Working with the Headcount by Calendar Type extract from Data BC

Understanding the Headcount by Calendar Type data extract	Read the following documents: • *Headcount by Calendar Type 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, **DISTRICT_NAME**)
'Text within single quotation marks'	Indicates a column value (for example, 'BC Public School')

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', 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 counts you want to see. (Note that independent schools do not have school districts.)

5. Use the auto-filter on the **CALENDAR_TYPE** column to select the school by calendar/semester type.

Sample Questions

<u>Question:</u>
How many students in BC were counted as being enrolled in a two-semester calendar in 2022/2023?

Path to answer:
1. Filter **DATA_LEVEL** to 'Province Level'
2. Filter **PUBLIC_OR_INDEPENDENT** to 'Province-Total'
3. Filter **CALENDAR_TYPE** to 'Two Semesters'
4. Filter **SCHOOL_YEAR** to '2022/2023'
5. Column G (**NUMBER_OF_STUDENTS**) = 102,062

<u>Question:</u>
How many students were counted as being enrolled in a ten-month year calendar in the Prince George school district in 2023/2024?

Path to answer:
1. Filter **DATA_LEVEL** to 'District Level'
2. Filter **DISTRICT_NAME** to 'Prince George'
3. Filter **SCHOOL_YEAR** to '2023/2024'
4. Filter CALENDAR_TYPE to 'Ten-Month year'
5. Column G (**NUMBER_OF_STUDENTS**) = 7,519