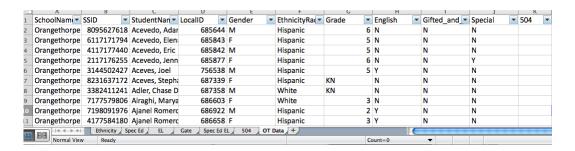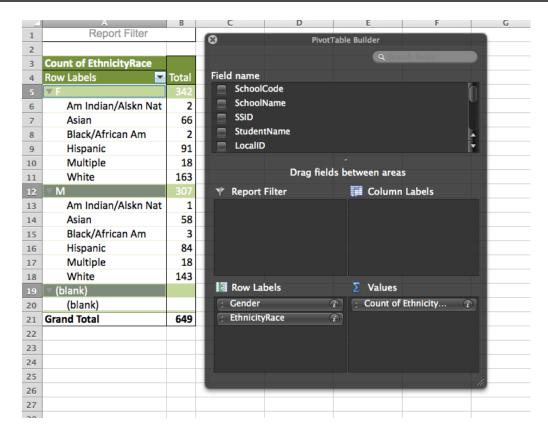# Excel-Pivot Tables

This Pivot Table Lesson well show you how I am completing Part 1 of the Civil Rights Data Collection using 1.2 Enrollment - Primary Status Student List Report from CALPADS.

> **Download the Fall 1 11-12 1.2 Enrollment - Primary Status Student List for a school, include all Pre-Schoolers in CSV format.**

Open the file in Excel separating into columns. You can remove all columns EXCEPT School Name,Student Name, Gender, EthnicityRace, Grade, English, Gate, Special Ed. Add a column at the end for 504 Plan and mark those students accordingly, paying attention to the CALPADS Program start date. For all students that had EthncityRace missing, I changed to White.
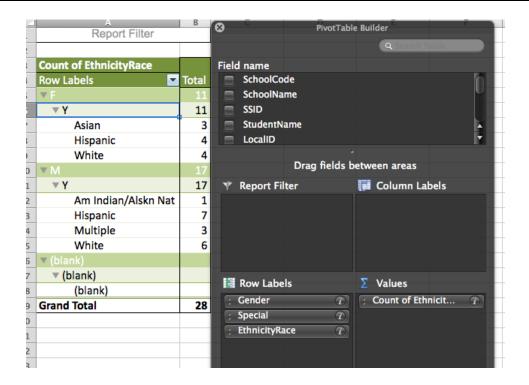
> **SCH-0005 Student Enrollment**

Select all data in your report. Data>Pivot Table>make sure it's set to open in a New Worksheet>OK
Drag Gender then Ethnicity Race from the Field Name window to the Row Labels in that order. Drag EthnicityRace from the Field Name window to the Values window. If the Values says "Sum of Ethnicity..." click the little "i" and

change to Count. Name the tab "Ethnicity Counts". Use these counts to populate the SCH-0005 Student Enrollment.
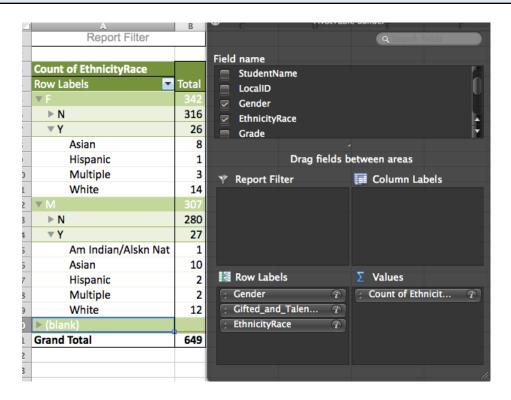
SCH-0005			
Student Enrollment			
		Male	Female
1)	Hispanic/Latino of any race	84	91
2)	American Indian/Alaskan Native	1	2
3)	Asian	58	66
4)	Native Hawaiian or other Pacific Islander	0	0
5)	Black or African American	3	2
6)	White	143	163
7)	Two or more races	18	18
8)	Total	307	342

SCH-0005 Student Enrollment- Students with Disabilities: IDEA & SCH-0010-1 Students with Disabilities Severed under IDEA
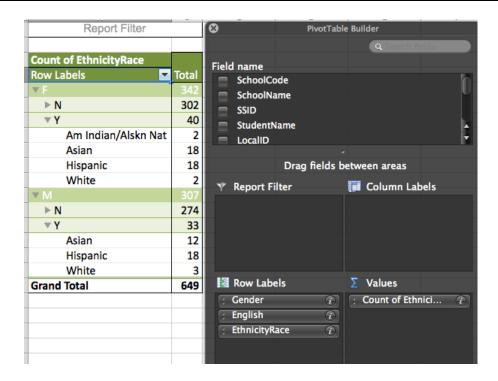

Select all data in your report. Data>Pivot Table>make sure it will open in a New Worksheet>OK
Drag Gender, SpecialEd, Ethnicity Race from the Field Name window to the Row Labels in that order. Drag EthnicityRace from the Field Name window to the Values window. Name the tab "Sp Ed Counts".
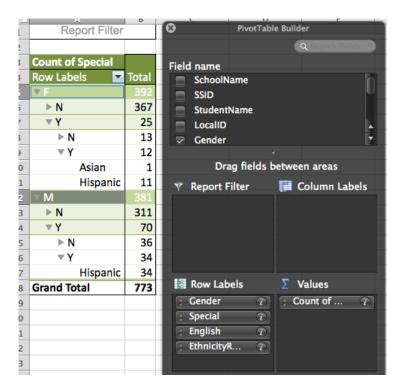
SCH-0008 Gifted/Talented Programs

Turn off the filter for "NO" on the Report Filter. You only want to see "YES".

SCH-0009-1 Limited English Proficient Students & SCH-0005

Make sure you use the "English" column and NOT the LEP column. CALPADS LEP column contains selected RFEP students.

Turn off the filter for "NO" on the Report Filter for all. You only want to see "YES".