

Working with the Student Enrolment and FTE by Grade extract from Data BC

Understanding the Student Enrolment and FTE by Grade data extract	Read the following documents: <ul style="list-style-type: none">• <i>Student Enrolment and FTE by Grade 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, FACILITY_TYPE)
'Text within single quotation marks'	Indicates a column value (for example, 'Alternate')

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 one of 'District Level', 'Province 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 your results (public, independent, or province total).
 - If you selected 'District Level', use either **DISTRICT_NUMBER** or **DISTRICT_NAME** to select the school district or independent school authority whose results you want to see.
 - If you selected 'School Level', use either **SCHOOL_NUMBER** or **SCHOOL_NAME** to select the school whose results you want to see.
5. Use **FACILITY_TYPE** to select the program of interest (e.g., 'Standard').
6. Use the **GRADE** column to filter by the grade or status of the group of students, or the grade range of the facility type.
7. Columns K through W may be used to filter by the enrolment and number of FTE students per sub-population.

8. To remove all masked data ('Msk'), use the auto-filter to deselect 'Msk' from columns J to W.
9. Use the auto-filter on **SCHOOL_YEAR** to select data from a specific school year (e.g., '2019/2020').

Sample Questions

Question:

How many FTE Grade 12 students were enrolled in the Vernon school district in standard public schools in 2022/2023?

Path to answer:

1. Filter **DATA_LEVEL** to 'District Level'
2. Filter **DISTRICT_NAME** to 'Vernon'
3. Filter **FACILITY_TYPE** to 'Standard'
4. Filter **GRADE** to '12'
5. Filter **SCHOOL_YEAR** to '2022/2023'
6. Column Q (**TOTAL_FTE**) = 651.375

Question:

In BC in 2024/2025, how many online learning Grade 8 students were there enrolled with independent schools?

Path to answer:

1. Filter **DATA_LEVEL** to 'Province Level'
2. Filter **PUBLIC_OR_INDEPENDENT** to 'BC Independent School'
3. Filter **FACILITY_TYPE** to 'Online Learning'
4. Filter **GRADE** to '8'
5. Filter **SCHOOL_YEAR** to '2023/2024'
6. Column J (**TOTAL_ENROLMENT**) = 932