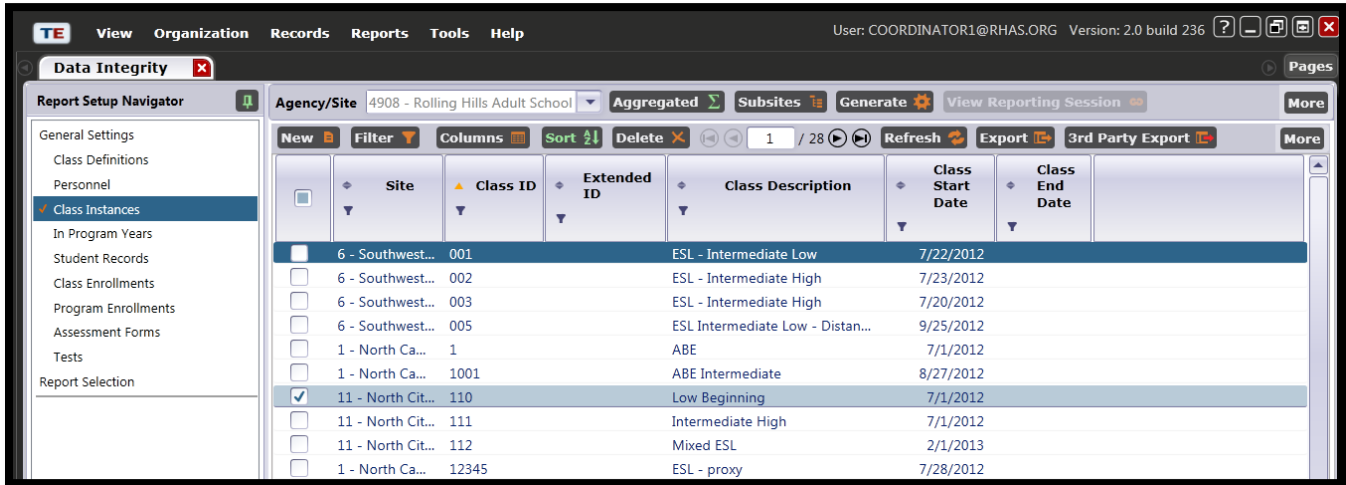


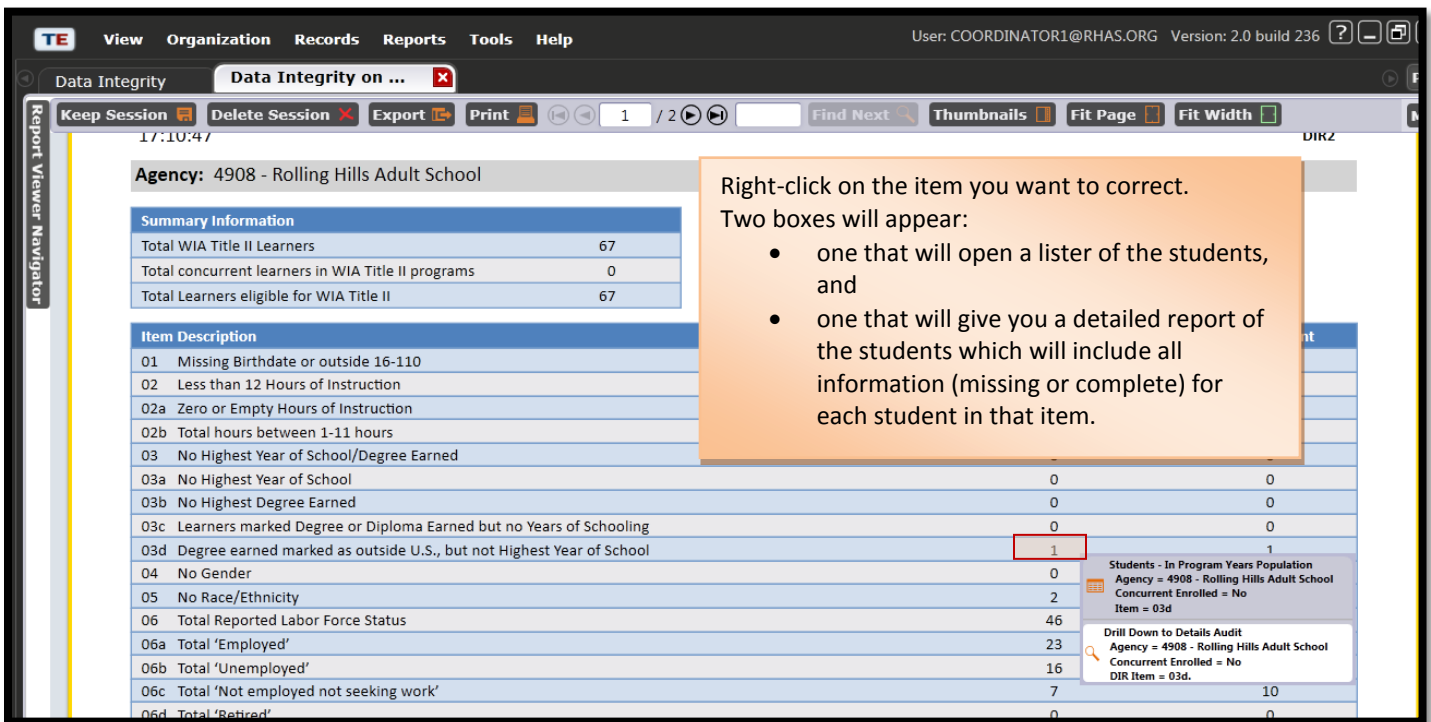
# How to Clean Your Data by Class

Use the Data Integrity Report, but run it by class.

1. In the Report Setup Navigator, specify a single class.



2. Generate the report.



3. From the lister you can correct information by going into each student's record in this list.

**Students - In Program Years Population**  
 Agency = 4908 - Rolling Hills Adult School  
 Concurrent Enrolled = No  
 Item = 03d

The screenshot shows the 'Data Integrity' application window. The title bar includes 'TE View Organization Records Reports Tools Help'. The main window title is 'Data Integrity on ...'. Below the title bar is a toolbar with buttons for 'Keep Session', 'Delete Session', 'New', 'Filter', 'Columns', 'Sort', 'Delete', 'Refresh', 'Export', and '3rd Party Export'. The main content area displays a table with the following data:

Program year	Site	Student ID	Name	Birth Date	Gender
7/1/2012 - 6/30/2013	11 - North City...	565635167	Alex Gonzalez	9/16/1964	Male

4. Or, you can use the **Details Audit Report** to refer to when correcting information in the student record.

**Drill Down to Details Audit**  
 Agency = 4908 - Rolling Hills Adult School  
 Concurrent Enrolled = No  
 DIR Item = 03d.

The screenshot shows the 'Drill Down to Details Audit' report. The title bar includes 'TE View Organization Records Reports Tools Help'. The main window title is 'Data Integrity'. Below the title bar is a toolbar with buttons for 'Keep Session', 'Delete Session', 'Export', and 'Print'. The main content area displays the following information:

**CASAS**  
 03/21/2013  
 17:10:47

**Data Integrity**  
**Drill Down to Details Audit**  
 by Agency

Page 1 of 2  
DIR2

**Agency:** 4908 - Rolling Hills Adult School      **Program Year:** 2012-2013  
**Student:** 565635167      Gonzalez, Alex

Student Record	Value
Gender	Male
Birth Date	09/16/1964
Computed Age	48
Age Group	45-59
Ethnicity/Races marked	Hispanic or Latino, White
Derived Ethnicity/Race	Hispanic
Func. Level Determination	Tests: Lowest Score
Functioning Level	ESL Int. Low
Completed Level	No
Completed and Advanced	No
Separated Before Completed	Yes
Lowest Instructional Program	ESL
Highest Instructional Program	ESL
Lowest Program Start Date	02/09/2013
Instructional Level	
Attainable Goals	Improve basic skills, Improve English skills
Special Programs	None
Personal Status	
Labor Force Status	None