



BOARD *of* REGENTS
STATE OF LOUISIANA

**Public Institutions
Student Level Data
Validated Skills and Learning
Data System File Specifications**

June 2026

Louisiana Board of Regents

Student Level Data System Specifications for Validated Skills and Learning

June 2026

New for this year

We have added some additional fields. To capture more information regarding work-based learning, we have added the two fields “Work-Based Learning Paid” and “Work-Based Learning Type & Hours”.

Work-Based Learning Paid specifies if the work-based learning component was paid or unpaid. Work-Based Learning Type & Hours specifies the type of work-based learning component and how many total hours are attributed to this work-based learning component during the duration of the student’s program.

We have also added two new identifier fields: “High School Student” and “Prisoner.” The High School Student Identifier designates if the student is concurrently enrolled in high school while pursuing the Validated Skills and Learning (VSL) program. The Prisoner Identifier designates if the student is incarcerated and attending an institution that is authorized to teach prisoners.

The last field we have added is the “Inventory Code.” This field only applies to institutions within the LCTCS system. The Inventory Code is an 8-character system-level program inventory code within the LCTCS VSL program inventory.

Additionally, we have now made the Degree Level field a 3-character length field. Please refer to the Degree Level section for the valid values.

Due Date:

Annual Submission. The Submission Period will open in July 21, 2026 and close in August 4, 2026.

Period Covered:

Report on all Students who enrolled in courses that are part of a specific program during the period July 1, 2025 through June 30, 2026.

Reporting Process:

Please reference the user guide, provided separately on the Licensed and Workforce Validated Skills and Learning (LWVSL) System at the Louisiana Board of Regents' Web Site.

Notes:

A student must be enrolled in the required course work of a specific program to be listed in this data file. A specific program is defined as a unique and unduplicated combination of CIPCODE, INCREKEY, and Degree Level. A student may be listed more than once if they are enrolled in more than one unique set of these variables. The specific program must be on the program inventories provided by the public, 2-year institutions.

Record Descriptions

Data Variable Name	Variable Type and Length
Institution Code	CHAR(2)
Institution Name	CHAR(140)
Institution's Common ID for Student	CHAR(12)
Student Identification Number (SSN)	CHAR(9)
Student Last Name	CHAR(60)
Student First Name	CHAR(60)
Student Race	CHAR(1)
Student Sex	CHAR(1)
U.S. Citizenship	CHAR(1)
Parish/State/Country of Student	CHAR(2)
Student Date of Birth	DATE(10)
CIP Code 6-Digits	CHAR(6)
Program Name	CHAR(140)
Degree Level	CHAR(3)
Increment Key	CHAR(2)
Program Modality	CHAR(1)
Student Enrollment Date	DATE(10)
Student Program Status	CHAR(1)
Student Completion Date	DATE(10)
Student Program Certification Status	CHAR(2)
Received Certification	CHAR(1)
Program Work-Based Learning	CHAR(1)
Program Clock Hours	NUM(4)
Work-Based Learning Paid	CHAR(1)
Work-Based Learning Type & Hours	CHAR(3)
High School Flag	CHAR(1)
Prisoner Flag	CHAR(1)
Inventory Code	CHAR(8)

Variable Definitions

Institution Code

This is a field that uniquely identifies each institution. Please use your Board of Regent's Institution Code for this field. This is a required field.

Institution Name

The official name of the institution. This is a required field.

Institution Common ID for Student

Student ID other than the social security number as assigned by the institution. This and/or the SSN field is required, both cannot be blank.

Student Identification Number (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 numbers. 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 or African American/ A person having origins in any of the black racial groups of Africa.

4/ Hispanic or Latino/ A person of Cuban, Mexican, Puerto Rican, South or Central 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/ A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

7/ U.S. Nonresident/ 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 – U.S. Nonresidents are to be reported separately rather than included in any of the seven racial/ethnic categories. A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent U.S. resident status (and who holds either a registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) 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 categories during established enrollment procedures or in any post-enrollment identification or verification process.

9/ Two or more races

This is a required field.

Student Sex

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.

(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.

(4) For students whose U.S. citizenship is unknown, enter a Parish/State/Country code of "ZZ". This is a required field.

Student Date of Birth

Code the student's date of birth. Please use a DATE Format of "MM/DD/YYYY".

This is a required field.

Note:

The CIPCODE, INCREKEY, and Degree Level complete the full unique program classification taxonomy. Together, these codes should correspond to an individual student's specific major program of study.

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

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

Degree Level

The type of award or title conferred upon a student upon completion of a particular curriculum. This is a required field.

Valid Values

31 = Employment & Training Program

COV = Credential of Value. This credential is designed to lead to a position in a Louisiana Workforce Commission's Four- or Five-Star job.

ONR = On-Ramp, an industry-based training credential

Increment Key

This field further differentiates between the student's major field of study. This field has two characters. Use leading zeros if necessary. 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 Enrollment Date

Code the actual First Day of enrollment in the student's specific program. This may be a date in a previous academic year. Please use a DATE Format of "MM/DD/YYYY". This is a required field.

Student 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.)

U = Unknown

This is a required field.

Student Completion Date

Required if the Student Program Status code is "C". Code the actual Completion Date. Please use a DATE Format of "MM/DD/YYYY". The completion date MUST be within July 1, 2025 through June 30, 2026. If the student did not complete the specified program, leave this field blank.

Student Program Certification Status

If the student's Program of Study, in which the student completed, is eligible for certification by an outside agency then code CE=Certification Eligible. If the student's Program of Study, in-which the student completed, does not lead to certification by an outside agency then code NE= No Certification Available. This is a required field.

Received Certification

Did the student receive a certification that is awarded by an outside agency/entity? This certification can be awarded as part of the program's requirements so long as the certification is given by an institution's official (faculty of record) that is authorized by an official of the outside agency/entity. Or if the student pursued the certification from an outside agency/entity after completion of the programs' course work. The Certification must be directly related to the student's Program of Study. Y=YES or N=NO. This is only a required field if the Student Program Certification Status=CE.

Program Work-Based Learning

As part of the institution's program's requirements, did the student complete or was the student required to participate in (not limited to, but includes) an externship, internship, clinicals, etc. 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 a 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.

Program Clock Hours

This field indicates the number of instructional clock hours needed to complete the student's program of study. This value must be an integer between 1 and 9999. This is a required field.

Work-Based Learning Paid

This field indicates if the work-based learning component was paid. If paid, then code P=Paid. If not paid, then code N=Not Paid. If unknown, then code U=Unknown. If the Program Work-Based Learning Component=Y, then this is a required field. If there is no Program Work-Based Learning Component, leave this field blank.

Work-Based Learning Type & Hours

This 3-character field indicates the type of work-based learning component (characters 1-2) and how many total hours are attributed to the work-based learning component during the duration of the student's program (character 3). If the Program Work-Based Learning Component=Y, then this is a required field. If there is no Program Work-Based Learning Component, leave this field blank. See appendices for full descriptions of the work-based learning types.

Valid Values

Work-Based Learning Type (characters 1-2)

AP = Apprenticeship
CA = Capstone
CL = Clinical Experience
CO = Co-operative Education
IN = Internship
PR = Practicum
RE = Research Experience
SL = Service Learning
SE = Student Employment
UK = Unknown

Work-Based Learning Hours (character 3)

1 = Less than 20 Hours
2 = 20-79 Hours
3 = 80-159 Hours
4 = 160-319 Hours
5 = 320-639 Hours
6 = 640-1,279 Hours
7 = 1,280+ Hours
U = Hours Unknown

Examples

Internship, 240 Hours (IN4)
Co-op, 360 Hours (CO5)
Apprenticeship, 1,500 Hours (AP7)
Capstone, Hours Unknown (CAU)
Research Experience, 55 Hours (RE2)

High School Flag

This field designates if the student is concurrently enrolled in high school while pursuing the VSL program. Code **Y** if the student is concurrently enrolled in high school while pursuing a VSL program. If not, code **N**. If unknown, leave this field blank.

Prisoner Flag

This field designates if the student is incarcerated and attending an institution that is authorized to teach prisoners. Code **Y** if the student is incarcerated and is attending an institution that is authorized to teach prisoners. If not, code **N**. If unknown, leave this field blank.

Inventory Code

This field is for LCTCS only. This field indicates the 8-character system-level inventory code for the program, as designated within the LCTCS VSL program inventory.

Appendix

Work-Based Learning Types

AP = Apprenticeship

An agreement between a person (an apprentice) who wants to learn a skill and an employer who needs a skilled worker and who is willing to sponsor the apprentice and provide paid related practical experience under the direction of a certified journeyperson in a work environment conducive to learning the tasks, activities, and functions of a skilled worker. Apprenticeship combines about 80% at-the-workplace experience with 20% technical classroom training, and depending on the trade, takes about 2-5 years to complete. Both the workplace experience and the technical training are essential components of the learning experience.

CA = Capstone

A culminating academic project – often research, design, or applied work – completed in the final year of a program. It demonstrates mastery of program competencies and may involve an employer or community partner. This may

CL = Clinical Experience

A supervised placement in a healthcare, counseling, social service, or related professional setting that provides direct exposure to clients, patients, or professional practice environments as part of an academic or credentialing requirement.

CO = Co-operative Education

May consist of alternating academic terms and paid work terms or of several co-op work terms back-to-back. The work terms provide experience in a workplace setting related to the student's field of study.

IN = Internship

Structured, supervised work experience that provides the student with practical exposure to a profession, industry, or career field related to their academic or career interests. Internships may occur in the middle of an academic program or after all academic coursework has been completed and prior to graduation. Typically of limited duration.

PR = Practicum

Work experience under the supervision of an experienced registered or licensed professional, typically required as part of an academic program, that allows students to apply classroom knowledge in a professional setting.

RE = Research Experience

A faculty-, institution-, or employer-sponsored experience in which a student participates in scholarly, scientific, technical, policy, or applied research activities, including data collection, analysis, experimentation, or dissemination of findings.

SL = Service Learning

Integrates meaningful community service with classroom instruction and critical reflection to enrich the learning experience and strengthen communities. In practice, students work in partnership with a community-based organization to apply their disciplinary knowledge to a challenge identified by the community.

SE = Student Employment

Paid employment undertaken while enrolled as a student, either on-campus or off-campus, that may contribute to the development of professional, technical, leadership, or workplace skills. Student employment may or may not be directly related to a student's field of study.

UK = Unknown

A work-based learning or high-impact practice experience for which sufficient information is not available to classify into a specific category at the time of reporting or data collection.

Parishes and Codes (U.S. Citizenship="Y")

Note: Parish codes 1 through 9 should all have leading zeros.

Example: Acadia should have a parish code of 01.

<u>Code</u>	<u>PARISH</u>	<u>Code</u>	<u>PARISH</u>
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

U.S. State and Territory Codes and Abbreviations (U.S. Citizenship="Y")

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

* U.S. Territory

Countries of the World (U.S. Citizenship="N")

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

Countries of the World (U.S. Citizenship="N")

<u>Code</u>	<u>Country</u>	<u>Code</u>	<u>Country</u>
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	NO	Norway
KG	Kyrgyzstan	ZZ	Not Provided by Student
LA	Laos	MU	Oman
LG	Latvia	PK	Pakistan
LE	Lebanon	PI	Palestine
LT	Lesotho	LQ	Palmyra Atoll
LI	Liberia	PM	Panama
LY	Libya	PP	Papua New Guinea
LS	Liechtenstein	PF	Paracel Islands
LH	Lithuania	PA	Paraguay
LU	Luxembourg	PE	Peru
MC	Macau	RP	Philippines
MK	Macedonia	PC	Pitcairn Islands
MA	Madagascar	PL	Poland
MI	Malawi	PO	Portugal

Countries of the World (U.S. Citizenship="N")

<u>Code</u>	<u>Country</u>	<u>Code</u>	<u>Country</u>
QA	Qatar	TX	Turkmenistan
RE	Reunion	TK	Turks and Caicos Islands
RO	Romania	TV	Tuvalu
RS	Russia	UG	Uganda
RW	Rwanda	UP	Ukraine
SM	San Marino	TC	United Arab Emirates
TP	Sao Tome and Principe	UK	United Kingdom
SA	Saudi Arabia	US	United States
SG	Senegal	UY	Uruguay
SR	Serbia	UZ	Uzbekistan
SE	Seychelles	NH	Vanuatu
SL	Sierra Leone	VT	Vatican City
SN	Singapore	VE	Venezuela
LO	Slovakia	VM	Vietnam
SI	Slovenia	WQ	Wake Island
BP	Solomon Islands	WF	Wallis and Futuna
SO	Somalia	WE	West Bank
SF	South Africa	WI	Western Sahara
SX	South Georgia And The South Sandwich Islands	WS	Western Samoa
SS	South Sudan	YM	Yemen
SP	Spain	YU	Yugoslavia
PG	Spratly Islands	ZA	Zambia
CE	Sri Lanka	ZI	Zimbabwe
SH	St. Helena		
SC	St. Kitts And Nevis		
ST	St. Lucia	ZZ	Not Provided by Student
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		