

# Excel-Pivot Tables

This Pivot Table Lesson will 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.**

	A	B	C	D	E	F	G	H	I	J	K
	SchoolName	SSID	StudentName	LocalID	Gender	EthnicityRace	Grade	English	Gifted_and	Special	504
2	Orangethorpe	8095627618	Acevedo, Adar	685644	M	Hispanic	6	N	N	N	
3	Orangethorpe	6117171794	Acevedo, Elen	685843	F	Hispanic	5	N	N	N	
4	Orangethorpe	4117177440	Acevedo, Eric	685842	M	Hispanic	5	N	N	N	
5	Orangethorpe	2117176255	Acevedo, Jenn	685877	F	Hispanic	6	N	N	Y	
6	Orangethorpe	3144502427	Aceves, Joel	756538	M	Hispanic	5	Y	N	N	
7	Orangethorpe	8231637172	Aceves, Stephi	687339	F	Hispanic	KN	N	N	N	
8	Orangethorpe	3382411241	Adler, Chase D	687358	M	White	KN	N	N	N	
9	Orangethorpe	7177579806	Airaghi, Marya	686603	F	White	3	N	N	N	
10	Orangethorpe	7198091976	Ajanel Romerc	686922	M	Hispanic	2	Y	N	N	
11	Orangethorpe	4177584180	Ajanel Romerc	686658	F	Hispanic	3	Y	N	N	

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 EthnicityRace missing, I changed to White.

## SCH-0005 Student Enrollment

Report Filter		Total
<b>Count of EthnicityRace</b>		
<b>Row Labels</b>		
<b>F</b>		342
Am Indian/Alskn Nat		2
Asian		66
Black/African Am		2
Hispanic		91
Multiple		18
White		163
<b>M</b>		307
Am Indian/Alskn Nat		1
Asian		58
Black/African Am		3
Hispanic		84
Multiple		18
White		143
<b>(blank)</b>		
<b>(blank)</b>		
<b>Grand Total</b>		<b>649</b>

**PivotTable Builder**

Field name

- SchoolCode
- SchoolName
- SSID
- StudentName
- LocalID

Drag fields between areas

**Report Filter**      **Column Labels**

**Row Labels**      **Values**

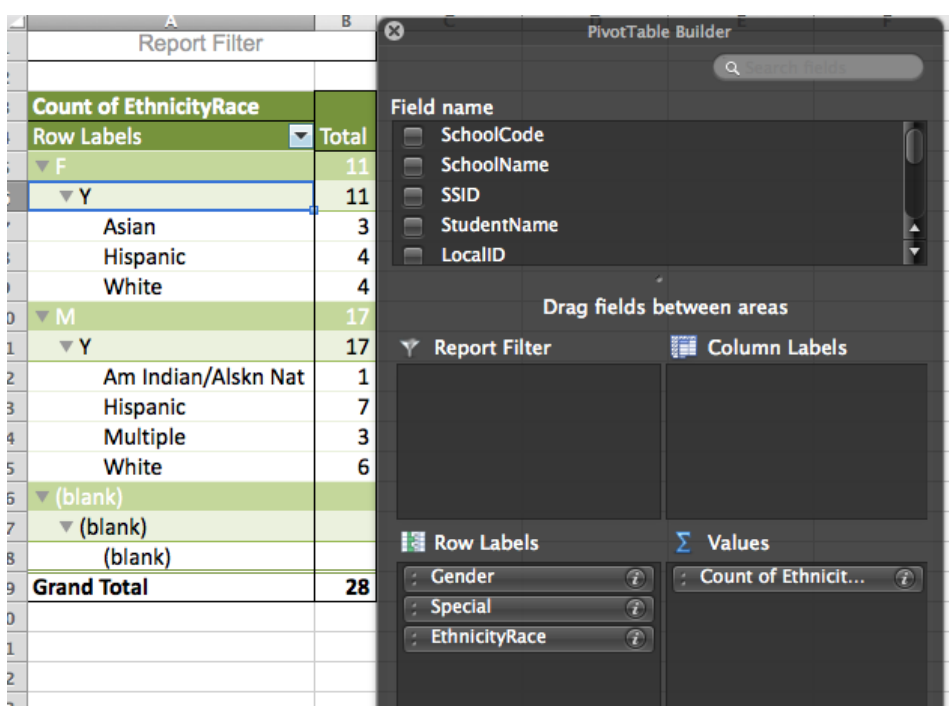
- Gender
- EthnicityRace
- Count of Ethnicity...

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

Report Filter	Total
<b>Count of EthnicityRace</b>	
<b>Row Labels</b>	
▼ F	342
▶ N	316
▼ Y	26
Asian	8
Hispanic	1
Multiple	3
White	14
▼ M	307
▶ N	280
▼ Y	27
Am Indian/Alskn Nat	1
Asian	10
Hispanic	2
Multiple	2
White	12
▶ (blank)	
<b>Grand Total</b>	<b>649</b>

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

Report Filter	Total
<b>Count of EthnicityRace</b>	
<b>Row Labels</b>	
▼ F	342
▶ N	302
▼ Y	40
Am Indian/Alskn Nat	2
Asian	18
Hispanic	18
White	2
▼ M	307
▶ N	274
▼ Y	33
Asian	12
Hispanic	18
White	3
<b>Grand Total</b>	<b>649</b>

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

## SCH-0010-1 Students with Disabilities Served under IDEA- LEP

Report Filter	
<b>Count of Special</b>	
Row Labels	Total
▼ F	392
▶ N	367
▼ Y	25
▶ N	13
▼ Y	12
Asian	1
Hispanic	11
▼ M	381
▶ N	311
▼ Y	70
▶ N	36
▼ Y	34
Hispanic	34
<b>Grand Total</b>	<b>773</b>

**PivotTable Builder**

Field name: SchoolName, SSID, StudentName, LocalID,  Gender

Drag fields between areas

Report Filter: Gender | Column Labels: (empty)

Row Labels: Special | Values: Count of ...

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