

Working with the Special Needs Headcount extract from Data BC

Understanding the Special Needs Headcount data extract	Read the following documents: <ul style="list-style-type: none">• <i>Special Needs Headcount 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">• Auto-filtering in Excel• Keeping leading zeros and large numbers in Excel

Conventions in this document

BOLDED_WITH_UNDERSCORES	Indicates a column name (e.g., DIVERSE_ABILITIES_CODE)
'Text within single quotation marks'	Indicates a column value (for example, 'Autism Spectrum Disorder')

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.) There may be various sequences of filtering to get to the same result.
3. Use the auto-filter on the **DATA_LEVEL** column to select either 'Province Level', 'District Level', or 'School 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 special needs counts (public, independent, or province total).
 - If you selected 'District Level', use either **DISTRICT_NUMBER** or **DISTRICT_NAME** to select the district whose special needs counts you want to see. (Note that independent schools do not have school districts.)
 - If you selected 'School Level', use either **SCHOOL_NUMBER** or **SCHOOL_NAME** to select the school whose special needs counts you want to see.
5. Use **DIVERSE_ABILITIES_CODE** or **DIVERSE_ABILITIES_DESCRIPTION** to select the special needs category or categories in which you are interested.
6. Use the auto-filter on **SCHOOL_YEAR** to select data from a specific school year (e.g., '2022/2023').

Sample Questions

Question:

How many students were categorized as having Autism Spectrum Disorder in Prince George school district in the 2022/2023 school year?

Path to answer:

1. Filter **DATA_LEVEL** to 'District Level'
2. Filter **DISTRICT_NAME** to 'Prince George'
3. Filter **DIVERSE_ABILITIES_DESCRIPTION** to 'Autism Spectrum Disorder'
4. Filter **SCHOOL_YEAR** to '2022/2023'
5. Column J (**NUMBER_OF_STUDENTS**) = 417

Question:

How many students attending independent schools in BC were categorized as Deaf Or Hard Of Hearing in the 2023/2024 school year?

1. Filter **DATA_LEVEL** to 'Province Level'
2. Filter **PUBLIC_OR_INDEPENDENT** to 'BC Independent School'
3. Filter **SPECIAL_NEEDS_DESC** to 'Deaf or Hard of Hearing'
4. Filter **SCHOOL_YEAR** to '2023/2024'
5. Column J (**NUMBER_OF_STUDENTS**) = 197