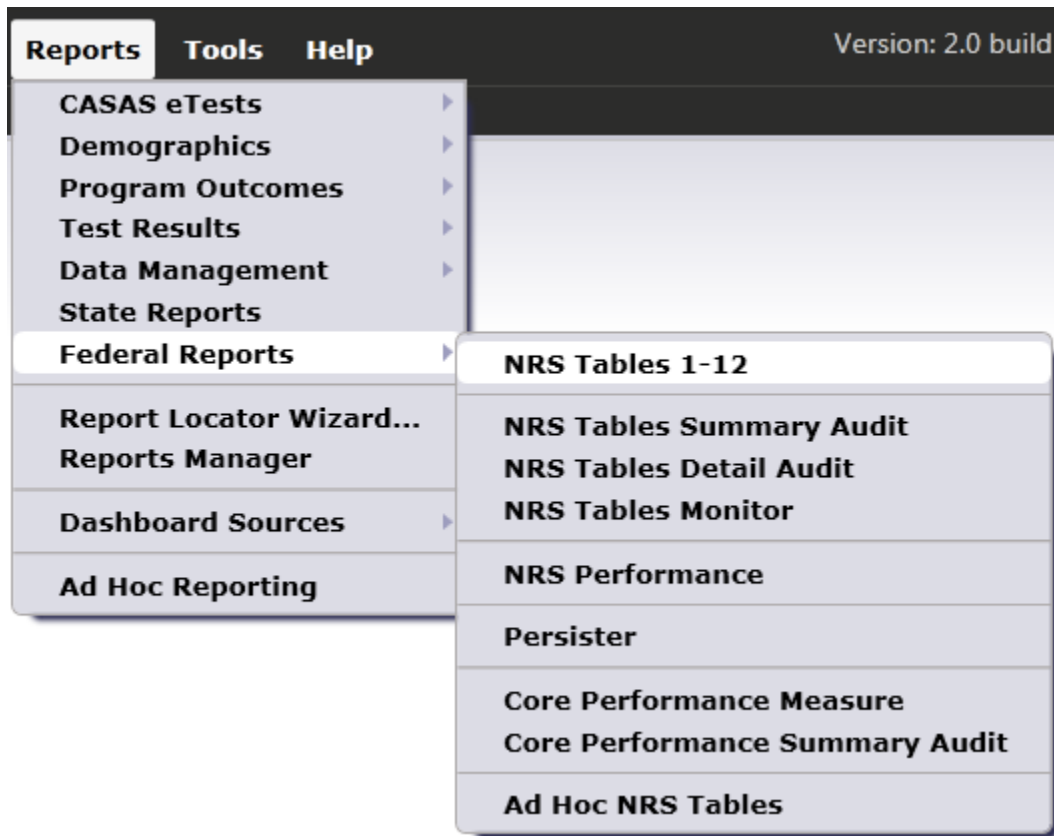
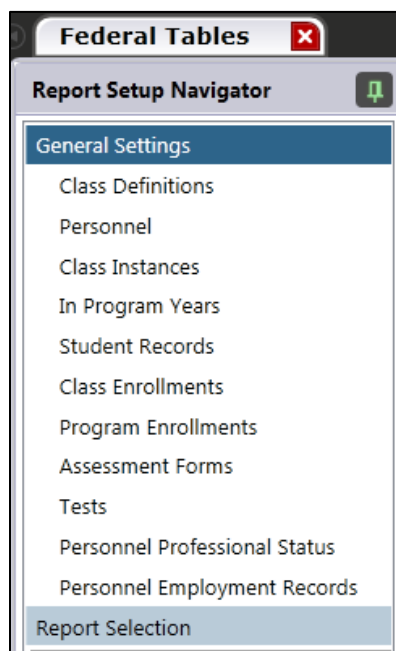


Generating the Federal Tables in TE

1. On the Reports menu, point to Federal Reports, and select NRS Tables 1-12.



2. On the Navigator bar, click Report Selection.



3. Use the Select All, Deselect All, and Invert Selection buttons to choose the NRS tables you wish to generate.

 **Select report:**

- Federal Table 1
- Federal Table 2
- Federal Table 3
- Federal Table 4
- Federal Table 4B
- Federal Table 4C
- Federal Table 5
- Federal Table 5A
- Federal Table 6
- Federal Table 7
- Federal Table 8
- Federal Table 9
- Federal Table 10
- Federal Table 11
- Federal Table 12
- Federal Tables Summary A

Select All

Deselect All

Invert selection

Select All = checks all boxes

Deselect All = unchecks all boxes

Invert selection = reverses which boxes are checked and which are unchecked

4. Click Generate.



5. This displays the NRS tables you selected.

- Once the report is open, a new Navigator bar appears on the left hand side. Use this Navigator bar to review the other federal tables.

CASAS

Federal Table 6
Participant Status and Program Enrollment
All Student Entry Dates

01/31/2013 17:49:02

Agency: 4908 - Rolling Hills Adult School Program Year: 2012-2013

Participant Status on Entry into the Program (A)	Number (B)	
Disabled	3	
Employed	75	
Unemployed	69	
Not in the Labor Force	97	
On Public Assistance	8	
Living in Rural Areas	Data not collected.	
Highest Degree or Level of School Completed	US Based Schooling	Non US Based Schooling
No schooling	0	0
Grades 1-5	10	0
Grades 6-8	17	0
Grades 9-12 (no diploma)	39	0
High School Diploma or alternate credential	35	2
GED	0	0
Some college, no degree	0	0
College or professional degree	0	1
Unknown	0	0
Special Program Type		
In Family Literacy Programs	0	
In Workplace Literacy Programs	0	
In Programs for the Homeless	0	

- Click the option at the bottom of the Navigator bar to create a Summary Audit report. This provides overview data for all learners that appear on the NRS reports.

CASAS

Federal Tables Summary Audit
Participant Status and Program Enrollment

01/31/2013 17:48:58

Agency: 4908 - Rolling Hills Adult School Program Year: 2012-2013

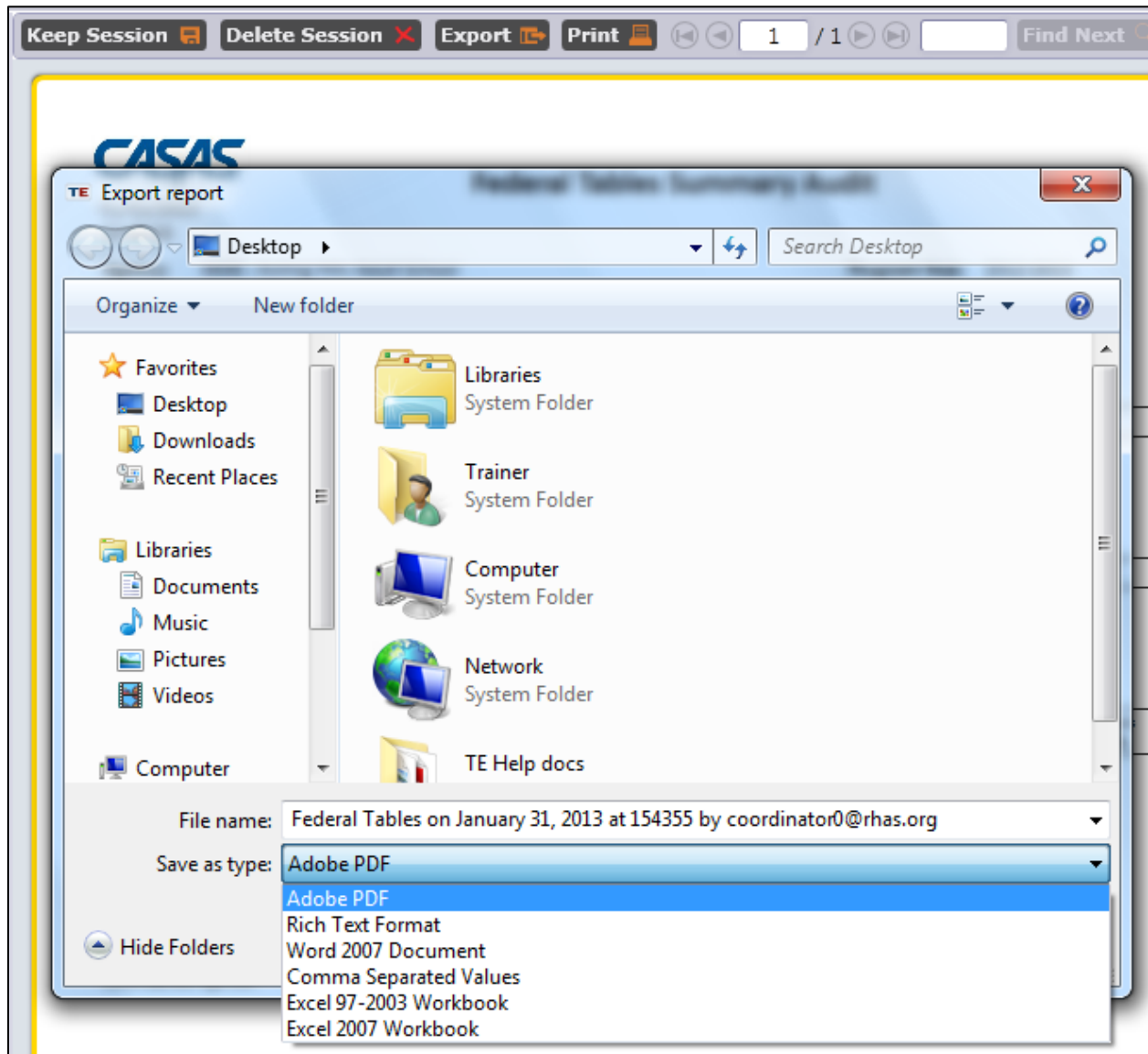
Selected Students: 337
Dropped Students: 96
Qualified Students: 241

Functional Level Determination	Number of Cases	
Test scores	261	
Self-reporting	0	
Enrollment in HS/GED	3	

Students in multiple programs who were reclassified	Number of Cases	
Moved from BS program to ESL/ESLC programs	0	
Moved from HS/GED programs to BS program	4	
Moved from HS/GED programs to ESL/ESLC programs	0	

Drop Reason	Number of Cases (duplicated)	Number of Cases (unduplicated)
Missing birthdate or age outside of 16-110	1	1
Less than 12 hours of instruction	47	47
Concurrently enrolled in High School/K12	6	5
No Gender	1	0
No Ethnicity/race	5	4
No accurate placement test	76	39
Work-based project learner	0	0

8. Click the Export button to save the selected federal tables in Adobe pdf, Word, or Excel formats.



9. Click Pages – Close all pages to close the report and setup window.

