

Working with the Student Headcount by Grade Range extract from Data BC

Understanding the Student Headcount by Grade Range data extract	Read the following documents: <ul style="list-style-type: none">• <i>Student Headcount by Grade Range_field_definitions</i>• Ministry of Education data masking policy
How can I work with this data set in Microsoft Excel?	The following tutorials may be helpful: <ul style="list-style-type: none">• Importing text (.txt or .csv) files into Excel• Auto-filtering in Excel• Keeping leading zeros and large numbers in Excel

Conventions in this document

BOLDED_WITH_UNDERSCORES	Indicates a column name (for example, SUB_POPULATION)
'Text within single quotation marks'	Indicates a column value (for example, 'FEMALE')

Instructions

1. Open your local copy of the file.
2. Apply auto-filtering to the heading row. (This is not essential, but it makes it easier to work with the data when you have more than a screen's worth of rows.)
3. Use the auto-filter on the **DATA_LEVEL** column to select either 'DISTRICT LEVEL' or 'PROVINCE LEVEL'.
4. The next column to work with depends on which value you just selected:
 - If you selected 'PROVINCE LEVEL', use **PUBLIC_OR_INDEPENDENT** to set which schools to include in your results (public, independent, or province total).
 - If you selected 'DISTRICT LEVEL', use either **DISTRICT_NUMBER** or **DISTRICT_NAME** to select the district whose counts you want to see. (Note that independent schools do not have school districts.)
5. Use **GRADE_RANGE** to select the grade grouping of interest (for example, 'JUNIOR SECONDARY').
6. Use the auto-filter on **SCHOOL_YEAR** to select data from a specific school year (e.g. '2007/2008').

Sample Questions

Question:

How many students were counted as being enrolled in independent elementary schools in BC in 2014/2015?

Path to answer:

1. Filter **DATA_LEVEL** to 'PROVINCE LEVEL'
2. Filter **PUBLIC_OR_INDEPENDENT** to 'BC Independent School'
3. Filter **GRADE_RANGE** to 'ELEMENTARY'
4. Filter **SCHOOL_YEAR** to '2014/2015'
5. Column G (**COUNT_OF_STUDENTS**) = 20,373

Question:

How many public secondary schools were in Surrey school district in 2016/2017?

Path to answer:

1. Filter **DATA_LEVEL** to 'DISTRICT LEVEL'
2. Filter **DISTRICT_NAME** to 'Surrey'
3. Filter **GRADE_RANGE** to 'SECONDARY'
4. Filter **SCHOOL_YEAR** to '2016/2017'
5. Column H (**COUNT_OF_SCHOOLS**) = 26