

## Working with the Headcount by Calendar Type extract from Data BC

<b>Understanding the Headcount by Calendar Type data extract</b>	Read the following documents: <ul style="list-style-type: none"><li>• <i>Headcount by Calendar Type_field_definitions</i></li><li>• <a href="#">Ministry of Education data masking policy</a></li></ul>
<b>How can I work with this data set in Microsoft Excel?</b>	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>SUB_POPULATION</b> )
'Text within single quotation marks'	Indicates a column value (for example, 'FEMALE')

### 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

Question:

How many students were counted as being enrolled in a two semester calendar in 2012/2013?

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 '2012/2013'
5. Column G (**NUMBER\_OF\_STUDENTS**) = 104,374

Question:

How many students were counted as being enrolled in a ten-month year calendar in the Prince George school district in 2016/2017?

Path to answer:

1. Filter **DATA\_LEVEL** to 'DISTRICT LEVEL'
2. Filter **DISTRICT\_NAME** to 'Prince George'
3. Filter **SCHOOL\_YEAR** to '2016/2017'
4. Filter **CALENDAR\_TYPE** to 'Ten-month year'
5. Column G (**NUMBER\_OF\_STUDENTS**) = 7,606