New Jersey Department of Education

NJSLEDS Staff Management Overview for APSSDs

Office of Data Management
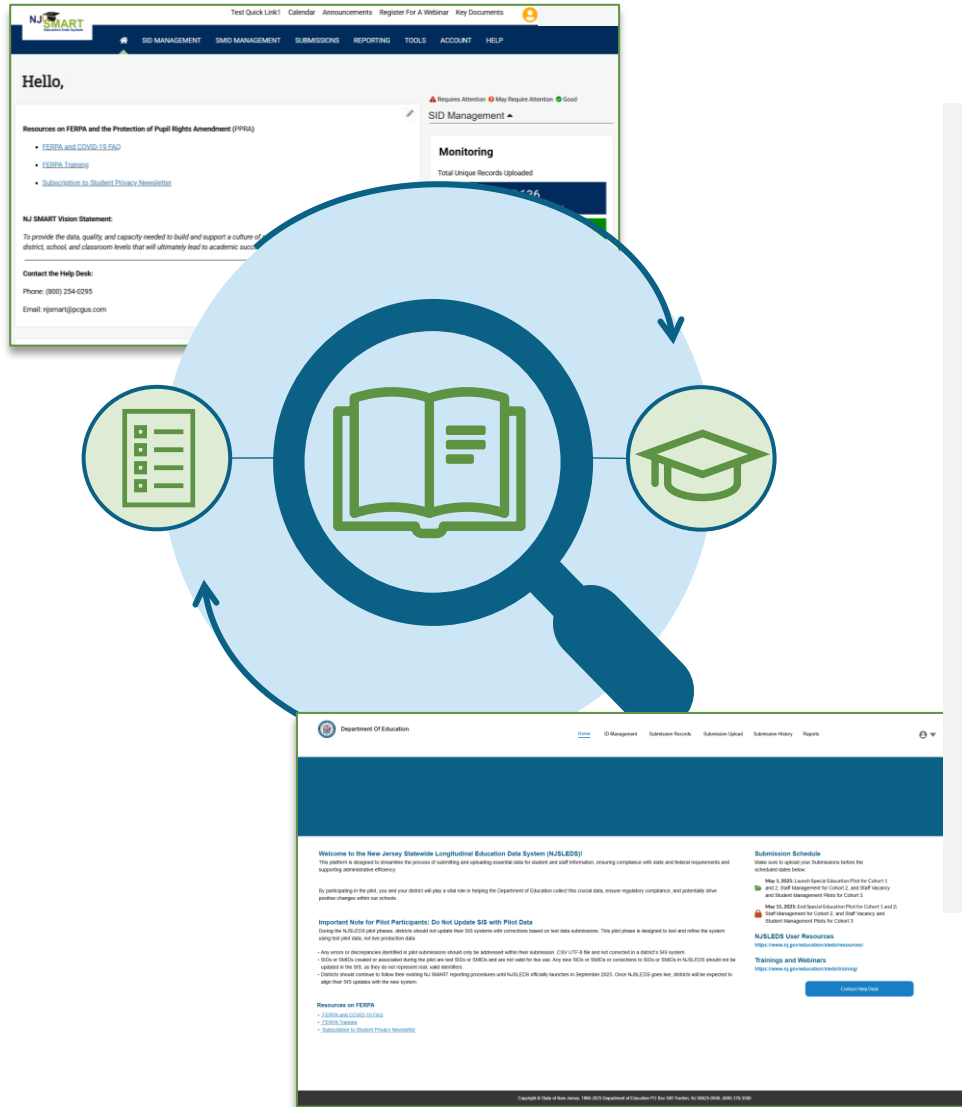**Updated: July 2025**

SLEDS
NJ Statewide Longitudinal Education Data System

Agenda

1. Introduction to NJSLEDS

2. NJSLEDS Soft Launch

3. Staff Management Submission

4. Next Steps and Key Resources

SLEDS
NJ Statewide Longitudinal Education Data System

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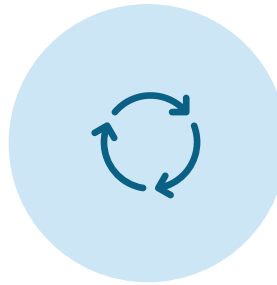
Foundation for Future Integration: While current uploads still rely on .CSV UTF-8 files, NJSLEDS is being built to eventually support direct system-to-system integration via API, reducing manual work and improving accuracy in the long-term.

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.

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Transition Goals and Processes

Our goal: Support a smooth and stable transition to NJSLEDS while laying the groundwork for future improvements in data management.
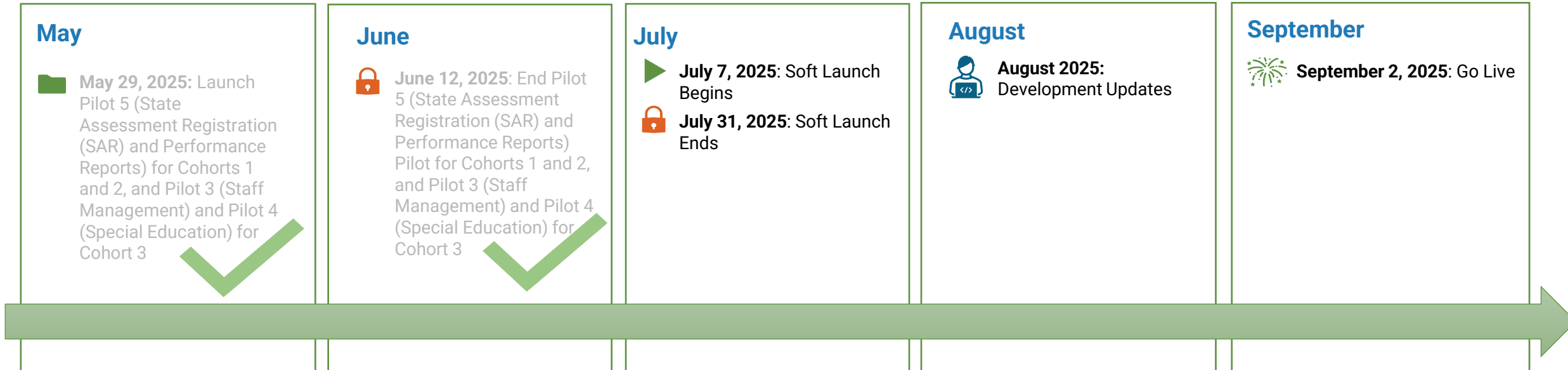
How We're Doing It:

- 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

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Transition Timeline: July through September

May

May 29, 2025: Launch Pilot 5 (State Assessment Registration (SAR) and Performance Reports) for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3

June

June 12, 2025: End Pilot 5 (State Assessment Registration (SAR) and Performance Reports) Pilot for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3

July

July 7, 2025: Soft Launch Begins

July 31, 2025: Soft Launch Ends

August

August 2025: Development Updates

September

September 2, 2025: Go Live

- 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.

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

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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.

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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.

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Staff Management Submission

Staff Management Overview

- Staff Management collects a set of core demographic data elements that provide a comprehensive picture of your staff members.

- Every staff member will be assigned a unique state identifier (SMID).

- Once a unique SMID has been assigned, the SMID must remain the same and follow the staff member throughout their career in NJ.

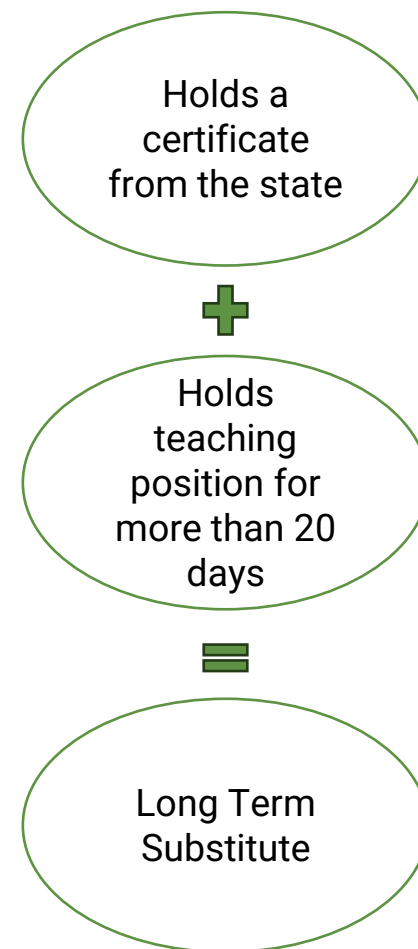- All LEAs must submit a Staff Management record for every active staff member.
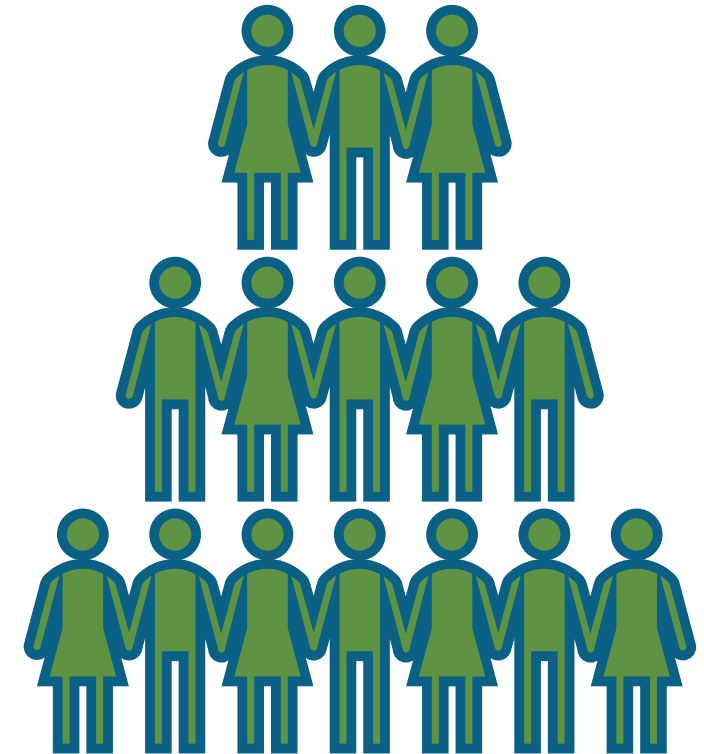
Reporting Responsibilities

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

- Staff that your district is responsible for paying the salary of, even if they are physically located elsewhere.

- Certificated and non-certificated employees.

- Staff employed within your district by contracting (not paid directly, but your LEA is paying another company for their services).

- Long term substitutes.

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

Holds a certificate from the state

➕

Holds teaching position for more than 20 days

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Long Term Substitute

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Reporting Responsibilities

Approved Private Schools for Students with Disabilities (APSSDs) are responsible for submitting their staff members to NJSLEDS.
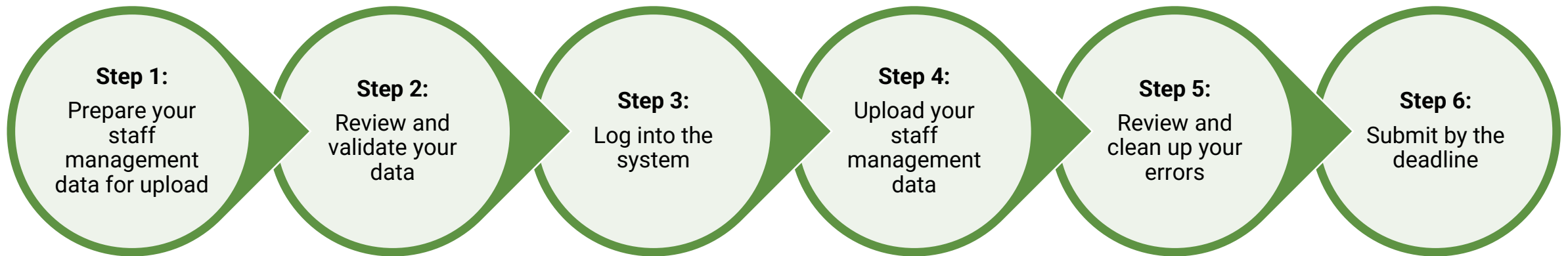
- District Employment Begin Date should reflect the date on which the staff member began employment within your district. If a staff member was inactivated for any reason and then returned to your district, you should always report the most recent District Employment Begin Date.

- District Entry Code is required for all staff members who entered (or re-entered) the district after September 1, 2024.

- Status must be reported as an 'A' for active if the staff member is currently active in your LEA.

- NJSLEDS takes two snapshots per year: The Fall Snapshot and the End of Year Snapshot

  - APSSDs are only responsible for reporting to the Fall Staff Management Snapshot on October 31

Submitted Staff Requirements

Each APSSD must submit both staff members on their payroll and contracted personnel (i.e. purchased services):

- Federal regulations require that submitted staff members include direct hire and contracted teachers, school administrators, support staff, and noninstructional staff

- Contracted personnel who are included in this collection often include individuals who perform common purchased services (e.g. outsourced bus drivers, cafeteria workers, etc.) who may not be directly employed by your school

Submission Process Overview

Step 1:
Prepare your staff management data for upload

Step 2:
Review and validate your data

Step 3:
Log into the system

Step 4:
Upload your staff management data

Step 5:
Review and clean up your errors

Step 6:
Submit by the deadline

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Step 1
Prepare your Staff Management 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 Management Handbook

New Jersey Department of Education
Staff Management 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 Management 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.

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Handbook Sections

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

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

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Use the Staff Management Template

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

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

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

This template can be found under the Staff Management User Resources on the NJSLEDS User Resources website.

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Staff Management Template A

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

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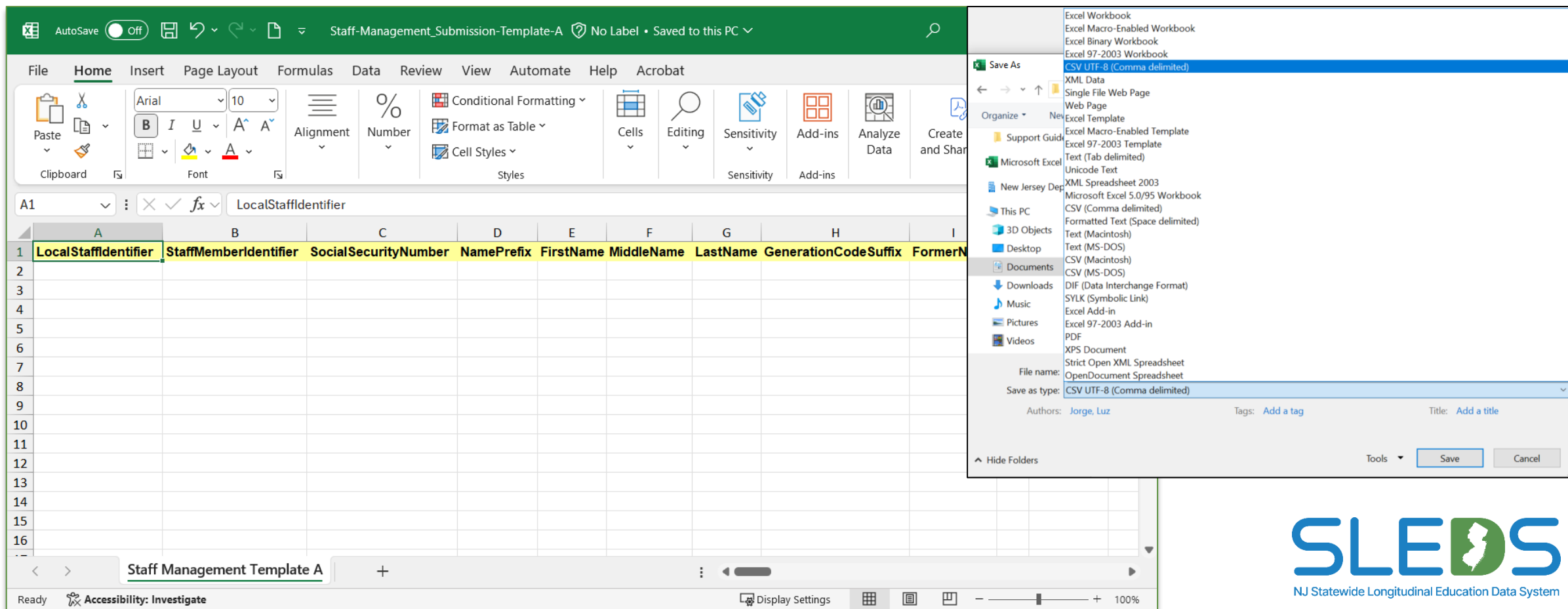
Staff Management Template B

This is a downloadable Staff Management template provided on the NJSLEDS User Resources website. Template B only contains headers for the data elements.

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

Step 2
Review and Validate Your Data

Review and Validate Your Data

New Jersey Department of Education
Staff Management Handbook

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

Validate your data against the Staff Management Handbook:

- Check for missing fields

- Verify required fields

- Ensure correct formatting

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

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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.

Usernames:
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.

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 Righ... NJDOE SLEDS Portal, you agree to the following terms.

Accessing Your Account

To access your account, enter your username and password below and select Log In. If you do not have an account but need access to the NJDOE SLEDS Portal, or if you've forgotten your password, please reach out to the Help Desk at helpdesk-sleds-staging@doe.nj.gov.

👤 Username

🔒 Password

Log in

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.

Department Of Education

Users will land on the Home tab upon login.

→

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

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

This platform is designed to streamline the process of submitting and uploading essential data for student and staff information, ensuring compliance with state and federal requirements and supporting administrative efficiency.

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

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

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

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

Resources on FERPA

- 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:

May 29, 2025: Launch Pilot 5 (State Assessment Registration and Performance Report) for Cohorts 1 and 2, Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3.

June 12, 2025: End Pilot 5 (State Assessment Registration and Performance Report) for Cohorts 1 and 2, Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3.

NJSLEDS User Resources

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

Trainings and Webinars

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

Contact Help Desk

Step 4

Upload Your Staff Management 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 Management ▼

Comments

Enter your comments

Next

| Click on the "Submission Upload" tab. | Select "Staff Management" 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

StaffManagementPilot.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...		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.

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

Student Management

Staff Management

Special Education

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

State Assessment Registration

Performance Report

Staff Vacancy

Export

X **Staff Management Current Records**

Data Source		LSID	SMID	First Name	Middle Name	Last Name	Sex	Date Of Birth	Certification Status	Status			Code Subcategory 1	Upload Date	Record Status
○ Current Records				AMANDA		MCALLISTER	F	19920310	Y	A	004	2110	1	5/26/2025	Error
○ Snapshot Records				AMY	FARRAH	FOWLER	F	19791217	Y	A	004	1401	1	5/26/2025	Error
				APRIL		RHODES	F	19680724	Y	A	007	1004	1	5/26/2025	Error
File ID				BABETTE		DELL	F	19470728	Y	A	005	1441	1	5/26/2025	Error
(All)				BARRY		KRIPKE	M	19710530	Y	A	004	2317	1	5/26/2025	Error
				BERNADETTE		ROSTENKOW..	F	19800623	Y	A	004	2322	1	5/26/2025	Error
LSID				BERT		KIBBLER	M	19660706	Y	A	004	2205	1	5/26/2025	Error
(All)				BLANCHE	RUE	DEVEREAUX	F	19340221	Y	I	011	1003	1	5/26/2025	Error
				BRENDA		WALSH	F	19710412	Y	A	007	1004	1	5/26/2025	Error
SMID				BURT		HUMMEL	M	19661031	Y	A	007	1004	1	5/26/2025	Error
(All)				CAMERON		TUCKER	M	19710909	Y	A	010	1607	5	5/26/2025	Error
				CAROLE		HUDSON-HU..	F	19641028	Y	A	007	1004	1	5/26/2025	Error
				CHANDLER		BING	M	19680408	Y	A	006	1907	1	5/26/2025	Error
First Name				CLAIRE		DUNPHY	F	19700503	Y	A	009	1401	5	5/26/2025	Error
(All)				DOROTHY	BEA	ZBORNAK	F	19320513	Y	I	011	1003	1	5/26/2025	Error

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

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

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

Step 5
Review and Clean Up Your Errors

No Editing in NJSLEDS: Source vs. Target Systems

- In NJ SMART, users could 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.

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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

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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.

Export

X **Staff Management Current Records**

Data Source	LSID	SMID	First Name	Middle Name	Last Name	Sex	Date Of Birth	Certification Status	Status	School Code Assigned 1	Job Code 1	Job Code Subcategory 1	Upload Date	Record Status
⦿ Current Records			AMANDA		MCALLISTER	F	19920310	Y	A	004	2110	1	5/26/2025	Error
○ Snapshot Records			AMY	FARRAH	FOWLER	F	19791217	Y	A	004	1401	1	5/26/2025	Error
File ID			APRIL		RHODES	F	19680724	Y	A	007	1004	1	5/26/2025	Error
(All)			BABETTE		DELL	F	19470728	Y	A	005	1441	1	5/26/2025	Error
			BARRY		KRIPKE	M	19710530	Y	A	004	2317	1	5/26/2025	Error
			BERNADETTE		ROSTENKOW..	F	19800623	Y	A	004	2322	1	5/26/2025	Error
LSID			BERT		KIBBLER	M	19660706	Y	A	004	2205	1	5/26/2025	Error
(All)			BLANCHE	RUE	DEVEREAUX	F	19340221	Y	I	011	1003	1	5/26/2025	Error
			BRENDA		WALSH	F	19710412	Y	A	007	1004	1	5/26/2025	Error
SMID			BURT		HUMMEL	M	19661031	Y	A	007	1004	1	5/26/2025	Error
(All)			CAMERON		TUCKER	M	19710909	Y	A	010	1607	5	5/26/2025	Error

Log into NJSLEDS.

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

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

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.

X Staff Management Record Level Errors   Error by Type   Export

File ID		Level	Error Type	Data Element	LSID	SMID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Certification Status	Status	School Code Assigned 1	Job Code 1
(All)		Field	Format	NAMEPREFIX	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
Level		Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BAD0003	73403240	GUS	GIANCARLO	FRING	19580426	M	Y	A	011	1004
(All)		Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
Error Type		Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	GLEE0009	11618742	SHELDON		BEISTE	19640104	X	Y	A	007	1607
(All)		Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	RUP0004	16399262	TRIXIE		MATTEL	19890823	F	Y	A	008	1106
Data Element															
(All)															

X Staff Management Error By Type Errors   Record Level   Export

File ID		Level	Error Type	Data Element	Description	Error Count
(All)		Field	Format	NAMEPREFIX	This data element cannot contain special characters	1
Level		Field	Format	STAFFCOMPENSATIONANNUALS..	This data element must be rounded to the nearest whole number and cannot have a value of 0	5
(All)		Field	Required	SOCIALSECURITYNUMBER	This data element is required and cannot be blank or NULL if Certification Status has a value of Y	5
Error Type		Field	Validation	GIFTEDANDTALENTEDSTAFF	If Gifted and Talented Staff has a value of Y, one of the Job Code data elements must have a value of 3140	3
(All)		Field	Validation	YEARSINLEA	Years In LEA must have a value that is less than or equal to the value of Years Of Prior Experience and Years In NJ	5

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.

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

X Staff Management Record Level Errors

Error by Type   Export

Filters (left navigation):
- File ID (All)
- Level (All)
- Error Type (All)
- Data Element (All)
- LSID (All)
- SMID (All)
- First Name (All)
- Middle Name (All)
- Last Name (All)
- Date Of Birth (All)
- Sex (All)
- Certification Status (All)
- Status (All)

Level	Error Type	Data Element	LSID	SMID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Certification Status	Status	School Code Assigned 1	Job Code 1
Field	Format	NAMEPREFIX	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BAD0003	73403240	GUS	GIANCARLO	FRING	19580426	M	Y	A	011	1004
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	GLEE0009	11618742	SHELDON		BEISTE	19640104	X	Y	A	007	1607
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	RUP0004	16399262	TRIXIE		MATTEL	19890823	F	Y	A	008	1106
Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	RUP0005	56018628	MISS		FAME	19850530	F	Y	A	008	1110
Field	Required	SOCIALSECURITYNUMBER	BAD0003	73403240	GUS	GIANCARLO	FRING	19580426	M	Y	A	011	1004
Field	Required	SOCIALSECURITYNUMBER	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907

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.

X Staff Management Record Level Error Detail

Error by Type   Record Level   Export

File ID: a11co000000ea81AAA

Level: Field

Level	Error Type	Data Element	Value	Description
Field	Validation	GIFTEDANDTALENTEDSTAFF	Y	If Gifted and Talented Staff has a value of Y, one of the Job Code data elements must have a value of 3140

1 of 1

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

X Staff Management Error By Type Errors

Record Level   Export

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	Format	NAMEPREFIX	This data element cannot contain special characters	1
Field	Format	STAFFCOMPENSATIONANNUALS..	This data element must be rounded to the nearest whole number and cannot have a value of 0	5
Field	Required	SOCIALSECURITYNUMBER	This data element is required and cannot be blank or NULL if Certification Status has a value of Y	5
Field	Validation	GIFTEDANDTALENTEDSTAFF	If Gifted and Talented Staff has a value of Y, one of the Job Code data elements must have a value of 3140	3
Field	Validation	YEARSINLEA	Years In LEA must have a value that is less than or equal to the value of Years Of Prior Experience and Years In NJ	5
Field	Validation	YEARSINNJ	Years In NJ must have a value that is less than or equal to the value of Years Of Prior Experience	5
Record	Unresolved		This record has been marked as unresolved due to the absence of a SMID or the SMID not matching with the data provided and requires attention. The system detected possible matches based on the following data: NamePrefix,FirstName, MiddleName, LastName, Sex, DateofBirth, FormerName. You need to examine the records and investigate the likely matches thoroughly. The responsibility falls upon the LEA to asc..	152

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.

X Staff Management Record Level Errors   Error by Type   **Export**

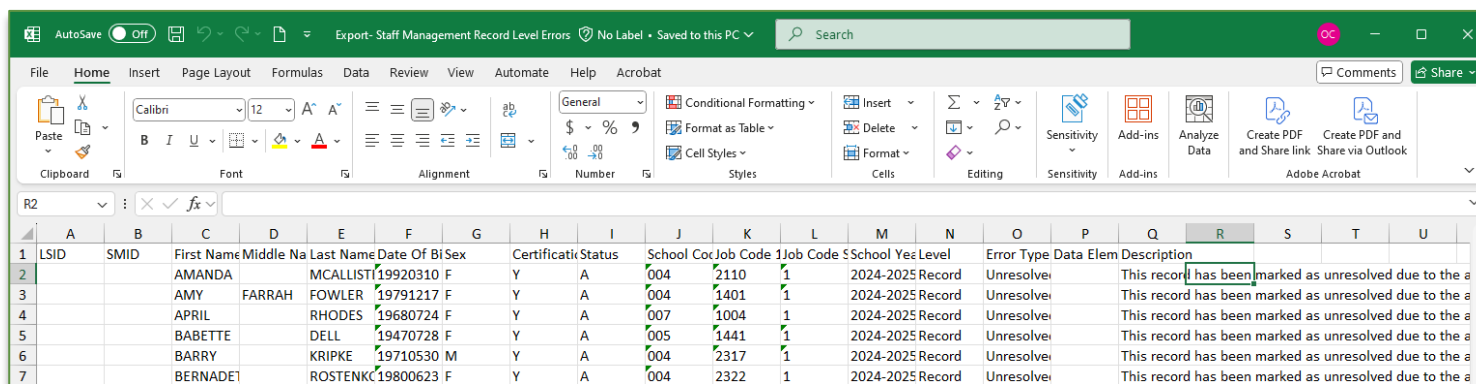| File ID	Level	Error Type	Data Element	LSID	SMID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Certification Status	Status	School Code Assigned 1	Job Code 1
(All)	Field	Format	NAMEPREFIX	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BAD0003	73403240	GUS	GIANCARLO	FRING	19580426	M	Y	A	011	1004
	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	BB0006	10587895	RAJ		KOOTHRAPPALI	19810430	M	Y	A	004	1907
	Field	Format	STAFFCOMPENSATIONANNUALSUPPLE..	GLEE0009	11618742	SHELDON		BEISTE	19640104	X	Y	A	007	1607

Filters (left panel): File ID (All), Level (All), Error Type (All), Data Element (All), LSID (All), SMID (All), First Name (All), Middle Name (All), Last Name (All)

Export- **Staff Management Level Errors.xlsx**
55.7 MB • 42 minutes ago

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	LSID	SMID	First Name	Middle Na	Last Name	Date Of Bi	Sex	Certificatio	Status	School Coc	Job Code 1	Job Code S	School Yea	Level	Error Type	Data Elem	Description				
2			AMANDA		MCALLISTE	19920310	F	Y	A	004	2110	1	2024-2025	Record		Unresolve	This record has been marked as unresolved due to the a				
3			AMY	FARRAH	FOWLER	19791217	F	Y	A	004	1401	1	2024-2025	Record		Unresolve	This record has been marked as unresolved due to the a				
4			APRIL		RHODES	19680724	F	Y	A	007	1004	1	2024-2025	Record		Unresolve	This record has been marked as unresolved due to the a				
5			BABETTE		DELL	19470728	F	Y	A	005	1441	1	2024-2025	Record		Unresolve	This record has been marked as unresolved due to the a				
6			BARRY		KRIPKE	19710530	M	Y	A	004	2317	1	2024-2025	Record		Unresolve	This record has been marked as unresolved due to the a				
7			BERNADET		ROSTENKC	19800623	F	Y	A	004	2322	1	2024-2025	Record		Unresolve	This record has been marked as unresolved due to the a				

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.
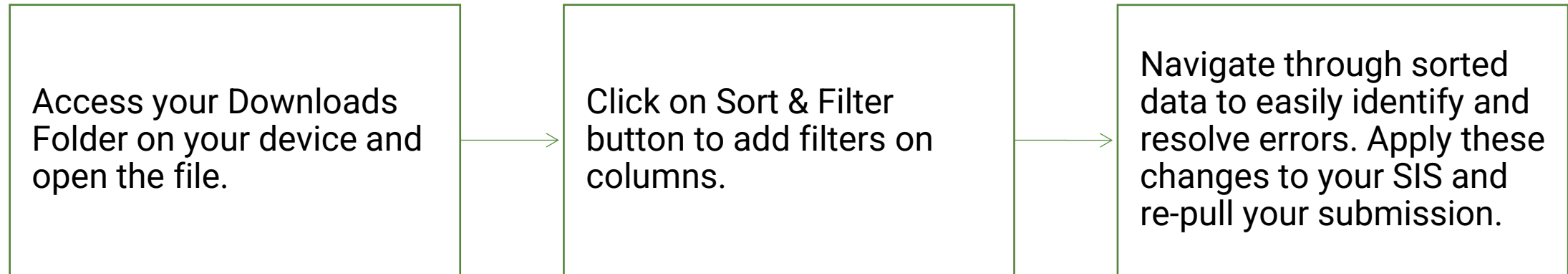
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	LSID	SMID	First Name	Middle Na	Last Name	Date Of Bi	Sex	Certificatic	Status	School Coc	Job Code 1	Job Code S	School Yea	Level	Error Type	Data Elem	Description
2			AMANDA		MCALLISTI	19920310	F	Y	A	004	2110	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
3			AMY	FARRAH	FOWLER	19791217	F	Y	A	004	1401	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
4			APRIL		RHODES	19680724	F	Y	A	007	1004	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
5			BABETTE		DELL	19470728	F	Y	A	005	1441	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
6			BARRY		KRIPKE	19710530	M	Y	A	004	2317	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
7			BERNADE1		ROSTENKC	19800623	F	Y	A	004	2322	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
8			BERT		KIBBLER	19660706	M	Y	A	004	2205	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
9			BLANCHE	RUE	DEVEREAL	19340221	F	Y	I	011	1003	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
10			BRENDA		WALSH	19710412	F	Y	A	007	1004	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
11			BURT		HUMMEL	19661031	M	Y	A	007	1004	1	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a
12			CAMERON		TUCKER	19710909	M	Y	A	010	1607	5	2024-2025	Record	Unresolve		This record has been marked as unresolved due to the a

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.

Editing Submitted Records for NJSLEDS

Steps to Test Error Fixing in Pilot and 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.

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.

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

Upload File

StaffManagementPilot.csv
1.35 KB

Done

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.

Staff Management Unresolved Records

Search

Date Uploaded	SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District
05/27/2025		BAD0002	JESSE	AARON	PINKMAN	19790827	M			A	
05/27/2025		FR0002	PHEOBE		BUFFAY	19630730	F			A	
05/27/2025		GG0008	SOOKIE		ST. JAMES	19700826	F			A	
05/27/2025		GOLDEN003	SOPHIA	ESTELLE	PETRILLO	19330725	F			I	
05/27/2025		FR0006	ROSS		GELLER	19661102	M			A	
05/27/2025		MOD0003	CLAIRE		DUNPHY	19700503	F	Pritchett		A	
05/27/2025		BAD0009	HECTOR	MARK	SALAMANCA	19391126	M			I	

The Staff Management Unresolved Records screen will display any Unresolved Records that have not been resolved.

If there are no Unresolved Records to display, the screen will read "There are no Unresolved records to view."

Once a user selects a record, they will be brought into the Unresolved records detail view.
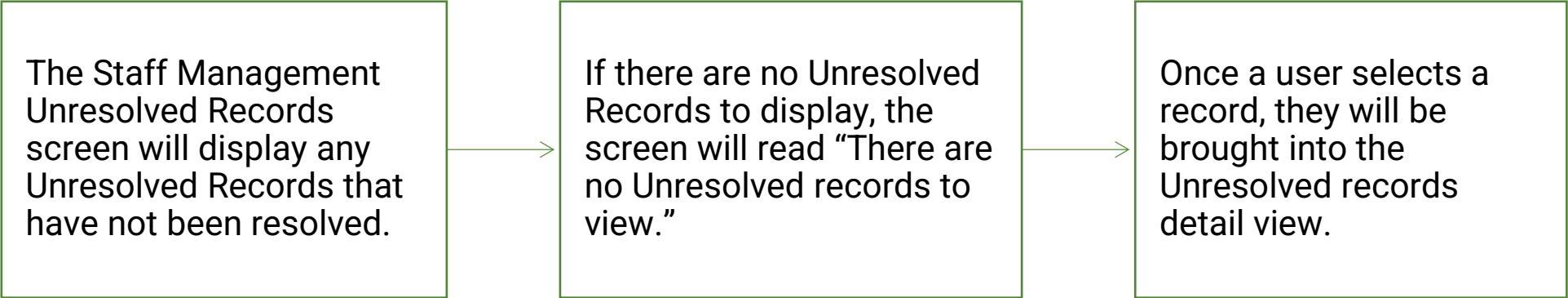
Staff Management Unresolved Record Detail View

Date Uploaded	SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District
05/27/2025		BB0001	SHELDON	LEE	COOPER	19800226	M			A	

Cancel   Create New

Potential Matches

SMID	LSID	First Name	Middle Name	Last Name	Date Of Birth	Sex	Former Name	Social Security Nu...	Status	Associated District	Match % ↓
○		SHELDON		COOPER	19740328	M					55
○		SHELDON		JONES	19910625	M					55

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

1. If a record was uploaded and the SMID is blank, but the (CreateSMID) process ran and one or more records were found to match.

2. When a record is loaded with a SMID, but it does not match the combination of fields listed for matching in the (CreateSMID) process.
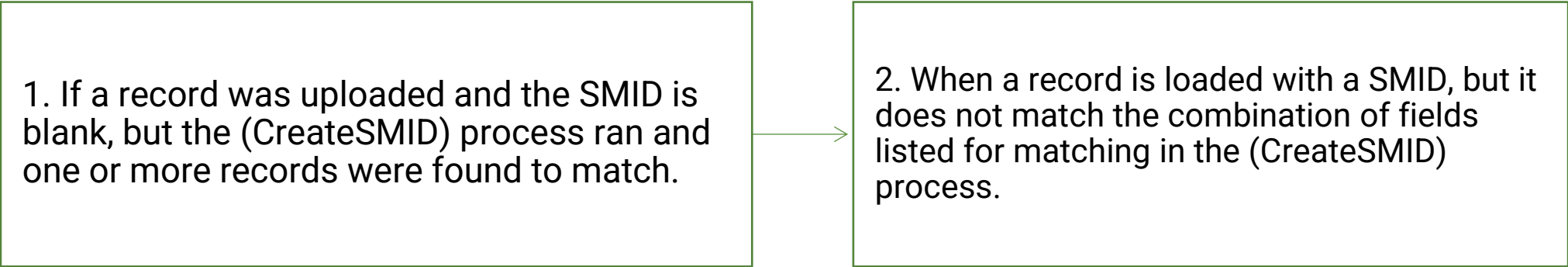
Sample Unresolved Records Email

From: noreply@salesforce.com <noreply@salesforce.com> on behalf of NJ DOE <donotreply-uat@doe.nj.gov>
Sent: Monday, February 24, 2025 5:42 PM
To:
Subject: Sandbox: Unresolved Records in NJSLEDS

Dear Sample User,
You are receiving this email because you have recently uploaded StaffManagementPilot.csv to the Staff Management Submission, in the New Jersey Statewide Longitudinal Education Data System (NJSLEDS). The data uploaded has been processed and contains one or more Unresolved records.
An unresolved record is a student record that can't be linked or updated because it lacks a SID, has an unrecognizable SID, or contains conflicting information (e.g., name, birthdate, grade level) compared to existing data for that SID.
Log into NJSLEDS to review the Unresolved records in the error report and take action in ID Management.
Reminder: A student should only have one unique State Identification number (SID) assigned to accurately track the longitudinal history of the student. Requesting a new SID should only be done if the student is newly enrolled in New Jersey and therefore has never been assigned a SID.
If you need assistance, please contact the NJSLEDS Help Desk.
The NJSLEDS Help Desk Team
New Jersey Statewide Longitudinal Education Data System (NJSLEDS)
Office of Information Technology
New Jersey Department of Education
100 Riverview Plaza | Trenton, NJ 08625
Phone: 609-376-3970
Email: helpdesk-sleds-uat@doe.nj.gov
Web: https://www.nj.gov/education/

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

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Errors for CDS Codes

District Staff assignments must be reported using the appropriate CDS Codes as specified in the CDS application.

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

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

New Jersey Department of Education

County District School Information System (CDS) Handbook

2024-2025
Version 14

State of New Jersey
Department of Education
100 River View Plaza
PO Box 500
Trenton, NJ 08625-0500

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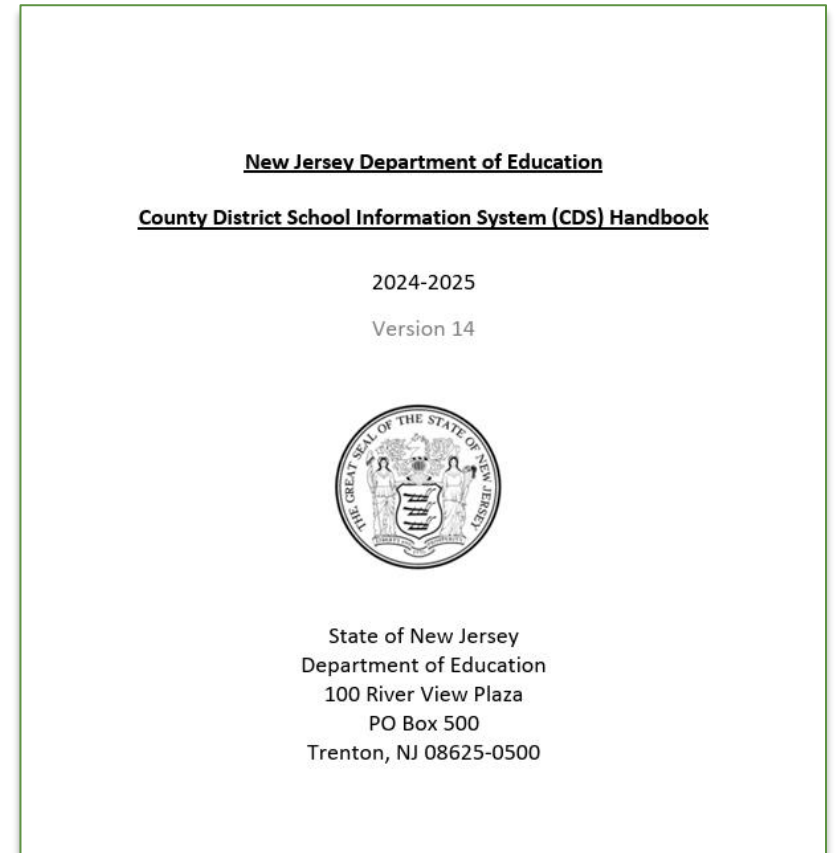
Step 6
Submit by the Deadline

Submit by the Soft Launch Deadline

NJSLEDS Pilot Timeline 2025

February
- *Cohort 1 Kickoff*
- **February 5, 2025**: Launch Pilot 1 (Staff Vacancy) for Cohort 1
- **February 19, 2025**: End Pilot 1 (Staff Vacancy) for Cohort 1

✓

March
- **March 6, 2025**: Launch Pilot 2 (Student Management) for Cohort 1
- *Cohort 2 Kickoff*
- **March 13, 2025**: Launch Pilot 1 (Staff Vacancy) for Cohort 2
- **March 20, 2025**: End Pilot 2 (Student Management) for Cohort 1 and Pilot 1 (Staff Vacancy) for Cohort 2

✓

April
- **April 3, 2025**: Launch Pilot 3 (Staff Management) for Cohort 1 and Pilot 2 (Student Management) for Cohort 2
- **April 17, 2025**: End Pilot 3 (Staff Management) for Cohort 1 and Pilot 2 (Student Management) for Cohort 2

May
- *Cohort 3 Kickoff*
- **May 1, 2025**: Launch Pilot 4 (Special Education) for Cohorts 1 and 2; Pilot 3 (Staff Management) for Cohort 2, and Pilot 1 (Staff Vacancy) and Pilot 2 (Student Management) for Cohort 3
- **May 15, 2025**: End Pilot 4 (Special Education) for Cohorts 1 and 2; Pilot 3 (Staff Management) for Cohort 2, and Pilot 1 (Staff Vacancy) and Pilot 2 (Student Management) for Cohort 3
- **May 29, 2025**: Launch Pilot 5 (State Assessment Registration (SAR) and Performance Reports) for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3

June
- **June 12, 2025**: End Pilot 5 (State Assessment Registration (SAR) and Performance Reports) for Cohorts 1 and 2, and Pilot 3 (Staff Management) and Pilot 4 (Special Education) for Cohort 3

July
- **July 7, 2025**: NJSLEDS Soft Launch Begins
- **July 31, 2025**: NJSLEDS Soft Launch Ends

August

September
- **September 2, 2025**: Go Live

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

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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

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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

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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 Management 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.

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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.

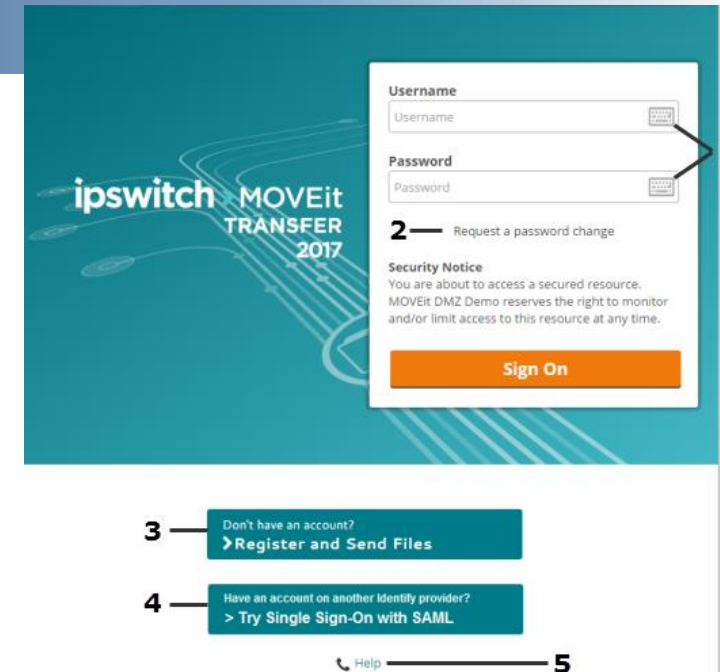Refer to your case number and confirmation email sent by NJSLEDS.

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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.

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.

Call the Help Desk if you need further assistance.

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Help Desk Office Hours

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 11:00am-12:00pm 1:30pm-2:30pm	8 11:00am-12:00pm 1:30pm-2:30pm	9 11:00am-12:00pm 1:30pm-2:30pm	10	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		
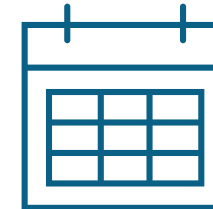
Helpdesk Phone:
609-376-3970

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Thank You!

New Jersey Department of Education

nj.gov/education

New Jersey Department of Education

@newjerseydoe

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@newjerseydoe

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

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