



Stay in Sync

Understanding NJSLEDS Validations

NJSLEDS Project Team
Office of Data Management

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nj.gov/education/sleds



Webinar Housekeeping

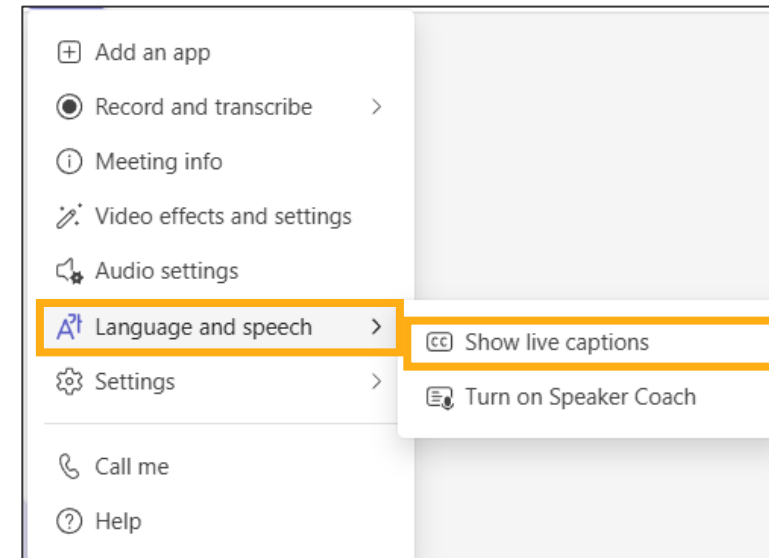
Our goal is to make sure you can actively participate and have your questions answered.

How to ask a question:



To use live captions:

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

Section 1 – How NJSLEDS Validates Your Data

Section 2 – Record-Level Errors: The Full Picture

Section 3 – Field-Level Errors and Warnings

Section 4 – Why You See Errors You Didn't "Cause"

Section 5 – Putting It All Together





Section 1

How NJSLEDS Validates Your Data



Quick Refresher: Source System vs. Target System

Source System

Your local Student Information System (SIS), HR system, or data collection tool

- Where data is created, maintained, and corrected
- Editable at the local level
- Generates your NJSLEDS submission file
- **All corrections start here**

Target System

NJSLEDS

- The state reporting destination
- A mirror of what you submit
- You cannot edit records directly
- Review errors and confirm resolution here
- **Not a sandbox environment**

The Golden Rule: All corrections must be made in your source system first, then re-uploaded to NJSLEDS.



What Makes NJSLEDS Different: The Longitudinal Factor

NJSLEDS doesn't just check your file for formatting. It evaluates your submission against everything it already knows.



Prior Year Records

Was this student or staff member active last year?



Other Data Collections

Does this student's record in Special Education match their record in Student Management?



Statewide Identity Records

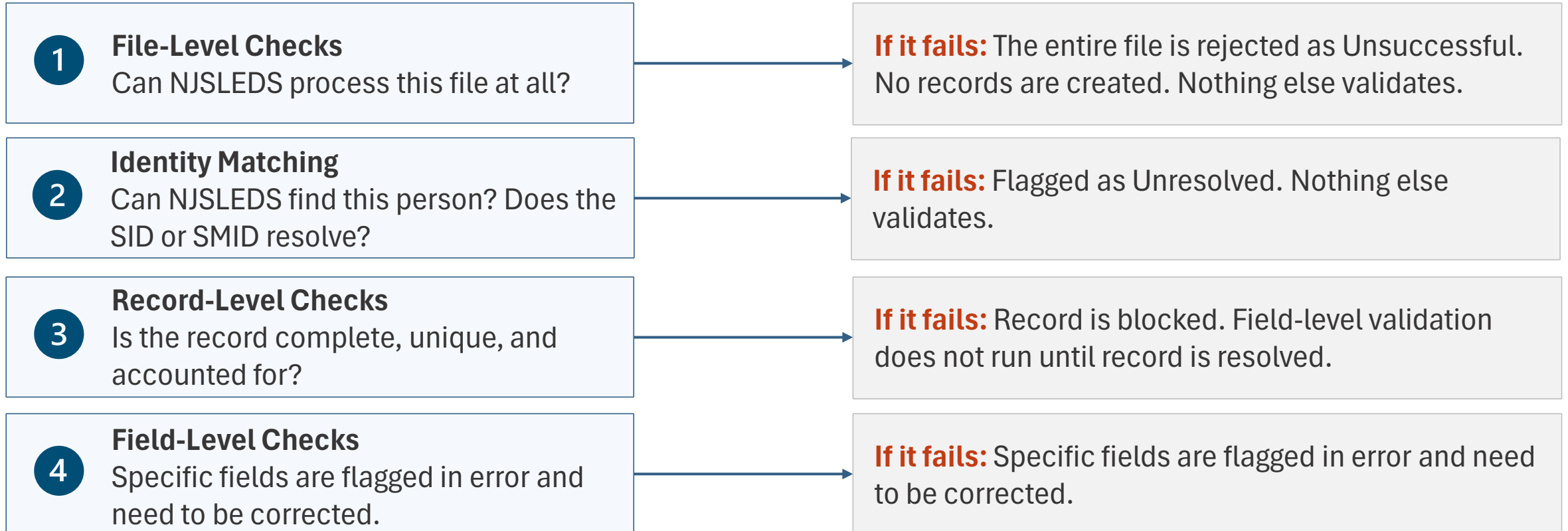
Is the SID or SMID correct? Are there potential duplicates across districts?

This is what “longitudinal” means in practice: NJSLEDS has memory.



Four Layers of Validation

When you upload a file, NJSLEDS process data through four layers. Order matters.



Why Order Matters

Record-level errors block everything downstream.

If a record has a record-level error (such as Unresolved, Sync, Duplicate, or Transfer) the system will not validate any of its individual fields.

This means field-level errors will not appear until record-level errors are resolved.




Section 2


Record-Level Errors: The Full Picture




What Are Record-Level Errors?


Record-level errors apply to an entire record. They block the record from being processed until resolved. There are five types:

 **Unresolved** NJSLEDS can't auto-match this person to an existing SID or SMID.

 **Duplicate** The same record appears more than once in your file.

 **Transfer Statuses** Another district is trying to claim a student you have as active.

 **Sync** A previously active person is missing from your first upload of the school year.

 **Out of Sync** A record in one submission doesn't match or is missing from another.



Unresolved Records

What you see: A record in Unresolved status on Submission Records and ID Management.

What it means: NJSLEDS found potential matches but couldn't auto-assign a SID/SMID. You decide the next step.

In ID Management, choose the right path:

- **Associate:** a potential match is the correct person and the ID Master data looks right
- **Request New ID:** none of the matches are this person
- **Associate + Field Change Request:** match is correct, but name, DOB, gender, or SSN needs fixing in the State ID Master

How to resolve: Update your source system with the correct SID/SMID and re-upload to NJSLEDS.

Tip: Submitted a Field Change Request? Wait for the confirmation email before re-uploading—re-uploading early won't take.



Duplicate Records

What you see: Two records exist for the same person in the same submission file.

What it means: A record was submitted more than once for the same student or staff member. The system flags this because it can't tell which version is correct.

How to resolve:

1. Review your source file to identify the redundant record(s)
2. Determine which record contains the correct, current information
3. Remove the duplicate(s) from your source system
4. Generate a new file and re-upload to NJSLEDS

Tip: Duplicates often happen when records are merged from multiple data sources or when a student/staff member moves between schools mid-year.



Transfer Request

What you see: A Transfer Request flag appears on a student record.

What it means: Another district is trying to upload that student as active. NJSLEDS allows only one district to hold a student as active at a time, with the exception of shared-time students.

To Accept the Transfer

- Inactivate the student in your SIS
- Set School Status and District Status = “I”
- Add a School Exit Date and the appropriate School Exit Withdrawal Code (e.g., T2, T4, TC)
- Re-upload to NJSLEDS

The system auto-approves the transfer once your Inactive record processes. No further action is needed.

If the student is still enrolled with you: Don't inactivate. Contact the requesting district directly to clarify—there may be a mix-up, or the student starts there next week.



Sync

What you see: Records appear in the Sync status: students or staff you did not include in your first upload of the new school year.

What it means: These individuals were reported as active in your district in a previous submission but were not included in your first file upload of the current school year. NJSLEDS expects continuity. If someone was here last year, the system needs to know what happened.

How to resolve:

Upload the record with the person's current status:

- **Still in your district?** Upload with Status = A (Active)
- **No longer here?** Upload with Status = I (Inactive) and include exit date and exit reason

This applies to both Student Management and Staff Management.



Out of Sync: Special Education

What you see: An Out of Sync flag on a Special Education record.

What it means: A student is Active in Student Management with a Special Education classification, but is missing from (or doesn't match) your Special Education submission.

Common triggers:

Trigger	What's happening
Student missing from Special Education	Classified in Student Management but no Special Education record submitted
State ID or identity mismatch	SID, name, or DOB doesn't match between submissions
Status mismatch	Active in one submission, Inactive in the other

How to resolve: Confirm the student belongs in both submissions, align identity fields in your SIS, and re-upload to NJSLEDS.

Tip: For shared-time students, Special Education pulls from the academic district record, not the vocational school.



Out of Sync: Career and Technical Education (CTE)

What you see: An Out of Sync flag on a CTE record.

What it means: CTE looks up against Student Management to confirm enrollment at the school reported. Mismatches on SID or school codes flag the record.

Common triggers:

Trigger	What's happening
State ID mismatch	SID on CTE record isn't in Student Management
School code mismatch	CTE's County/District/School doesn't match attending school in Student Management

How to resolve: Verify SID and attending school in your SIS, align all four match-fields with Student Management, and re-upload to NJSLEDS.

Tip: CTE works the opposite way from Special Education—for shared-time students, it pulls from the vocational school record.



Out of Sync: Staff Course Roster

What you see: An Out of Sync flag on a Staff Course Roster record.

What it means: Staff Course Roster looks up against Staff Management. The staff member must be assigned to the school where the course is reported.

Common triggers:

Trigger	What's happening
SMID not found	SMID on the roster doesn't exist in Staff Management
School assignment mismatch	School on the roster isn't one of the staff member's assigned schools

How to resolve: Confirm the staff member's assigned schools in Staff Management, make sure the roster's school matches one of them, and re-upload.

Tip: Staff Management allows up to 6 assigned schools per staff member. The roster's school code must exactly match one of them.



Out of Sync: Student Course Roster

What you see: An Out of Sync flag on a Student Course Roster record.

What it means: Student Course Roster looks up against Student Management. The expected school depends on the student's enrollment type—and that's where most errors come from.

Which school must match:

Student type	Course Roster school must match
Shared-time vocational (ReportedSharedVoc = Y)	Attending school
Shared-time, sent-receive (no resident school)	Receiving school
Shared-time, has resident school	Resident school
Full-time student	Attending school

How to resolve: Identify the student's enrollment type in Student Management, use the matching school code on the roster, and re-upload.

Tip: Always check EnrollmentType and ReportedSharedVoc first—they drive the whole match.



Out of Sync in Graduation Appeals

What you see: “Out of sync error – Student record does not match system records”

What it means: You modified an identity field that NJSLEDS uses to match your upload to existing records. These fields are match keys—changing them doesn’t update the record; it breaks the connection.

Do not modify these fields in your template:

CurrentCohort

StateIdentificationNumber

FirstName

LastName

DateOfBirth

How to resolve:

- Download a fresh template from NJSLEDS
- Copy only your intended changes into the new template
- Do not modify the five key identity fields
- Re-upload



RecordID: Staff Vacancy

What you see: A RecordID flag, or an error saying the RecordID doesn't exist in NJSLEDS.

What it means: RecordID is a unique 8-digit number NJSLEDS assigns to every Staff Vacancy record on first submission. Updates need that RecordID to overwrite the right record.

How to use RecordID:

Scenario	What you do
New vacancy	Leave RecordID blank—NJSLEDS generates one
Updating an existing vacancy	Use the assigned RecordID from Submission Records
Different vacancy	Submit as new with RecordID blank

How to resolve: Export the Submission Records report to find assigned RecordIDs, match each update to its ID, and re-upload.

Tip: Store assigned RecordIDs in your local system right after submission—you'll need them for every future update.



Section 3

Field-Level Errors



What Are Field-Level Errors?

Field-level errors flag a specific data point within an otherwise matched record. One (or more) data point(s) need attention in order to be accepted as a fully Valid record.

Remember: Field-level errors only appear after record-level errors are cleared.

Common types include:

Missing required fields

A required data element was left blank in your submission.

Incorrect data formats

A value is in the wrong format—for example, a date is not in YYYYMMDD format.

Failed validation checks

A value does not meet a business rule—for example, an exit code that doesn't match the accepted values.



Reading the Error Report

Column	What It Tells You
Level	Is this a record-level or a field-level error?
Error Type	The category: Validation, Format, Duplicate, Sync, etc.
Data Element	The specific field that triggered the error
Description	A plain-language explanation of what went wrong and how to fix it

How to navigate the Error Report:

- Go to the Submission Records tab in NJSLEDS
- Click the Error Report link in the top right corner
- Toggle between Record Level, Errors by Type, and Error Detail views
- Use filters on the left to sort by specific fields or error types
- Export the report to Excel for easier sorting and comparison





Section 4

Why You See Errors You Didn't "Cause"



NJSLEDS Has Memory

This is the key concept that explains most unexpected errors.

Unlike a system that only evaluates the file you just uploaded, NJSLEDS evaluates your submission in the context of:

- Every record from prior school years
- Every record across other data collections
- The statewide identity registry (SID and SMID Master)

You may see errors in your current submission that were not caused by anything in your current file. They are caused by how your current data relates to data that already exists in the system. This is exactly what a longitudinal data system is designed to do.



Patterns You Can Safely Recognize

A student who left appears in Sync

The system is asking you to account for them. Upload with Inactive status, including exit date and reason. This is a prompt, not an error in your data.

Out of Sync after updating Student Management

You updated one submission but haven't re-uploaded the dependent one yet. This is a timing issue. Re-upload the other submission with matching data.

Cross-validation errors clear after aligning fields

The data was correct in each submission individually—it was just inconsistent between them. Once aligned, the error resolves.



When to Self-Resolve vs. When to Contact the Help Desk

Self-resolve when:

- You understand the error message and know the correction
- The error is a Sync record that needs a status update
- The error is a cross-collection mismatch you can fix by aligning fields

Contact the Help Desk when:

- You've reviewed the resources on the NJSLEDS User Resources website and your issue isn't covered
- The error persists after following the resolution steps
- A record is stuck in Unresolved after association and re-uploading

How to reach us:

- **Preferred:** “Contact Help Desk” button on the NJSLEDS system homepage
- **Phone:** 609-376-3970

Why use the web form? It captures the details we need to help you faster—your district, submission type, case category, and more—and routes your case directly to the right person. You'll get an immediate confirmation with a case number you can track.








Section 5

Putting It All Together



The Resolution Workflow

- 1**  **Filter**
Go to Submission Records and filter to show only records with Error statuses
- 2**  **Export**
Export your filtered Submission Records and Error Report together
- 3**  **Correct in Your Source System**
Log into your SIS or other local source system and make the necessary corrections
- 4**  **Re-export and Re-upload**
Generate a new CSV UTF-8 file and upload to NJSLEDS
- 5**  **Verify**
Confirm errors have cleared—repeat if needed

Remember: You cannot edit records directly in NJSLEDS. The path is always: source system → new file → re-upload.



Priority Order: What to Resolve First

- 1 Transfer Request** Enrollment must be resolved between districts
- 2 Unresolved** The system can't identify the person—nothing else can validate
- 3 Sync** The person needs to be accounted for before their data can be checked
- 4 Duplicate** Only one row per person can be processed
- 5 Out of Sync** Cross-collection alignment requires record-level issues to be clear
- 6 Field-Level Errors** Now that the record is accepted, individual data points can be corrected



Quick Decision Guide

You See This	What to Do
Unresolved	ID Management → Associate or request new → Update SIS → Re-upload to NJSLEDS
Sync	Upload the record as Active (A) or Inactive (I) with exit date and reason
Duplicate	Consolidate to one row per person → Re-upload to NJSLEDS
Transfer Request	Accept: Inactivate, re-upload as “I” – Reject: Contact the other district
Out of Sync	Check five key fields across submissions → Correct in SIS → Re-upload to NJSLEDS
Field-Level Error	Read the description column → Fix in your SIS → Re-upload to NJSLEDS
Still Stuck	Help Desk: web form on the NJSLEDS system homepage or call 609-376-3970



Resources



Submission-Specific Handbooks

Detailed guidance for each submission type



FAQs

Answers to the most common questions for each submission



Webinar PDFs

Archived PDF slides of all training sessions



Data Layouts and Templates

Official submission templates and field specs



Error Resolution Guides

Step-by-step guidance for common errors

NJSLEDS User Resources: <https://www.nj.gov/education/sleds>

Help Desk: “Contact Help Desk” button on system homepage | Phone: 609-376-3970



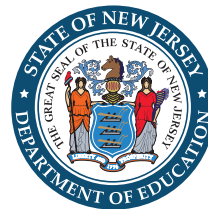
Key Takeaways

- 1 NJSLEDS validates in layers—identity, record-level, then field-level. Always resolve top-down.
- 2 Record-level errors block everything. Field-level errors won't appear until they clear.
- 3 Sync means the system expects continuity. Tell it what happened to previously active Student/Staff.
- 4 Out of Sync means submissions don't match. Check five key fields across collections.
- 5 Every error should be reviewed and corrected for a successful submission.
- 6 All corrections start in your source system. Fix in SIS, generate new file, re-upload to NJSLEDS.
- 7 When in doubt, reach out. The Help Desk is here to help.



Thank you!

NJSLEDS Project Team
“Contact Help Desk” button
or 609-376-3970



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