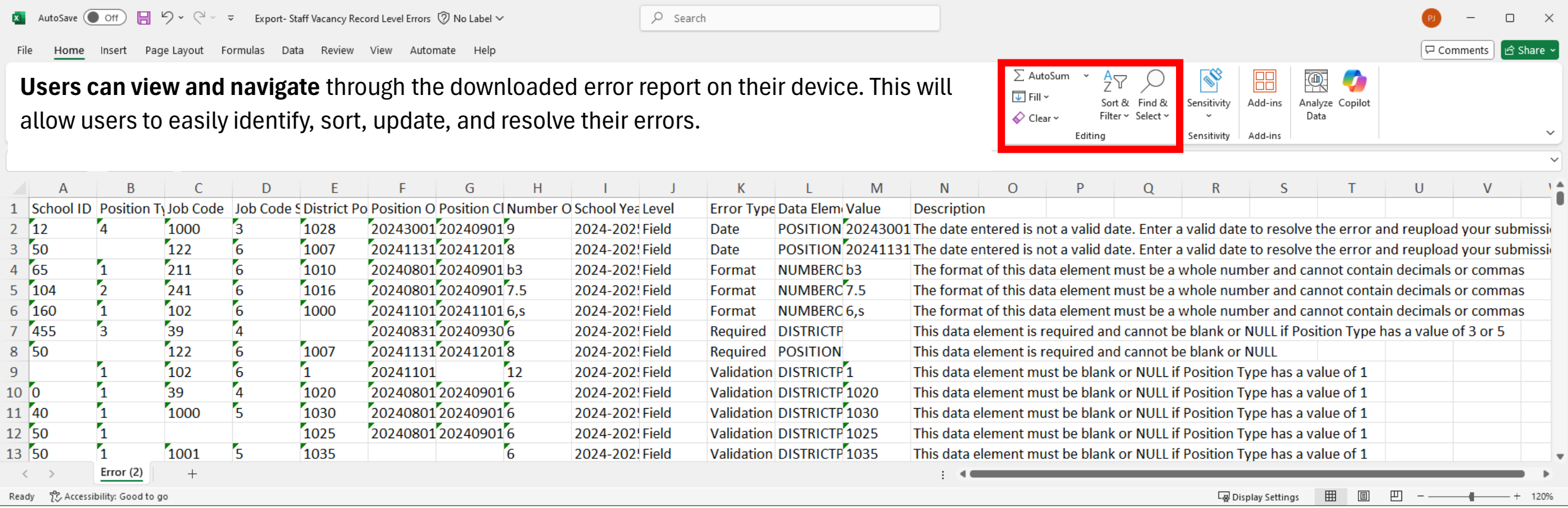
The export will include any filters that were applied.

→

Check your “Downloads” folder on your device to open export.

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

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.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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	2024-202	Field	Date	POSITION	20243001	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submissi
3	50		122	6	1007	20241131	20241201	8	2024-202	Field	Date	POSITION	20241131	The date entered is not a valid date. Enter a valid date to resolve the error and reupload your submissi
4	65	1	211	6	1010	20240801	20240901	b3	2024-202	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	2024-202	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	2024-202	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	2024-202	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	2024-202	Field	Required	POSITION		This data element is required and cannot be blank or NULL
9		1	102	6	1	20241101		12	2024-202	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	2024-202	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	2024-202	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	2024-202	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	2024-202	Field	Validation	DISTRICTP	1035	This data element must be blank or NULL if Position Type has a value of 1

Access your Downloads Folder on your device and open the file. → Click on Sort & Filter button to add filters on columns. → Navigate through sorted data to easily identify and resolve errors. Apply these changes to your SIS and re-pull your submission.

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

Error Resolution Process in NJSLEDS

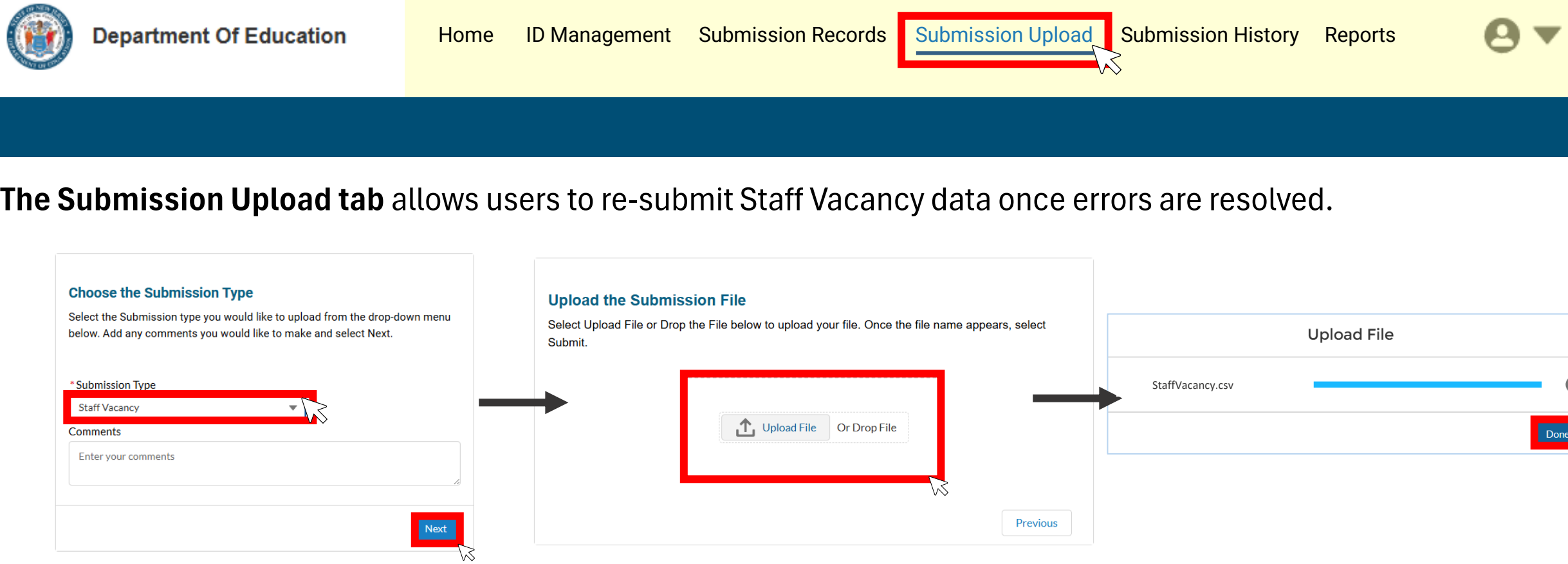
No In-Platform Edits

NJSLEDS does not allow users to fix errors directly within the system.

All corrections must be made in your submission file and your source system.

Steps to Resolve Errors in NJSLEDS:

1. **Filter to Error Records**
   In the NJSLEDS portal, filter your submission records to show only those with an “Error” status.
2. **Export and Review**
   Export both your filtered submission file and your error report. Compare the two files to identify the issue with each record.
3. **Correct in Your File**
   Make the necessary corrections in your .CSV UTF-8 submission file—not in the system or your source system at this stage.
4. **Reupload to Confirm Resolution**
   Save and reupload the corrected file to NJSLEDS to ensure that the errors have been cleared.
5. **Update Your Source System**
   Once the file is error-free in NJSLEDS, you must update your source system with the same corrections. This ensures your source system stays aligned with what was submitted and approved.



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

Resolve and update errors within your submission file/source system, then navigate to the "Submission Upload" tab in NJSLEDS.

→

Ensure your submission includes correct headers. Upload new submission file into your source system.

→

Reupload new submission file from source system into NJSLEDS. System will override any records where errors have been resolved.

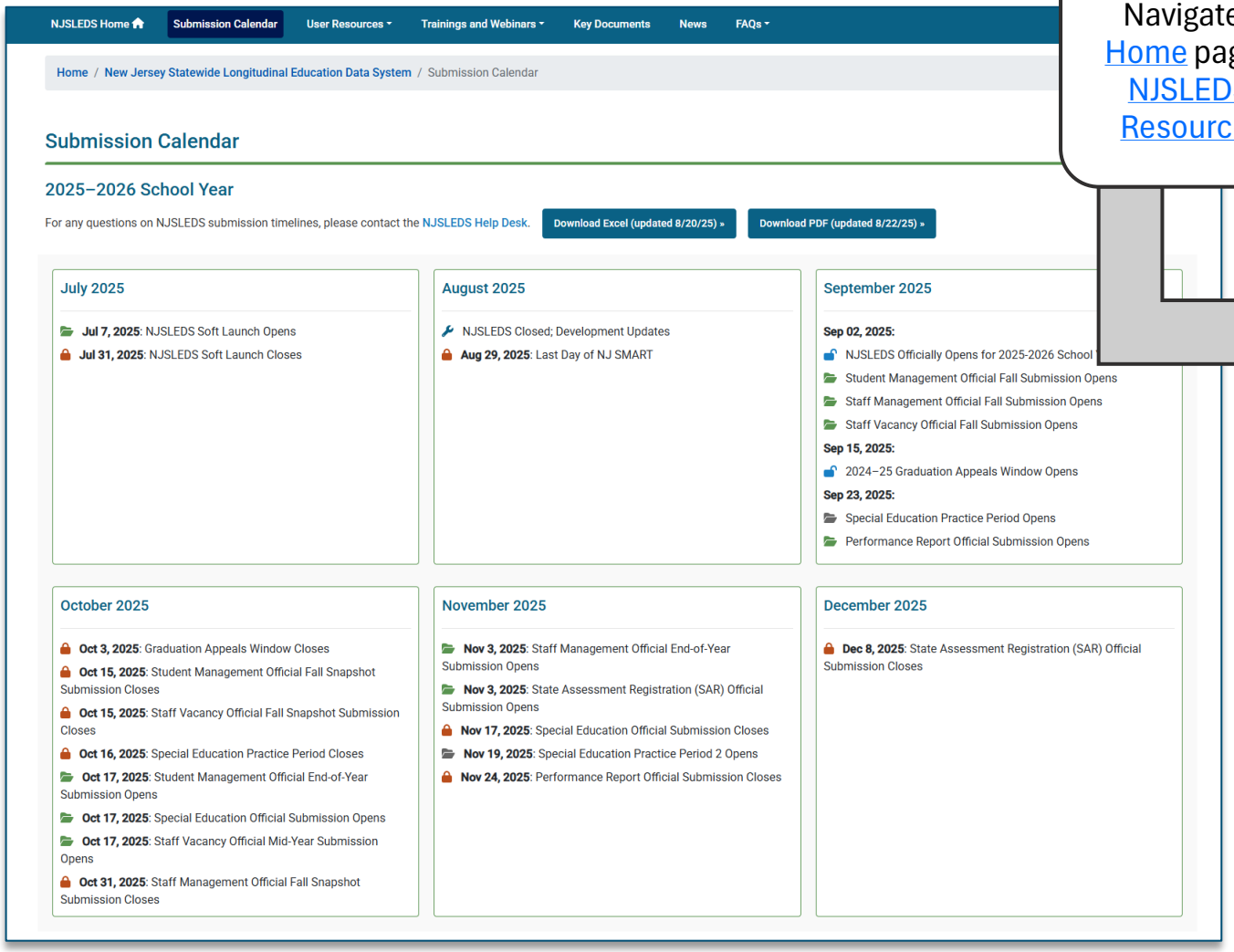
→

Click "Done" and confirm file is successfully processed without errors.

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

Step 6
Submit by the Deadline

Submit by the Deadline



Navigate to the Home page of the NJSLEDS User Resources site.

Check the submission schedule and ensure all data is complete by **October 15, 2025.**

Navigate to Submission Upload tab in NJSLEDS.

Upload submission and confirm file is successfully processed without errors.

Staff Vacancy
Common Scenarios and Examples

Scenario #1
No Vacancies to Report in Entire District

Scenario: The district currently has no teaching positions that are vacant, new, or eliminated

How to Report: Submit a file with **PositionType** = **1** (No Vacancies)

Fields Required: Only **SchoolID** and **PositionType**.

Example: The district has no new, vacant, or eliminated teaching positions to report.

Field	Example Value	Notes
SchoolID	000	Use 000 for district-level
PositionType	1	"1" = No vacancies
JobCode	*(leave blank)*	Not required
JobCodeSubcategory	*(leave blank)*	Not required
DistrictPositionID	*(leave blank)*	Not required
PositionOpenDate	*(leave blank)*	Not required
PositionClosedDate	*(leave blank)*	Not required
NumberOfApplicants	*(leave blank)*	Not required

Scenario #2
No Vacancies to Report in a Specific School

Scenario: The district currently has no teaching positions that are vacant, new, or eliminated

How to Report: Submit a file with **PositionType** = **1** (No Vacancies)

Fields Required: Only **SchoolID** and **PositionType**.

Example: The district has no new, vacant, or eliminated teaching positions to report.

Field	Example Value	Notes
SchoolID	000	Use 000 for district-level
PositionType	1	"1" = No vacancies
JobCode	*(leave blank)*	Not required
JobCodeSubcategory	*(leave blank)*	Not required
DistrictPositionID	*(leave blank)*	Not required
PositionOpenDate	*(leave blank)*	Not required
PositionClosedDate	*(leave blank)*	Not required
NumberOfApplicants	*(leave blank)*	Not required

Scenario #3

Reporting a Newly Created Position

Scenario: A new teaching position was added for the current school year due to enrollment growth or program expansion.

How to Report:

- Submit a file with **PositionType** = **3** (New Teaching Position)
- Include fields: **JobCode**, **JobCodeSubcategory**, **DistrictPositionID**, **PositionOpenDate**, **NumberOfApplicants**

Example: A brand new full-time middle school math teacher position was created this year in School 002.

Field	Example Value	Notes
SchoolID	002	Example ID for Middle School
PositionType	3	“3” = New position
JobCode	1102	Math Teacher (Grades 5-8)
JobCodeSubcategory	1	General Education
DistrictPositionID	MATH23-NEW1	Locally assigned unique ID
PositionOpenDate	20250825	First day the position was open
PositionClosedDate	*(leave blank)*	Still open
NumberOfApplicants	4	4 people applied

Scenario #4
Reporting a Vacant Position

Scenario: A full-time teaching position is open and currently unfilled.

How to Report:

- Submit a file with **PositionType** = **5** (Vacant Position)
- Include fields: **JobCode**, **JobCodeSubcategory**, **DistrictPositionID**, **PositionOpenDate**, **NumberOfApplicants**

Note: Vacancy can be ongoing—**PositionClosedDate** can be blank.

Example: A high school bilingual science teacher position is currently vacant in School 003.

Field	Example Value	Notes
SchoolID	003	Example ID for High School
PositionType	5	"5" = Vacant position
JobCode	2202	Science Teacher (General)
JobCodeSubcategory	2	Bilingual
DistrictPositionID	HS-SCI-BIL-001	Locally assigned unique ID
PositionOpenDate	20250901	First day the position was open
PositionClosedDate	*(leave blank)*	Still open
NumberOfApplicants	0	No one has applied

Scenario #5
Vacancy Opened and Then Filled

Scenario: A position was vacant in September but was filled in October.

How to Report:

- Submit a file with **PositionType** = **5** (Vacant Position)
- Provide both **PositionOpenDate** and **PositionClosedDate**.
- Still required even if the vacancy no longer exists as of submission—NJSLEDS captures historical vacancy windows.

Example: A middle school special education language arts teacher resigned in September at School 002. The vacancy was posted and filled by October.

Field	Example Value	Notes
SchoolID	002	Example ID for Middle School
PositionType	5	“5” = Vacant position
JobCode	1106	Middle School Teacher (Language Arts)
JobCodeSubcategory	5	Special Education
DistrictPositionID	MS-ELA-SPEC-VAC001	Locally assigned unique ID
PositionOpenDate	20250910	First day the job was posted
PositionClosedDate	20251013	The day the job listing was closed
NumberOfApplicants	3	3 applicants total

Scenario #6
Position with Zero Applicants

Scenario: The district posted a vacancy, but no one applied.

How to Report:

- Submit a file with **PositionType** = **5** (Vacant Position)
- Enter **NumberOfApplicants** = **0**.
    - **Note:** This is a valid value and will not trigger an error.

Example: A district posted for a CTE Welding teacher but received no applicants at School 005.

Field	Example Value	Notes
SchoolID	005	Example ID for Vocational School
PositionType	5	“5” = Vacant position
JobCode	2663	Welding Teacher
JobCodeSubcategory	1	General Education
DistrictPositionID	MS-ELA-SPEC-VAC001	Locally assigned unique ID
PositionOpenDate	*(leave blank)*	Not required
PositionClosedDate	20250901	Day the position was eliminated
NumberOfApplicants	*(leave blank)*	Not required

Scenario #7
Bilingual or Special Ed Teaching Vacancies

Scenario: Vacant position specifically for bilingual education or special education.

How to Report:

- Use the appropriate **JobCode**
- Match **JobCodeSubcategory**:
  - **2** = Bilingual
  - **5** = Special Education

Example: New bilingual kindergarten teacher position added at a dual-language school at School 010.

Field	Example Value	Notes
SchoolID	010	Example ID for Elementary School
PositionType	3	“3” = New position
JobCode	1003	Kindergarten Teacher
JobCodeSubcategory	2	Bilingual
DistrictPositionID	KINDER-BIL-NEW1	Locally assigned unique ID
PositionOpenDate	20250801	First day the job was posted
PositionClosedDate	*(leave blank)*	Currently open
NumberOfApplicants	2	2 applicants

Scenario #8
Multiple Positions with Same Job Code

Scenario: Several new or vacant positions exist for the same subject/grade (e.g., 1st grade teacher).

How to Report: Submit a separate row for each position, each with a unique **DistrictPositionID**.

Example: Your district has multiple open positions for the same job code (e.g., 3 elementary teachers). Each vacancy must be reported separately, even if they share the same job code and school.

Use Case: You are hiring three 1st grade general education teachers at School 001. All three positions are the same role (JobCode = 1004, Elementary School Teacher K-5), are new positions created due to a new 1st grade cohort, and opened on the same date. Each row must be unique using a distinct DistrictPositionID.

SchoolID	PositionType	JobCode	JobCode Subcategory	DistrictPositionID	Position OpenDate	Position ClosedDate	NumberOfApplicants
001	3	1004	1	ELEM-1-NEW01	20250815	*(leave blank until closed)*	5
001	3	1004	1	ELEM-1-NEW02	20250815	*(leave blank until closed)*	3
001	3	1004	1	ELEM-1-NEW03	20250815	*(leave blank until closed)*	4

Scenario #9
Reporting a Position at the District Level

Scenario: Position is not school-specific.

How to Report: Use **SchoolID** = **000** to designate a district-level position.

Example: Your district is hiring an itinerant ESL teacher who will serve multiple schools.

Field	Example Value	Notes
SchoolID	000	Required for district-level positions
PositionType	3	“3” = New position
JobCode	1485	ESL Teacher
JobCodeSubcategory	2	Bilingual
DistrictPositionID	DIST-ESL-001	Locally assigned unique ID
PositionOpenDate	20250815	First day the job was posted
PositionClosedDate	*(leave blank)*	Currently open
NumberOfApplicants	2	2 applicants

Staff Vacancy

Next Steps and Key Resources

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 updates as we work towards launching the new system. Learn about upcoming events, training opportunities, and more.

Contacting the Help Desk

Email helpdesk-sleds@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.

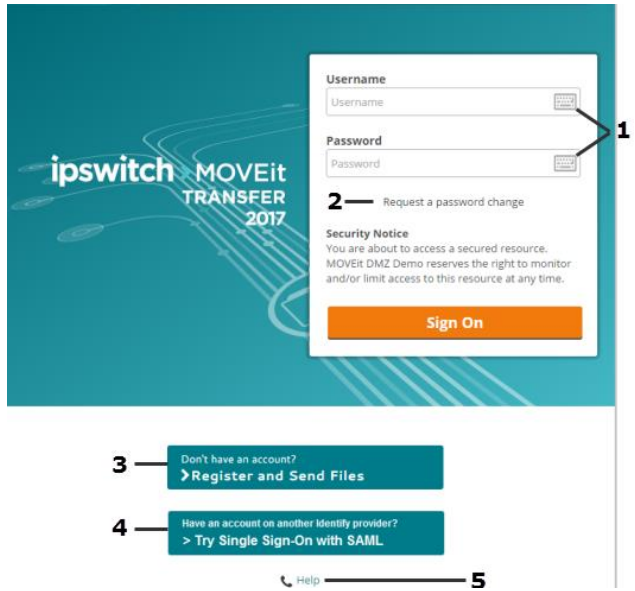
Contacting the Help Desk
Secure Emails

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.



The NJSLEDS Help Desk will send you a request through MOVEit to send a file

You will receive an email notification containing a secure Username and Temporary Password and a link to the MOVEit platform.

Click on the URL at the bottom of the email. This will open your browser

In the opened browser, fill in the previously provided Username and Temporary Password

Reply to the secure email with your inquiry

Help Desk Live Q&A Sessions

Drop in via Teams for real-time support with your NJSLEDS submissions.
These sessions are open for general questions—no formal agenda required.
You can:

- Ask about navigating the platform or uploading files
- Get help understanding submission requirements or common errors

Please keep in mind: We can assist with general troubleshooting and guidance during the session. If your question requires additional research or system investigation, we may recommend submitting a Help Desk ticket so we can follow up accurately.

For additional support outside of the Live Q&A sessions, our Help Desk team is available Monday-Friday 8am-5pm:
Email: helpdesk-sleds@doe.nj.gov
Phone: 609-376-3970

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Thank You

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