Working with the Class size by Composition extract from Data BC

Understanding the Class size by Composition data extract	Read the following documents: • *Class size by Composition 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, **DISTRICT_NAME**)
'Text within single quotation marks'	Indicates a column value (for example, 'Langley)

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', the data will be for all public schools.

   • If you selected 'District Level', use either **DISTRICT_NUMBER** or **DISTRICT_NAME** to select the public school district whose data you want to see.

5. Use **GRADE_GROUP** to select the grade grouping of interest (for example, 'All Grades').

6. Use the auto-filter on **SCHOOL_YEAR** to select data from a specific school year (e.g., '2019/2020').

Sample Questions

Question:
In the Kootenay-Columbia school district in 2023/2024, how many classes across all grades included 7 or more students *entitled to an IEP*?

Path to answer:
1. Filter **DATA_LEVEL** to 'District Level'
2. Filter **DISTRICT_NAME** to 'Kootenay-Columbia'
3. Filter **GRADE_GROUP** to 'All Grades'
4. Filter **SCHOOL_YEAR** to '2023/2024'
5. Column N (**NUMBER_CLASSES_7_PLUS_IEP**) = 65

Question:
In 2024/2025 how many K-3 classes in BC had no ELL students?

Path to answer:
1. Filter **DATA_LEVEL** to 'Province Level'
2. Filter **GRADE_GROUP** to 'Grades K-3'
3. Filter **SCHOOL_YEAR** to '2024/2025'
4. Column O (**NUMBER_CLASSES_0_ELL**) = 2,092