

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.112

Title: **Data Reporting**

Authority: Board Action

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Effective Date: February 9, 2011

Last Revision: Initial

- A. The Louisiana Community and Technical College System (LCTCS) requires that local programs enter data at least monthly during a program year. City or parish supervisors or program directors are responsible for timely entry into the state approved adult education data management system of local program data and ensuring its accuracy. LCTCS staff will review data for errors and contact supervisors or program directors to discuss needed corrections to local program data at least quarterly. Local program data for the prior month should be entered by the tenth day of each month.