



Act 129 – Academic Degree Granting Student Data Submissions FAQ

The law that established licenses for academic post-secondary institutions in Louisiana, not already part of a system or regulated by statute was Act 129. As such, these institutions are often referred to as Act 129 schools for short. During the data submission process anything labeled as Act 129 applies to these schools. The collection period is July 1, 2023 through June 30, 2024 and the submission period is July 29, 2024 – August 12, 2024.

What Student’s should be included in the data submission?

If you are domiciled in Louisiana, i.e. your only or primary campus is in Louisiana, you must report ALL students, regardless of their location. If your main campus is in another state, you should only report your Louisiana Students.

What is my school License number?

We tried to use the school’s IPEDS number for license numbers as we do not assign them as part of our licensing process, though we had to create IDs for some institutions. We also might have selected the wrong IPEDS number in error, so please see the School List to confirm your institution’s assigned number.

What is an Increment Key? Do I have to have one?

An increment key is a way to help distinguish between programs that might have the same CIP code. If you only have one program per CIP code, please just use 01 as the increment key. If you have multiple programs under the same CIP code you will follow sequence 01, 02, 03, etc. If you have multiple programs, please use the same increment key you reported last year.

What is the definition of an enrolled student?

Any student who was enrolled during the 12-month collection period, even if their enrollment date is prior to July 1, 2023.

What if we did not have any enrolled students during the 12-month collection period?

If you do not have any students to report, please utilize the portal for reporting. You select your institution, and system and then click to upload your files. However, once in the upload portion of the portal, select the “No student records” box and hit upload. See below.

PLEASE UPLOAD YOUR DATA FILE FOR ACT 129 SCHOOL

Create CSV file Online

Choose File No file chosen

OR No student records for this submission period.

Upload

What if we had students, but none of them completed their program during the collection period?

Please be sure they are included in the file you will just make sure they are not marked “C” and will not fill out a completion date for them.