

## Working with the Class size by Composition extract from Data BC

|                                                          |                                                                                                                                                                                                                                                                                       |
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| Understanding the Class size by Composition data extract | Read the following documents: <ul style="list-style-type: none"><li>• <i>Class size by Composition definitions</i></li><li>• <a href="#">Ministry of Education data masking policy</a></li></ul>                                                                                      |
| How can I work with this data set in Microsoft Excel?    | The following tutorials may be helpful: <ul style="list-style-type: none"><li>• <a href="#">Importing text (.txt or .csv) files into Excel</a></li><li>• <a href="#">Auto-filtering in Excel</a></li><li>• <a href="#">Keeping leading zeros and large numbers in Excel</a></li></ul> |

### Conventions in this document

|                                      |                                                              |
|--------------------------------------|--------------------------------------------------------------|
| <b>BOLDED_WITH_UNDERSCORES</b>       | Indicates a column name (for example, <b>DISTRICT_NAME</b> ) |
| '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 2024/2025, 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 '2024/2025'
5. Column N (**NUMBER\_CLASSES\_7\_PLUS\_IEP**) = 76

### Question:

In 2025/2026 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 '2025/2026'
4. Column O (**NUMBER\_CLASSES\_0\_ELL**) = 2,125