



1001 North 23rd Street  
Post Office Box 94094  
Baton Rouge, LA 70804-9094

(O) 225-342-3035  
(F) 225-342-3743  
[www.laworks.net](http://www.laworks.net)

**Bobby Jindal**, Governor  
**Curt Eysink**, Executive Director

**Office of Occupational Information Services**

## LOIS Student Enrollee/Graduate Layout Overview

The following pages contain the layout to be followed for the submission of student data required to calculate the performance measures under the Workforce Investment Act (WIA). This data is also used to populate the state SCORECARD on the Louisiana Occupational Information System (LOIS).

The entire record layout is displayed on two separate pages, since it could not be printed on one page. In order to get a better understanding of how the layout should look when done in Microsoft Excel, print out both pages of the layout, and place them side-by-side. These are not two separate files, but rather two separate pages which when combined comprise the layout.

The data collection cycle is June 1<sup>st</sup> of one year through May 31st of the following year. All participants, regardless of funding, are reported with the exception of incumbent worker type students who may be omitted. Students are reported each year they are enrolled, but should only have an exit date for the year in which they leave. For example, if a student enrolls during the reference year (June 1, 2007 through May 31, 2008), but does not graduate until March 2009 he/she will be reported as an enrollee in the 2007 – 2008 submission, and have no EXIT DATE. The same student would also be reported as an enrollee in the 2008 – 2009 submission with an EXIT DATE and a numeric value in the CERT-TYPE field. This student will be counted as a completer for 2008 – 2009. In this same example, if the student leaves the program during the 2008 – 2009 academic year without receiving the appropriate award/certificate, an exit date may be left blank. During processing of the student data, Louisiana Workforce Commission (LWC) will determine if the student has transferred to another institution, in which case the student will not be counted in the performance calculations of the originating program. Students who are not found to have transferred will be counted as an exiter of the originating program.

The directions for completing the Excel file can also be found in the *WIA Eligible Training Provider Manual* on pages 21 through 23 and also included in this document.

Questions regarding student data can be directed to Tequila Perkins at 225.219.7760, or email [tperkins@lwc.la.gov](mailto:tperkins@lwc.la.gov).

## LOIS Student Enrollee Information

INST-CODE	DATA-COLLBEG	DATA-COLLEND	SSN	FIRST-NAME	MID-INITIAL	LAST-NAME	CIPCODE	CIP EXTRA	PROGCERT
050020900	20070601	20080531	123456789	Jane	D.	Doe	666666	AA	71
050020900	20080601	20090531	999554444	John	B.	Smith	111111	AA	63

**INST-CODE** must be 10 characters, it is assigned by LWC for training institutions

*\* This is a required field*

**DATA-COLL-BEG** must be 8 characters, it is the beginning of the reporting period.

*\* This is a required field and must be in YYYYMMDD format, no slashes or dashes*

**EXAMPLE: 20070601 is June 1, 2007**

**DATA-COLL-END** must be 8 characters, it is the ending of the reporting period

*\* This is a required field and must be in YYYYMMDD format, no slashes or dashes*

**EXAMPLE: 20080531 is May 31, 2008**

**SSN** must be 9 characters, the enrollee's social security number

*\* This is a required field and cannot contain any hyphens Please provide information on ALL students that enrolled in the program and/or graduated between the data-coll-beg period and the data-coll-end period, regardless of funding. Students that did not graduate during this time period should be reported as enrolled for the next data collection cycle. If the student enrolled during this time period, but graduated after the data-coll-end date, then the student must be reported as enrolled and graduating on the next data collection cycle.*

**FIRST-NAME** can be no more than 15 characters, the enrollee's first name **MID-INITIAL** must be 1 character, the enrollee's middle initial **LAST-NAME** can be no more than 15 characters, the enrollee's last name **CIP-CODE** must be exactly 6 characters, is the Classification of Instructional Program Code of training program or enrollee's major field of study

*\* This is a required field and must match the CIP code that is on LOIS*

**CIP-EXTRA** must be 2 characters, this differentiates between two programs that utilize the same CIP code and same award outcome (prog-cert)

*\* This is a required field and must match the value that is on LOIS*

**PROG-CERT** exactly two characters, denotes the type of award outcome for the program

*\* This is a required field - this field utilizes the same values as the cert-type field*

## LOIS Student Enrollee Information - continued

ENTRY-DATE	EXIT-DATE	ADDR	CITY	ST	ZIP	ZIP-4	CERT-TYPE	SEX	RACE	BIRTH	CITIZEN
20070910	20080610	1333 Road Ln.	New Orleans	L A	70011		71	F	6	19781112	Y
20080601	20090301	9999 Main St.	Anywhere	L A	70039		63	M	2	19880101	Y

**ENTRY-DATE** must be exactly 8 characters in the following format **YYYYMMDD**, is the date the enrollee entered the training program or school **\*This is a required field**

**EXIT-DATE** must be exactly 8 characters in the following format **YYYYMMDD**, date the enrollee exited, completed, or graduated from the program **\*This is a required field**

**ADDR** can be no more than 35 characters, enrollee's address: street number, street name, etc.

**CITY** can be no more than 20 characters, the city where the enrollee resides

**STATE** must be exactly 2 characters, 2-letter state abbreviation

**ZIP** must be exactly 5 characters, the first five digits of the enrollee's zip code

**ZIP-4** is 4 characters, the 4 digits of the enrollee's zip code extension

**CERT-TYPE** must be exactly 2 characters, denotes what type of award the student received upon graduating the program (this may or may not be the same value as prog-cert)

**\*This is a required field, use the two digit numeric value**

**Please note: If the student did not graduate during this period, no cert-type is recorded.**

**03 Associate Degree**

**06 Post Baccalaureate Certificate**

**08 Post Masters Certificate**

**10 First-Professional Degree**

**30 OJT = On-The-Job Training**

**40 Short-Term Non-Credit**

**63 Associate of Applied Technology**

**72 Associate of Applied Science**

**80 Certificate or Diploma 3 months to 6 months**

**82 Certificate or Diploma 1 year to 2 years**

**97 Institution Defined Non-Completer**

**05 Bachelors Degree**

**07 Masters Degree**

**09 Doctoral Degree**

**11 First-Professional Certification**

**33 Apprenticeship Program**

**53 Associate in Occupational Studies**

**71 Technical Diploma**

**79 Certificate or Diploma less than 3 months**

**81 Certificate or Diploma 6 months to 1 year**

**83 Certificate or Diploma greater than 2 years**

**99 Unidentified**

## LOIS Student Enrollee Information - continued

**SEX** Enrollee's sex **M = MALE F = FEMALE**

**RACE** Enrollee's race - use the one digit numeric value **1=Asian/Pacific Islander 5= All Other American Minorities 2=American Indian/Alaskan Native 6=White, Non-Hispanic 3=Black, Non-Hispanic 7=Non-Resident 4=Hispanic 8=Refusal or Unknown**

**CITIZEN Y = YES N = NO**

**NOTES: The Scorecard report and the WIA ETPL report are developed from this student data. Institutions that receive state or federal workforce funds must submit this student data.**

-Student data information can be saved onto a disk and mailed, or it can be emailed as an attachment. Please refer to the FAQ section for the mailing addresses.

-Please label the disk with the institution name and enclose a list of the program title(s) contained on the disk and the time frame that the data cover. In addition, a description of the field arrangement should accompany the file, along with a note about the type of file being sent (such as Access, Excel, Text tab delimited, etc.).

-Please use the 10-digit institution code that was assigned by LWC in the INST-CODE. Contact LWC if you do not know your institution code.

-Leave the CERT-TYPE field blank if the individual is still enrolled in the program.

-Make sure that the CIP code used in the student data file matches the CIP code entered into and displayed on LOIS.

-Please follow the examples provided in the above record layout. (Do NOT enter any other marks such as "/" or "-" for the fields with SSNs and dates) Also make sure that all date are in the format of YYYYMMDD.

-If a student drops out of an institution, please assign a value of 97 in the CERT-TYPE field, in addition to providing the exit date. If a student is an international student, please assign a pseudo numeric SSN.

-Please include all students that were enrolled anytime during the reference period, including those that were initially enrolled in a prior reference period and are still enrolled.

-An example reference period is June 1, 2007 through May 31, 2008.