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

# **Student Management in NJSLEDS**

Office of Data Management February / March 2025



### **Webinar Etiquette**

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

### How can I ask a question?





# **Webinar Live Captioning**

### 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



- Transition to NJSLEDS
- Overview of Student Management and Key Updates
  - **NJSLEDS Submission Process**
- **Common Errors and Resolutions**







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

# Why Transition to NJSLEDS?

The New Jersey Department of Education (NJDOE) is transitioning from the current NJ SMART system to the New Jersey Statewide Longitudinal Education Data System (NJSLEDS) to enhance data management, improve efficiency, and support evolving technology needs.



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



Simplified Reporting: Streamlines reporting for administrators.



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

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

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



## **NJSLEDS Lift and Shift**

### Our goal: A seamless transition.

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

### Key benefits:

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

### What this means for the future:

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

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



### What's Next?



**Pilot Testing:** There will be five pilot phases between February and May 2025. The NJDOE is partnering with school districts to test NJSLEDS through pilot programs, focusing on various data collection and submission capabilities.



**Feedback and Refinement:** Input from pilots will inform the final development of NJSLEDS, including training and support resources, available on the new <u>NJSLEDS website</u>. From May to June 2025, we will make development changes based on feedback from the pilots in preparation for our soft launch in July 2025.



**Ensuring Continuity:** Focus will be placed on maintaining a smooth transition, ensuring that NJ SMART data submission timelines continue without disruption until NJSLEDS is fully operational.



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# **Activity Session**

### Which statement best describes your experience with data submission?

- 1. I have uploaded data in NJ SMART.
- 2. I have never uploaded data.
- 3. I have used another data submission system outside of an NJDOE-based system.



# **Student Management Submission**

# What is Student Management?

### Student Management is the collection of student demographic data.

Districts are responsible for submitting all students that they are responsible for to Student Management.



Uniquely identifying students by issuing SID numbers to every student for whom you are responsible



Adding new students who have entered your school and/or district



Inactivating students who have left your school and/or district



Resolving records that are being claimed (via Transfers) by other LEAs



Updating demographic information about your students

### Student Management data must be maintained and updated on a regular basis to reflect the current status of all students in your district.

For a complete list of reporting responsibility scenarios, please refer to the <u>Student Management Reporting Responsibilities</u> document on the <u>Key Documents</u> page.



# **Data Quality**

# Why is it so important that the correct information is entered into NJSLEDS?

Your reported data:

- Is used for State and Federal reporting purposes, including:
  - Accountability
  - EDFacts
  - Funding
- Informs policy and decision making
- Provides valuable insights into trends at your LEA





# **District Level Collection**

### **Student Management Enrollment Reporting:**

- Districts must report enrollment data for every student under their LEA's responsibility.
- Multiple enrollment records are required when a student has enrollment changes while remaining your reporting responsibility.

### **Examples of When to Report Multiple Enrollment Records:**

- Students transferring in and out of schools within your district multiple times in a year.
- Students transferring to an APSSD mid-year.
- Students placed out-of-district but still reported by your LEA.



# **Changes since Fall Snapshot**

### January 2025 updates:

- Added new data element, FAFSACompletionIndicator
- Expanded the Additional Note to LIEPStartDate and LIEPStartDate2
  - "This field must be reported for all Special Education Non-public students who have been identified as Multilingual."

### Adjusted the Additional Notes section of LIEPEndDate and LIEPEndDate2

- Changed reporting sentence to "The date reported should reflect the last day on which the student was served by an LIEP."
- Updated the date reflected instructions to "The date reported should reflect the last day on which the student was served by an LIEP."



# **FAFSA Completion Indicator**

### New NJ Law (P.L. 2023, c.295):

 Starting with the Class of 2025, all New Jersey high school seniors must either complete the FAFSA or the NJ Alternative Financial Aid Application (NJAFAA) or submit a waiver to graduate.LEAs must collect and report this data.

### Who is impacted?

- Mandatory for all 12<sup>th</sup> graders, including those graduating early.
- Exemptions available via parental or counselor-approved waivers.

For more information, visit <a href="https://www.nj.gov/education/finaid\_waiver.shtml">https://www.nj.gov/education/finaid\_waiver.shtml</a>



# **FAFSACompletionIndicator Data Element**

### What is it?

A required data field in the Student Management submission.

Mandatory for all active 12th graders.

Tracks whether a student has completed the FAFSA or NJAFAA or submitted a waiver.

### Acceptable Values:

**C =** Completed via FAFSA or NJAFAA.

**E =** Exempt via a waiver from parent/guardian or counselor. **N** = Not completing FAFSA but also not graduating this year.



# **FAFSACompletionIndicator Data Element**

### **System Checks:**

If WithdrawalCode = L, FAFSACompletionIndicator must be reported. The field cannot be blank unless a student is in a non-public or shared vocational program.

### **Reporting Deadlines:**

End of Year Snapshot: June 30 Graduation Snapshot: August 31 Becomes **mandatory** for all 12<sup>th</sup> graders by April 1 in NJ SMART this year.

Please note: This field will be required for the pilot in NJSLEDS.



### **Conflict-Claiming/Conflict-Owning** to Transfer Requests

### What it was?

**In NJ SMART** a Conflict is triggered when a district has an active student record, and another district reports the same student as active. If an LEA uploads a record of a student that is already being reported by another district, the record falls into Conflict – Owning/Conflict - Claiming.

### The Changes in NJSLEDS

- When another LEA uploads a student record that is still **active** in a district, the first district is flagged as the **Associated District** (previously called Conflict-Owning) and the district that loaded the active record second is flagged as the **Requesting District** (previously called Conflict-Claiming).
- The Associated District will receive an email notification with the last 4 digits of the student's SID as well as the Requesting District's contact information.
- The Requesting District will receive an email notification listing the Associated District holding the record.
- The Transfer Request will appear in Error Report inside NJSLEDS.



# **Resolving Transfer Requests**

How to resolve in NJSLEDS:

For the Associated LEA

- Accept the request: Update DistrictStatus and SchoolStatus to "I" (Inactive) in your SIS and reupload the record.
- **Reject the request:** Contact the Requesting District if you believe the student should remain in your LEA.

### For the Requesting LEA

- **Request the transfer:** Contact the Associated District and ask them to inactivate the record. Once done, reupload your record as Active.
- **Dismiss the request:** If the upload was incorrect, fix it in your SIS (mark Inactive or correct data) and reupload to clear the error.



# Any questions?

### **Submission Process Overview**





# Step 1 Prepare your Student Management Data for Upload

### 1a. Review Available User Resources



It's mandatory for all districts to use the provided <u>Student Management Handbook</u> and review all definitions, additional notes, and common errors.

Not all data elements are relevant to each student submission.



It's important to understand how each definition is implemented. In situations where the implementation of a definition is not clear, it should be reported to the NJDOE so that a collaborative resolution can be reached. Visit the NJSLEDS User Resources site for information about NJSLEDS submissions, training schedules, key documents, and additional downloadable resources.

#### New Jersey Statewide Longitudinal Education Data System

NJSLEDS Home 🏫 User Resources 👻 Trainings and Webinars 👻 Key Documents News

Home / New Jersey Statewide Longitudinal Education Data System / About this website

#### About this website

The New Jersey Statewide Longitudinal Education Data System (NJSLEDS) resources website links users to important updates and information occurring within NJSLEDS.

Within this site, you will find information about NJSLEDS submissions, training schedules, key documents, and new and changing features.

In addition, you will find downloadable resources to assist you throughout the data submission process.

#### Pilot Program Submission Schedules

- NJSLEDS Pilot Program Submission Schedule (last updated 1/3/2025)
- NJSLEDS Pilot Program Submission Schedule Excel (last updated 1/3/2025)

#### FERPA Information

Users are reminded that NJSLEDS is a secure data transfer and reporting site. By accessing this site, you acknowledge that the work completed with NJSLEDS is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records and unauthorized use of this site should be reported immediately to NJSLEDS.



#### NJSLEDS Help Desk

Office of Information Technology P.O. Box 500

Trenton, NJ 08625-055

Email: NJSLEDS@doe.nj.go





### **1b. Use the Student Management Handbook**





### **Handbook Sections**

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

Name of Data Element: The data element name used within the NJSLEDS system.	<b>Definition of Data Elements:</b> 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.	<b>CEDS Mapping:</b> 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.	<b>Additional Notes:</b> Additional relevant notes about the data element.	<b>Common Errors:</b> Guidance on how to resolve common errors within NJSLEDS.	<b>Warnings:</b> (if applicable) The warning message indicating that the data entered does not meet the standards outline by the NJDOE. Warnings are not considered validation errors.



# **1c. Use the Student Management Template**

The Student 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 Student Management and ensure that districts report consistent and accurate data in compliance with the law.

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



### **Student Management Template A**

This is a downloadable Student 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.

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### **Student Management Template B**

This is a downloadable Student 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.

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# Step 2 Review and Validate Your Data

### **Review and Validate Your Data**

New Jersey Department of Education Student Management Data Handbook

PILOT VERSION



State of New Jersey Department of Education

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

> > February 2025





Step 3 Log Into the System



### SLEDS NJ Statewide Longitudinal Education Data System



#### Accessing Your Account

To access your account, enter your username and password below and select Log In. If you do not have an account but need access to the NJDOE SLEDS Portal, contact the Help Desk at: helpdesk-sleds-staging@doe.nj.gov.

*	Username		
ô	Password		
		Login	

By accessing this site, you acknowledge that the work completed within the NJDOE SLEDS Portal is subject to the rules and requirements of the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records. By logging into the NJDOE SLEDS Portal, you agree to the following terms.

**Remember!** Never edit or change the email associated to the user account. This will affect roles, permissions, and login access to other applications.



SLE35 NJ Statewide Longitudinal Education Data System

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

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

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

Users will land on the Home tab upon login. Users can refer to the Home page for submission and trainings schedules, and to contact the Help Desk via email.

#### Submission Schedule

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

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

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

#### Contact the Help Desk

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

# Step 4 Upload Your Student Management Data

### **NJSLEDS Submission Records Tab**

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

Home	ID	Manage	ment	Submissio Studer Staff V	nt Manag acancy	ds Si ement	ubmissi	on Uploa	ıd S	ubmissi	on Histor El	y Reports	Click on the "Submission Records" tab and select "Student Management".
Data Source Current Records		SID	First Name	Middle Name	Last Name	Date Of Birth	Gender	Grade Level	District Statu	is School Stat		Export	
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(All)	*						м	12	А	А	001	2/21/2025 Error	
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**Please note:** This tab provides a historical view of all submitted records, whereas the Submission History tab only displays the status and details of submission uploads.



### **NJSLEDS Submission Upload Tab**

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

Home ID Management Submission Records Submission Upload Submission History Reports	Click on the "Submission Unlead"
Choose the Submission Type	tab.
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 Select an Option	Enter any comments/notes related to the file you> Click "Next".
Student Management         //	are submitting in the "Comments" text box.
Next	



### **NJSLEDS Submission Upload Tab**

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

Home       ID Management       Submission Records       Submission Upload       Submission History       Reports         Upload the Submission File       Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.       Image: Select Submit in the submit is submit in the submit in the submit in the submit is submit in the submit in the submit is submit in the submit in the submit in the submit is submit in the submit in the submit is submit in the submit in th	Upload the submission in the "Submission Upload" tab.
Upload File Or Drop File  Previous  Upload the Submission File	Ensure the file name is not longer than max. length of 80 characters
Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.  Upload File School Districts for Pilot 2 UAT.csv 9.00 MB  Previous  Previous	

## **NJSLEDS 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.

Once the file is submitted, users will land on the "Submission History" tab, where users can track uploads and status updates.		File status Process" upload.	File status will update to "Processed" once validation process is complete.				Users will receive an emai once upload is processed including any errors found during validation. Check for errors.					
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**Please note:** This tab only displays the details/status of submission uploads whereas the Submission Records tab provides a historical view of all submitted <u>records</u>.



# Step 5 Review and Clean Up Your Errors

### **Access and View Your Error Report**

**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





### Interpret the Error Report and Error Details

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

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LID	Fiel	ld F	Format	CITYOFBIRTH							М	11	A	A	304	2024-2025
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OID.	Fiel	ld F	Format	CITYOFBIRTH							F	12	1	1	025	2024-2025
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X Student Management	Record Le	vel Error Detail				Error By Type	Record Level	Export
Level	Level	Error Type	Data Element	Value	Description			
Field *								
	Field	Format	DAYSOPEN	262	This data element must contain a whole number greater than or equal to 0 and less than or equal to 250 or blank			
Error Type								
Format •					1 of 1			

NJ Statewide Longitudinal Education Data System

### **View Error Report by Record Level**

# **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 Student Management	Record L	evel Errors											E	rror By Type	Export	
Level Field •	Level	Error Type	Data Element	LID	SID	First Name	Middle Middle	lame Last Name	Date Of Birth	Gender	Grade Level	District Status	School Status	School Code Attending	School Year	
Error Type	Field	Format	CITYOFBIRTH							F	12	I	I	405	2024-2025	
(All)	Field	Format	CITYOFBIRTH							F	12	A	A	403	2024-2025	
Data Element	Field	Format	CITYOFBIRTH							F	12	A	A	402	2024-2025	
(All)	Field	Format	CITYOFBIRTH							F	12	I	1	025	2024-2025	
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### **View Error Report by Error Type**

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

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(All)	Field	Format	DAYSOPEN		This data element must contain a whole number gre		3			
(All)	Field	Required	BILITERATE		This data element is required and cannot be blank of		1,744			
Format     Required	Field	Required	ELIGIBLEFORLIEP		This data element is required and cannot be blank of	or NULL if LIE	P Start Date has a value			10
<ul> <li>✓ Validation</li> <li>✓ Value</li> </ul>	Field	Required	FAFSACOMPLETIONINDICATOR	२	us has a valu	e of A and Current Date	1,816			
Cancel Apply	Field	Required	FAFSACOMPLETIONINDICATOR	२	This data element is required and cannot be blank of	ool Exit Withdrawal Code has a value of L		1,765		
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Page Number	Field	Required	INDISTRICTPLACEMENT		In District Placement is required if the student is atte Level	619				
1	Field	Required	LANGUAGEINSTRUCTIONEDUC	CATIONALPROG	i This data element is required and cannot be blank of	or NULL if Elig	ible for LIEP has a value of Y, LIEP Start Date has a value	and LIEP En	d Date is blank or NULL	634
Page Size										
		To sort en click on "E the top rig can toggle to each vie	rors by type, Errors By Type" in Jht corner. Users e back and forth ew.		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 Pag box to navig result pages the number displayed p Page Size to	ge Number text gate through s. Customize of records er page in the ext box.



### **Export Your Error Report**

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

Level Errors.xlsx 55.7 MB • 42 minutes ago

NJ Statewide Longitudinal Education Data System

														_	
X Student Management	Record Lev	el Errors											E	irror By Type	Export
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### **Navigating Through Download Export**

**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.

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2 000 1			20240931	2024-2025	Date POSITIONCLOSEDDATI	20240931	The date entered is no Eilter	lid date to resolve the error and reupload your submission.			
3 0 3	1017 3	20240818		2024-2025	Format NUMBEROFAPPLICAN	5 1.5	The format of this data 🙀 Clear	le number			
4 60 3	1018 1	20240819		2024-2025	Format NUMBEROFAPPLICAN	\$ 5.5	The format of this data	le number			
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21 307 2	1004 6	2	20241011	2024-2025	Validation DISTRICTPOSITIONID	2	This data element must be blank. See which	h are required data elements and validation checks for this data element in the Su			
22 316 1		1		2024-2025	Validation DISTRICTPOSITIONID	1	This data element must be blank or NULL if	Position Type has a value of 1	and receive errore Apply		
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27 50	42 5	0 20242109	20240051	2024-2023	Validation SCHOOLID	50	This is an invalid CDS code. Please reference	e the CDS Directory and Reporting Responsibilities documentation to ensure the c			
38 60 3	1018 1	20243108		2024-2025	Validation SCHOOLID	60	This is an invalid CDS code. Please reference	e the CDS Directory and Reporting Responsibilities documentation to ensure the c			
39 000 1	1010 1	20240015	20240931	2024-2025	Validation SCHOOLID	000	This is an invalid CDS code. Please reference	e the CDS Directory and Reporting Responsibilities documentation to ensure the c			



### **Reupload Your Student Management Data**

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

Home       ID Management       Submission Records       Submission Upload       Submission History       Reports         Upload the Submission File       Select Upload File or Drop the File below to upload your file. Once the file name appears, select Submit.       Image: Control or Drop File       Image: Control or Drop File	Resolve and update errors within your submission file/source system, then navigate to the "Submission Upload" tab in NJSLEDS.
Previous	
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 School Districts for Pilot 2 UAT.csv 9.00 MB Done Done Done	Reupload new submission file from source system into NJSLEDS. System will override any records where errors have been resolved.

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



### **Errors for CDS Codes or Grade Levels**

CDS Codes and Grade Levels are assigned to each district and school based on information the LEA provided in the <u>CDS application</u>.

- Grade Level updates should be configured via this application.
- If your student is attending a school that is not on NJSLEDS current <u>County District School Code List</u>, please contact the NJSLEDS Helpdesk.





### **Unresolved Records**

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

- 1. If a record was uploaded and the SID is blank, but the (CreateSID) process ran and one or more records were found to match.
- 2. When a record is loaded with a SID, but it does not match the combination of fields listed for matching in the (CreateSID) process.

Student Manag	tudent Management Unresolved Records																						
Date Uploaded	SID	∽ LID	~	First Name	~	Middle Name	~	Last Name	~	Date Of Birth	~	Gender	~	City Of Birth	~	Country Of Birth 🗸	District Status 🗸 🗸		School Status	~   I	Associate	d Dist 🗸	-
02/24/2025																2330	А	,	Ą				
02/24/2025																0660	A	,	A				
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### **Unresolved Records View**

- The Student 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.

() ()	Departmer	nt of Educ	cation		Home	ID Manage	ment Subr	mission Rec	cords Su	bmission Upload	Submission History	Reports	Graduation Appeals	0
Student Ma	nagement	Unresolv	ed Records											
Date Uploaded	SID	LID	First Name	Middle Name	Last Name	I	Date Of Birth	Gender	City Of Birt	h Country Of	Birth District Sta	tus School Stat	us Associated District	
12/09/2024	1234567800	234567	John	Joseph	Smith		01052006	м	Hamilton		A	А	1234	



# **Unresolved Records Details View**

- The Student Management Unresolved Record Detail view screen will display with the Unresolved record the user selected, and any Potential Matched records associated with the Unresolved record.
- The user can select Cancel to be brought back to the Unresolved Records screen, Create New to request a new SID, or Associate to associate one record the system has determined to be a potential match.

NJ Statewide Longitudinal Education Data Sv

C C	)epartmer	nt of Edu	lication		Home	ID Management St	ubmission R	ecords Subr	nission Upload	Submission History	Reports	Graduation Appeals	
Student Mai	nagement	Unresolv	ved Record D	Detail								< Unre	esolved Records
Date Uploaded	SID	LID	First Name	Middle Name	Last Name	Date Of Birth	Gender	City Of Birth	Country Of Bir	th District Status	School Status	Associated Distric	t
12/09/2024	1234567800	234567	John	Joseph	Smith	01052006	м	Hamilton		A	А	1234	
otential Ma												Cancel	Create New
otential Ma	itches												
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Select	SID 1234567800	LID 234567	First Name	Middle Name	Last Name	Date Of Birth	Gender	City Of Birth	Country Of Bir	th District Status	School Status	Associated Distri	ct Match %
	SID 1234567800	LID 234567	First Name John	Middle Name	Last Name Smith	Date Of Birth 01052006	Gender M	City Of Birth Hamilton	Country Of Bir	th District Status A	School Status A	Associated Distri	ct Match % 90
Select	siD 1234567800	LID 234567	First Name	Middle Name	Last Name Smith	Date Of Birth 01052006	Gender M	City Of Birth Hamilton	Country Of Bin	th District Status A	School Status	Associated Distri	ct Match % 90
Select	SID 1234567800	LID 234567	First Name	Middle Name	Last Name Smith	Date Of Birth 01052006	Gender M	City Of Birth Hamilton	Country Of Bir	th District Status A	School Status	Associated Distri	ct Match % 90

Step 6 Submit by the Deadline

# Submit by the Deadline



NJ Statewide Longitudinal Education Data System

# Pilot "Snapshot"

For the last day of Pilot 2, we will "Snapshot" at 8:00PM your Student Management data. This should include:

- Active enrollment records for students who are currently attending a school within your district or who you are currently responsible for reporting to Student Management
- Inactive enrollment records of students who attend a school within your district for the 24-25 SY and transferred out/withdrew prior to end of Pilot 2.
- Active enrollment records of new students who have transferred into a school within your district or into your reporting responsibility during the Pilot 2 reporting period.

Please note: Since the Pilot is occurring Post Fall Snapshot all EOY rules apply.





# **Pilot Data: Key Considerations**

### The Pilot is a Testing Environment

- The pilot is designed for testing and refining NJSLEDS before full implementation.
- Pilot data is not real data—it can be pulled from your SIS system, but it should not be updated in SIS systems or NJ SMART after submission to NJSLEDS.
- Any changes made in the pilot environment will not carry over once the system goes live.

### What This Means for You

- Any new SIDs created in the pilot will be erased at the end of testing.
- Do not update your SIS based on pilot findings.
- The goal is to test the system's functionality, detect any bugs, and validate that the system works as intended in a controlled environment.



# Handling Errors and Transfers

### **No Sync Errors During the Pilot**

• Sync errors will not be triggered during the pilot.

### **Transfer Errors Will Not Apply**

- Some districts are not participating, so transfers will not work as expected during the pilot.
- Ignore transfer-related errors for now—these will function correctly when all districts are included.
- Please do not hesitate to reach out to the Help Desk if you do not understand the transfer error emails you receive.



# Why Pilot Data is Separate

### **Pilot Data Should Not Be Used for Live Updates**

- Any data manipulated during the pilot should stay in the pilot—it is not final or validated and should not be reported back to your SIS or NJ SMART.
- Make any corrections to your pilot data errors directly within your submission .CSV UTF-8 file and re-submit.
- NJSLEDS is still being refined, meaning pilot data does not reflect the final version of the system.
- The purpose of this pilot is to test system functionality, not to update real student records.
- You may choose to use a subset of your data or test data for the pilot submission, if desired.



### **How Pilots Help Districts Prepare**

### **How This Helps Districts Prepare**

- Ensures districts are familiar with the system before real data is used.
- Allows participants to provide feedback that improves the system.
- Reduces future confusion by practicing submissions in a controlled environment.



# What Districts Should Do Now

### **Key Takeaways**

- Continue using NJ SMART for official reporting until NJSLEDS fully launches in September 2025.
- Do not enter pilot data into your SIS or NJ SMART.
- Use the pilot to test submissions and workflows, but not for finalizing corrections.



### **Common Mistakes to Avoid**





# **Friendly Reminders**

Receive	Users will receive access to their NJSLEDS accounts and an email with their login credentials the day of the pilot launch.
Review and utilize	Review and utilize user resources provided by the NJDOE.
Check	Check the submissions schedule on the User Resources website to ensure data is submitted in a timely manner.
Contact	Contact the Help Desk if you have questions or need assistance.



### **Resources and Support**

	NJSLEDS Login (users will receive access to their accounts and an email with login credentials on the day
2	of the pilot launch)

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





Student Reporting Responsibilities Guidance

NJSLEDS User Resources Website



# **Contacting the Help Desk**





Provide your full name, district/school code, and reason for inquiry.



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





### Thank You!

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

### nj.gov/education



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@newjerseydoe

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

