Working with the Student Headcount by Grade extract from Data BC

Understanding the Student Enrolment and FTE by Grade data extract	Read the following documents: • *Student Headcount by Grade field definitions* • 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, '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 district whose results 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 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 U may be used to filter by the number of students per sub-population.

8. To remove all masked data ('Msk'), use the auto-filter to deselect 'Msk' from columns J to U.

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 ELL students were enrolled in alternate schools in BC in 2024/2025?

Path to answer:
1. Filter **DATA_LEVEL** to 'Province Level'
2. Filter **PUBLIC_OR_INDEPENDENT** to 'Province-Total'
3. Filter **FACILITY_TYPE** to 'Alternate'
4. Filter **GRADE** to 'All Grades'
5. Filter **SCHOOL_YEAR** to '2024/2025'
6. Column M (**ELL_STUDENTS**) = 68

Question:
In 2023/2024, how many Indigenous kindergarten students were enrolled at standard public schools in Prince Rupert?

Path to answer:
1. Filter **DATA_LEVEL** to 'District Level'
2. Filter **DISTRICT_NAME** to 'Prince Rupert'
3. Filter **FACILITY_TYPE** to 'Standard'
4. Filter **GRADE** to 'ALL K'
5. Filter **SCHOOL_YEAR** to '2023/2024'
6. Column K (**INDIGENOUS_STUDENTS**) = 91