Working with the Completion Rate extract from Data BC

Understanding the Completion Rate data extract	Read the following documents: • *Six-Year Completion Rate field definitions* • *A Friendly Guide to the Completion Rate* • *Completion rate models – A visual schema* • *Understanding Outmigration in the Six-Year Dogwood Completion Rate* • Ministry of Education data masking policy
How can I work with this data set in Microsoft Excel?	The following tutorials may be helpful: • 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, **FACILITY_TYPE**)
'Text within single quotation marks'	Indicates a column value (for example, 'All Facility Types')

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 provincial completion rate (public, independent, or both).

- If you selected 'District Level', use either **DISTRICT_NUMBER** or **DISTRICT_NAME** to select the district whose completion rate you want to see. (Note that the **PUBLIC_OR_INDEPENDENT** column now displays only 1 available value: 'BC Public School'. *(Note: Completion rate is not calculated at the school level because estimating outmigration at levels smaller than a district is not reliable. Independent schools are not part of districts.)*

5. Use **SUB_POPULATION** to select the grouping of interest (for example, 'All Students').

7. Use **COMPLETION_RATE_MODEL** to select the particular model of interest. For example, set the value to '6 Year Completion' if you want to look at the "standard" six-year completion rate.

- For more information on these models and how they work, see the metadata document for these individual columns as well as "A Friendly Guide to the Completion Rate".

8. The **MODEL_TYPE** column is for information only. All models have a corresponding value here of 'Static Model'.

9. Now, return to column A and set the value in the column **YEAR_6_OF_COHORT**. You must set this column to **Year 6 of the cohort model you selected**. Because all models (including the sub-models) are based on the 6-year cohort approach even though the individual model's window may be shorter or longer than 6 years, this is **not** necessarily the "end year" of the model you're looking at. Consult the metadata document and the supplementary guides "A Friendly Guide to the Completion Rate" and "Completion rate models – a visual schema" for assistance on how to set the correct year for the model you want.

The last 4 columns now display the counts (numbers) of students in each of the 4 categories:
- **COHORT_COUNT** (= the total number of students in the cohort; the denominator)
- **SUCCESS_COUNT** (= the number of students in the cohort who were "successful" according to the criteria of the model you chose; the numerator)
- **OUTMIGRATION_ESTIMATE** (the estimated number of students in the cohort who "outmigrated", meaning they left B.C. and did not return by the final year of the cohort; this number is subtracted from the denominator)
- **ESTIMATED_COMPLETION_RATE** (= the estimated completion rate for the cohort you selected; this is the numerator divided by the denominator, expressed as a percentage)

Sample Questions

Question:
What is the estimated six-year completion rate for non-indigenous students in the Campbell River school district in 2023/2024?

Path to answer:
1. Filter **DATA_LEVEL** to 'District Level'
2. Filter **PUBLIC_OR_INDEPENDENT** to 'BC Public School'
3. Filter **SUB_POPULATION** to 'Non Indigenous'
4. Filter **DISTRICT_NAME** to 'Campbell River'
5. Filter **COMPLETION_RATE_MODEL** to '6 Year Completion'
6. Filter **YEAR_6_OF_COHORT** to '2023/2024'
7. Column M (**ESTIMATED_COMPLETION_RATE**) = 93.316

Question:

In BC in 2022/2023, what is the estimated six-year completion rate for disabilities or diverse abilities students at independent schools?

Path to answer:
1. Filter **DATA_LEVEL** to 'Province Level'
2. Filter **SUB_POPULATION** to 'Disabilities or Diverse Abilities'
3. Filter **PUBLIC_OR_INDEPENDENT** to 'BC Independent'
4. Filter **COMPLETION_RATE_MODEL** to '6 Year Completion'
5. Filter **YEAR_6_OF_COHORT** to '2022/2023'
6. Column M (**ESTIMATED_COMPLETION_RATE**) = 80.282