



Proprietary Institutions
Student Level Data
Enrollments and Completions
Data System File Specifications

January 2024

Louisiana Board of Regents

Student Level Data Submission System Specifications January 2024

Project Overview

To allow for Board of Regents staff to the most recent data for the Murphy J. Foster Promise Program prior to the 2024 Louisiana Legislature Session, licensed proprietary schools who have MJ Foster Eligible Programs will submit data for their MJ Foster students and programs covering the first six months of 24-25 fiscal year.

Due Date:

This off-schedule submission will be submitted between January Monday, January 29, 2024 and Monday, February 19, 2024.

Period Covered:

Report on all students in courses that are part of a specific MJ Foster program during the period July 1, 2023 through December 31, 2023.

Reporting Process:

Registering your Institution and Institution Representative Process

You will submit your institution's Student data through the Enrollment/Completions System Portal at the Louisiana Board of Regents' Web Site. If previously registered, no additional registration is required. Please see the EC User Guide for more details if needed.

Submitting the Data

The data template is available for download in the portal under the instructions tab. Once the portal is open, you will see icons to upload your data via a CSV file. You will receive an e-mail when your file is finished processing. If there are any validation errors or data issues, the Board of Regents will notify you to discuss any data related issues and discuss ways to correct and resubmit any needed corrections. See Guide for more details if needed.

Notes:

This is a snap shot of MJ Foster activity at your institution during these six months. If a student attended your institution in one of these programs between July and December, they should be included EVEN IF THEIR ENROLLMENT DATE WAS PRIOR TO JULY 1, 2023!! A student must be enrolled in a specific program, with a defined and unduplicated combination of Institution code, CIPCODE, CIP Extra, PROG CERT. A student may be listed more than once if they are enrolled in more than one unique set of these variables.

Record Descriptions

Data Variable Name	Variable Type and Length
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INSTITUTIONAL VARIABLES

LA Prop Inst ID	NUM (10)
Inst Name	CHAR (140)

STUDENT VARIABLES

Inst Stud Com ID	CHAR (12)
Stud ID SSN	NUM (9)
Stud Last Name	CHAR (60)
Stud First Name	CHAR (60)
Race	NUM (1)
Gender	CHAR (1)
US Citizen	CHAR (1)
Parish or State or Country	CHAR (2)
Birth Date	CHAR (8)

PROGRAM VARIABLES

CIP Code 6 digits	NUM (6)
Prog Name	CHAR (140)
Prog Cert	NUM (2)
CIP Extra	CHAR (2)
Prog Modality	CHAR (1)

STUDENT PROGRAM VARIABLES

Enrl Start Date	NUM (8)
Stud Prog Status	CHAR (1)
Actual Comp Date	NUM (8)
Stud Prog Cert Status	CHAR (2)
Recv Cert	CHAR (1)
WBT Comp	CHAR (1)

Variable Definitions

INSTITUTIONAL VARIABLES

Louisiana Proprietary Issued License Number (LA Prop Inst ID)

This is a field that uniquely identifies each institution. Please use your Proprietary Issued License number. This is a required field.

Institution Name (Inst Name)

The Official name of the Institution. This is a required field.

STUDENT VARIABLES

Institution Common ID for Student (Inst Stud Com ID)

Student ID other than the social security number as assigned by the institution. This field is included to assist the campus' editing process. This and/or the SSN field is required, both cannot be blank.

Student Identification Number (STUD ID SSN)

The number assigned to the student by the Social Security Administration. For those students not having a Social Security number, (e.g., foreign students) the institution will assign a student identifier. Do not put '-' in the SSN, only numerals. Include any needed leading zeros. The SSN or the Common ID for Student field is required, both cannot be blank.

Student Last Name/Student First Name

Provide the student's first and last name. These are required fields.

Student Race

Code/Title/Description

1/ Asian/A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

2/ American Indian or Alaskan Native/ A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

3/ Black, Non-Hispanic/ A person having origins in any of the black racial groups of Africa.

4/ Hispanic/ A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

5/ Native Hawaiian or Other Pacific Islander/ A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

6/ White, Non-Hispanic/ A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

7/ Foreign, Non-Resident Alien/ A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately rather than included in any of the seven racial/ethnic categories. Resident aliens and other non-citizens eligible for financial aid are to be reported in the appropriate racial/ethnic categories along with United States citizens.

8/ Race ethnicity Unknown/ This category is used ONLY if the student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the aforementioned racial/ethnic

9/ Two or more races

This is a required field.

Student Gender

F=Female;

M=Male;

N=Not Reported; Other; or Unknown

This is a required field.

U.S. Citizenship

Is the student a citizen of the United States of America? Y=Yes, N=No, U=Unknown.

This is a required field.

Parish/State/Country

Record the Parish/State/Country of the student's residence.

- (1) For Louisiana residents, use the parish code (See appendices) identified by the student as his/her permanent address at the time of application to the institution. IF the student is a Louisiana resident, but the parish is not known, code 'LA'.
- (2) For students who are either U.S. citizens or lawful residents of the United States of America and not Louisiana residents, code the state/U.S. territory of origin (See appendices) identified by the student as his/her permanent address at the time of application to the institution.
- (3) For students who are not U.S. Citizens and (a) carry F or J visas, or some other visa, and are in this country on a temporary basis without the right to remain indefinitely, code the country of origin. (See appendices) (b) have been lawfully admitted to the U.S. (hold a Permanent Residence Card, formerly called a "green card"), or have been granted political asylum or refugee status, code the country of origin.

This is a required field.

Birth Date

Code the date of the Student's Birth in the following format: MMDDYYYY. Do not enter any other characters in this field such as "/" or "-".

- Must have the MMDDYYYY date format.
- The MM characters must be between 01-12, Please include leading zeros if needed.
- The DD characters must be between 01-31, Please include leading zeros if needed.
- The DD characters must not be 31 if the MM characters are (04,06,09,11)

This is a required field.

PROGRAM VARIABLES

Note: The institution Code, CIPCODE, CIP Extra, and PROG CERT completes the full unique program classification taxonomy. Together, these codes should correspond to an individual student's specific major program of study. ***These fields should also match exactly to your institutional data in the Program Inventory.*** If there is a discrepancy, please get with Proprietary School staff immediately!

CIP Code 6-Digit Program Code (CIP Code 6 digits)

A six-character code developed for the National Center for Educational Statistics (NCES), which corresponds to a major field of study. See this link for help on CIPCODES.

<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>. Enter this six-digit code without the decimal point. This is a required field.

Program Name (Prog Name)

Please include the Official Title for the Program. This is a required field.

Prog Cert (Prog Cert)

Code that indicates both the type of award conferred upon a student upon completion of a particular curriculum and the length of program. Please note, that a singular program might have two entries in your institution's inventory due to this field. (Example: Day certificate program 9 months. Night certificate program 13 months.) This is a required field.

Valid Values (frm: Louisiana Workforce Commission's ETPL Manual)

03 - Associate Degree	63 - Associate of Applied Technology
20 - Vocational Rehabilitation	71 - Technical Diploma
30 - OJT = On-the-Job Training	72 - Associate of Applied Science
31 - Employment & Training Program	79 - Cert. or Diploma less than 3 months
32 - Military Separations	80 - Cert. or Diploma 3 months to 6 months
33 - Apprenticeship program	81 - Cert. or Diploma 6 months to 1 year
34 - Job Corps	82 - Cert. or Diploma 1 year to 2 years
40 - Short-Term Non-Credit	83 - Cert. or Diploma greater than 2 years
53 - Associate in Occ. Studies	

CIP Extra:

This field further differentiates between programs with same CIP Code. This field is two characters, usually AA, AB, AC, et. All programs must have a CIP EXTRA value that is mutually exclusive to each combination of Institutional Code, CIPCODE, and PROG CERT. Please refer to your provided and approved program inventory for your CIP_Extra for each program. This is a required field.

Program Modality

Indicate whether the entire Program is taught 100% Online= "O"; Taught both on-line and in a classroom setting (Hybrid) = "H"; or 100% in a classroom setting = "S" This is a required field.

STUDENT PROGRAM VARIABLES

Enrollment Start Date

Code the actual First Day of enrollment in a specific Program using the format MMDDYYYY. Do not enter any other characters in this field such as “/” or “-“.

- Must have the MMDDYYYY date format.
- The MM characters must be between 01-12, Please include leading zeros if needed.
- The DD characters must be between 01-31, Please include leading zeros if needed.
- The DD characters must not be 31 if the MM characters are (04,06,09,11)

Please be sure that the enrollment date is PRIOR to the student’s completion date.
This is a required field.

Student’s Program Status

The student’s disposition at the end of the reporting period.

E = Still Enrolled in the program, not completed by the end of the reporting period

W = Withdrew, not completed, or re-enrolled in the same program

C = Completed the Program

F = Failed or did not pass

L = Leave of absence, did not complete (Health, Family emergency, military, etc.)

This is a required field.

Actual Completion Date

A completion date should ONLY BE ENTERED IF A STUDENT COMPLETED THE PROGRAM between July 1, 2023 and December 31, 2023.

If the student is still enrolled, withdrawn, failed, or an leave of absence this field should remain blank. The completion date must fall within the six-month reporting period. Code the actual Completion Date using the format MMDDYYYY. Do not enter any other characters in this field such as “/” or “-“.

- Must have the MMDDYYYY date format.
- The MM characters must be between 01-12, Please include leading zeros if needed.
- The DD characters must be between 01-31, Please include leading zeros if needed.
- The DD characters must not be 31 if the MM characters are (04,06,09,11)
- The YYYY must be between 2023.

Make sure the completion date is entered if the student’s status is “C” and that the completion date is after the enrollment date.

Student’s Program Certification Status

This variable relates to the program itself. If the student’s Program of Study, in which the student is enrolled, is eligible for certification by an outside agency or organization then code CE=Certification Eligible. If the student’s Program of Study, in-which the student is enrolled, does not lead to certification by an outside agency or organization then code NE= No Certification Available. This includes as outside license such as a CDL. This is a required field.

Received Certification

Did the student receive a certification that is awarded by an outside agency/entity due to their enrollment in or completion of this program. The Certification must be directly related to the student's Program of Study. If the previous field is listed as NE, then the student cannot have earned a certification. THIS IS NOT RELATED TO A STUDENT'S Certificate of Completion. Y=YES or N=NO. If you are unsure of the student's status, select N. This is a required field.

Workforce Based Training Component

As part of the institution's program's requirements, did the student complete/required to participate in (not limited to but includes: Externship, Internship, Clinicals) with an outside entity external to the educational institution, such as an outside business or hospital, clinic, or doctor's office. An (Externship, Internship, Clinicals, etc.) offers practical experience in student's career field. They are designed to help students understand the "real world" applications of their specific program of studies. The purpose of an (Externship, Internship, Clinicals, etc.) is to bridge the gap between what is learned in the classroom and the actual world of work in their chosen field of study. Y=YES or N=NO. This is a required field.

APPENDIX

Parishes and Codes

Note: Parish codes 1 through 9 should all have leading zeros.
Example: Acadia should have a parish code of 01.

Code	PARISH	Code	PARISH
01	Acadia	33	Madison
02	Allen	34	Morehouse
03	Ascension	35	Natchitoches
04	Assumption	36	Orleans
05	Avoyelles	37	Ouachita
06	Beauregard	38	Plaquemines
07	Bienville	39	Point Coupee
08	Bossier	40	Rapides
09	Caddo	41	Red River
10	Calcasieu	42	Richland
11	Caldwell	43	Sabine
12	Cameron	44	St. Bernard
13	Catahoula	45	St. Charles
14	Claiborne	46	St. Helena
15	Concordia	47	St. James
16	DeSoto	48	St. John
17	East Baton Rouge	49	St. Landry
18	East Carroll	50	St. Martin
19	East Feliciana	51	St. Mary
20	Evangeline	52	St. Tammany
21	Franklin	53	Tangipahoa
22	Grant	54	Tensas
23	Iberia	55	Terrebonne
24	Iberville	56	Union
25	Jackson	57	Vermilion
26	Jefferson	58	Vernon
27	Jefferson Davis	59	Washington
28	Lafayette	60	Webster
29	Lafourche	61	West Baton Rouge
30	LaSalle	62	West Carroll
31	Lincoln	63	West Feliciana
32	Livingston	64	Winn

US State Codes and Abbreviations

<u>Code</u>	<u>STATE</u>	<u>Code</u>	<u>STATE</u>
AA	Armed Forces Americas	MO	Missouri
AE	Armed Forces EU/ME/CA	MS	Mississippi
AK	Alaska	MT	Montana
AL	Alabama	NC	North Carolina
AP	Armed Forces Pacific	ND	North Dakota
AR	Arkansas	NE	Nebraska
AZ	Arizona	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NV	Nevada
DC	District of Columbia	NY	New York
DE	Delaware	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
HI	Hawaii	PA	Pennsylvania
IA	Iowa	RI	Rhode Island
ID	Idaho	SC	South Carolina
IL	Illinois	SD	South Dakota
IN	Indiana	TN	Tennessee
KS	Kansas	TX	Texas
KY	Kentucky	UT	Utah
LA	Louisiana	VA	Virginia
MA	Massachusetts	VT	Vermont
MD	Maryland	WA	Washington
ME	Maine	WI	Wisconsin
MI	Michigan	WV	West Virginia
MN	Minnesota	WY	Wyoming

Note: American Protectorates are in the Countries of the World table, which is the next table.

Countries of the World

Code	Country	Code	Country
AF	Afghanistan	KT	Christmas Island
AL	Albania	IP	Clipperton Island
AG	Algeria	CK	Cocos (Keeling) Islands
AQ	American Samoa *	CO	Colombia
AN	Andorra	CN	Comoros
AO	Angola	CG	Congo, Democratic Republic of the (Zaire)
AV	Anguilla	CF	Congo, Republic of the
AY	Antarctica	CW	Cook Islands
AC	Antigua and Barbuda	CR	Coral Sea Island
AR	Argentina	CS	Costa Rica
AM	Armenia	IV	Cote D'ivoire (Ivory Coast)
AA	Aruba	HR	Croatia
AT	Ashmore and Cartier Islands	CU	Cuba
AS	Australia	CY	Cyprus
AU	Austria	EZ	Czech Republic
AJ	Azerbaijan	DA	Denmark
BF	Bahamas, The	DJ	Djibouti
BA	Bahrain	DO	Dominica
FQ	Baker Island	DR	Dominican Republic
BG	Bangladesh	EC	Ecuador
BB	Barbados	EG	Egypt
BS	Bassas Da India	ES	El Salvador
BO	Belarus	EK	Equatorial Guinea
BE	Belgium	ER	Eritrea
BH	Belize	EN	Estonia
BN	Benin	ET	Ethiopia
BD	Bermuda	EU	Europa Island
BT	Bhutan	FK	Falkland Islands (Islas Malvinas)
BL	Bolivia	FO	Faroe Islands
BK	Bosnia and Herzegovina	FM	Federated States of Micronesia
BC	Botswana	FJ	Fiji
BV	Bouvet Island	FI	Finland
BR	Brazil	FR	France
IO	British Indian Ocean Territory	FG	French Guiana
VI	British Virgin Islands	FP	French Polynesia
BX	Brunei	FS	French Southern and Antarctic Lands
BU	Bulgaria	GB	Gabon
UV	Burkina	GA	Gambia, The
BM	Burma	GZ	Gaza Strip
BY	Burundi	GG	Georgia
CB	Cambodia	GM	Germany
CM	Cameroon	GH	Ghana
CA	Canada	GI	Gibraltar
CV	Cape Verde	GO	Glorioso Islands
CJ	Cayman Islands	GR	Greece
CT	Central African Republic	GL	Greenland
CD	Chad	GJ	Grenada
CI	Chile	GP	Guadeloupe
CH	China	GQ	Guam *

* American Protectorate

Countries of the World

Code	Country	Code	Country
GT	Guatemala	MY	Malaysia
GK	Guernsey	MV	Maldives
GV	Guinea	ML	Mali
PU	Guinea-Bissau	MT	Malta
GY	Guyana	IM	Man, Isle Of
HA	Haiti	RM	Marshall Islands
HM	Heard Island and McDonald Islands	MB	Martinique
HO	Honduras	MR	Mauritania
HK	Hong Kong	MP	Mauritius *
HQ	Howland Island	MF	Mayotte
HU	Hungary	MX	Mexico
IC	Iceland	MQ	Midway Islands
IN	India	MD	Moldova
ID	Indonesia	MN	Monaco
IR	Iran	MG	Mongolia
IZ	Iraq	MW	Montenegro
EI	Ireland	MH	Montserrat
IS	Israel	MO	Morocco
IT	Italy	MZ	Mozambique
JM	Jamaica	MM	Myanmar
JN	Jan Mayen	WA	Namibia
JA	Japan	NR	Nauru
DQ	Jarvis Island	BQ	Navassa Island
JE	Jersey	NP	Nepal
JQ	Johnston Atoll	NL	Netherlands
JO	Jordan	NT	Netherlands Antilles
JU	Juan De Nova Island	NC	New Caledonia
KZ	Kazakhstan	NW	New Hebrides
KE	Kenya	NZ	New Zealand
KQ	Kingman Reef	NU	Nicaragua
KR	Kiribati	NG	Niger
KN	Korea, Democratic People's Republic of	NI	Nigeria
KS	Korea, Republic of	NE	Niue
KV	Kosovo	NF	Norfolk Island
KU	Kuwait	CQ	Northern Mariana Islands
KG	Kyrgyzstan	NO	Norway
LA	Laos	ZZ	Not Provided by Student
LG	Latvia	MU	Oman
LE	Lebanon	PK	Pakistan
LT	Lesotho	PI	Palestine
LI	Liberia	LQ	Palmyra Atoll
LY	Libya	PM	Panama
LS	Liechtenstein	PP	Papua New Guinea
LH	Lithuania	PF	Paracel Islands
LU	Luxembourg	PA	Paraguay
MC	Macau	PE	Peru
MK	Macedonia	RP	Philippines
MA	Madagascar	PC	Pitcairn Islands
MI	Malawi	PL	Poland

* American Protectorate

Countries of the World

<u>Code</u>	<u>Country</u>	<u>Code</u>	<u>Country</u>
PO	Portugal	TX	Turkmenistan
RQ	Puerto Rico *	TK	Turks and Caicos Islands
QA	Qatar	TV	Tuvalu
RE	Reunion	UG	Uganda
RO	Romania	UP	Ukraine
RS	Russia	TC	United Arab Emirates
RW	Rwanda	UK	United Kingdom
SM	San Marino	US	United States
TP	Sao Tome and Principe	UY	Uruguay
SA	Saudi Arabia	UZ	Uzbekistan
SG	Senegal	NH	Vanuatu
SR	Serbia	VT	Vatican City
SE	Seychelles	VE	Venezuela
SL	Sierra Leone	VM	Vietnam
SN	Singapore	VQ	Virgin Islands *
LO	Slovakia	WQ	Wake Island
SI	Slovenia	WF	Wallis and Futuna
BP	Solomon Islands	WE	West Bank
SO	Somalia	WI	Western Sahara
SF	South Africa	WS	Western Samoa
SX	South Georgia And The South Sandwich Islands	YM	Yemen
SS	South Sudan	YU	Yugoslavia
SP	Spain	ZA	Zambia
PG	Spratly Islands	ZI	Zimbabwe
CE	Sri Lanka		
SH	St. Helena		
SC	St. Kitts And Nevis	ZZ	Not Provided by Student
ST	St. Lucia		
SB	St. Pierre And Miquelon		
VC	St. Vincent And The Grenadines		
SU	Sudan		
NS	Suriname		
SV	Svalbard		
WZ	Swaziland		
SW	Sweden		
SZ	Switzerland		
SY	Syria		
TW	Taiwan		
TI	Tajikistan		
TZ	Tanzania		
TH	Thailand		
TO	Togo		
TL	Tokelau		
TN	Tonga		
TD	Trinidad and Tobago		
TE	Tromelin Island		
PS	Trust Territory of the Pacific Islands (Palau)		
TS	Tunisia		
TU	Turkey		

* American Protectorate