Using Excel to Troubleshoot EMIS Data

EMIS Alliance

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Overview

- Basic, Intermediate, and Advanced Excel techniques can be used to analyze EMIS data from Student Information Systems (SISs), from the Data Collector, and on ODE EMIS reports
- This session will demonstrate Excel functions and practical applications that can be helpful in all phases of the EMIS data review process

Outline

- Enrollment Headcount Summary Report
  - Best Practices
- Enrollment Headcount Detail Report
  - PivotTable Ideas
- FTE Detail Report
  - PivotTable Example

Enrollment Headcount Summary Report

Preview/Submission/Review Files

- Depending on the collection status and location within the data collector, the files are called-
  - Preview files
  - Submission files
  - Review files
- Files contain data from your LEA only
- For open collections, the data in the report will be as current as the source data used, and the date it was collected and prepared
- For closed collections, the data will represent the last time the data was prepared

Files Containing Data from your SIS

File	Submission 11 Valid	Invalid	Total		
Counts_of_DN_Records_Excluded.csv			3		
Enrollment_Headcount_Detail_Report_(Current_Students)			891		
Enrollment_Headcount_Detail_Report_(Future_Students).c			0		
Enrollment_Headcount_Detail_Report_(Prior_Students).cs			37		
Enrollment_Headcount_Summary_Report_(Current_Stude			120		
Excluded_Records.csv			64		
Missing_Report_-_Organization_Attribute_(DN).csv			0		
Missing_Report_-_Student.csv			1		
Organization_General_Information_Record_(DN).csv		2	5		
Student_Attributes_Effective_Date_Record_(FD).csv	1032	0	1032		
Student_Attributes_No_Date_Record_(FN).csv	928	0	928		
Student_Demographic_Record_(GI).csv	928	0	928		
Student_Program_Record_(GQ).csv	644	0	644		
Student_Race_Detail_Record_(GJ).csv	33	0	33		
Student_Special_Education_Graduation_Requirement_Record_(FE).csv	1	0	1		
Student_Special_Education_Record_(GE).csv	152	0	152	150	
Student_Standing_Record_(FS).csv	949	0	949	949	
Student_Summer_Withdrawal_Record_(FL).csv	0	0	0	0	
Student_Withdrawal_Override_Record_(FC).csv	0	0	0	0	
Total counts:	4670	2	5788		

Each type of collection has a unique set of preview files, this is from a student collection not SCR

Reviewing these files can aid in verifying your SIS data for accuracy and completeness

Remember, there's not an error for everything that is incorrect or incomplete!

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Enrollment Headcount Summary (Current Students)

File	Submission 11 Valid	Invalid	Total		
Counts_of_DN_Records_Excluded.csv			3		
Enrollment_Headcount_Detail_Report_(Current_Students).csv			891		
Enrollment_Headcount_Detail_Report_(Future_Students).csv			0		
Enrollment_Headcount_Detail_Report_(Prior_Students).csv			37		
Enrollment_Headcount_Summary_Report_(Current_Students).csv			120		
Excluded_Records.csv			64		
Missing_Report_-_Organization_Attribute_(DN).csv			0		
Missing_Report_-_Student.csv			1		
Organization_General_Information_Record_(DN).csv	3	2	5		3
Student_Attributes_Effective_Date_Record_(FD).csv	1032	0	1032		1032
Student_Attributes_No_Date_Record_(FN).csv	928	0	928		928
Student_Demographic_Record_(GI).csv	928	0	928		928
Student_Program_Record_(GQ).csv	644	0	644		644
Student_Race_Detail_Record_(GJ).csv	33	0	33		33
Student_Special_Education_Graduation_Requirement_Record_(FE).csv	1	0	1		1
Student_Special_Education_Record_(GE).csv	152	0	152		150
Student_Standing_Record_(FS).csv	949	0	949		949
Student_Summer_Withdrawal_Record_(FL).csv	0	0	0		0
Student_Withdrawal_Override_Record_(FC).csv	0	0	0		0
Total counts:	4670	2	5788		

Start by opening the Enrollment Headcount Summary Report

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Prepare the Report

- Open Enrollment_Headcount_Summary_Report_(Current_Students)
  - Wrap text header row
  - Freeze top row
  - Expand all columns
  - Apply filters
  - Better yet, run your macro!
- To learn how to record a macro, prior year EMIS Alliance Excel sessions can be found here
  - https://community.mcoecn.org/display/EM/EMIS+Alliance+Public+Space

Enrollment Headcount Summary Report (Current Students)

- Prepare – don't have to submit, just collect up-to-date data and prepare to get the updated numbers as of "today"
- Captures current students by both headcount and by percent of time
- Filtering can be done to narrow the summary data down into building and grade level data

Summary Data

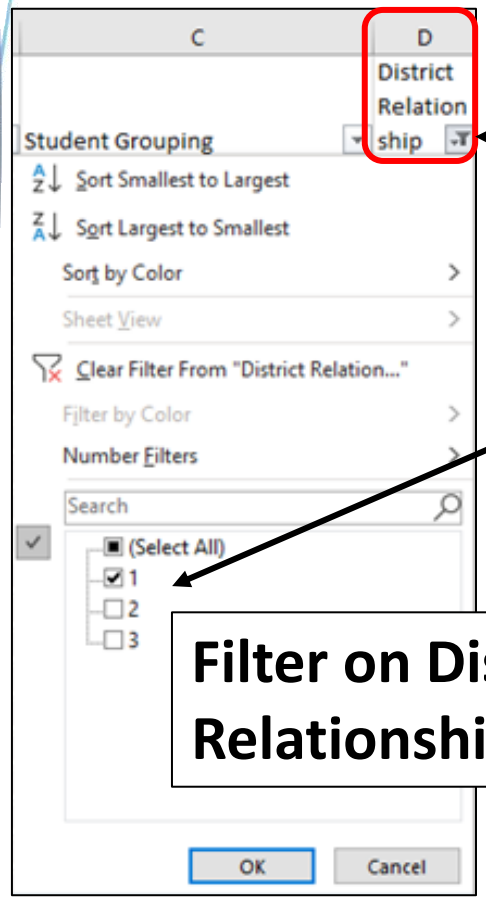
Headcount and Total of Percent of Time

	A	B	C	D	E	F	G	H
1	IRN	Org Nan	Student Grouping	District Relationship	Student Grouping Value	Headcount	Total % of Time / 100	Student Enrolled As of Date
2	40404	LEA Name	District Enrollment Headcount	1	--	831	804.26	12/18/2019
3	40404	LEA Name	District Enrollment Headcount	2	--	1	0	12/18/2019
4	40404	LEA Name	District Enrollment Headcount	3	--	119	2.76	12/18/2019
5	30303	LEA Name	Building Enrollment Headcount	1	--	369	356.76	12/18/2019
6	30303	LEA Name	Building Enrollment Headcount	3	--	72	1.76	12/18/2019
7	20202	LEA Name	Building Enrollment Headcount	1	--	462	447.5	12/18/2019
8	20202	LEA Name	Building Enrollment Headcount	2	--	1	0	12/18/2019
9	20202	LEA Name	Building Enrollment Headcount	3	--	47	1	12/18/2019
			Grade Level	1	1			
			Grade Level	1	2			
			Grade Level	1	3			
			Grade Level	1	4			
			Grade Level	1	5			
			Grade Level	1	6			
			Grade Level	1	7			
17	40404	LEA Name	District: By Grade Level	1	8	53	52.64	12/18/2019
18	40404	LEA Name	District: By Grade Level	1	9	81	78.96	12/18/2019
19	40404	LEA Name	District: By Grade Level	1	10	78	74.87	12/18/2019
20	40404	LEA Name	District: By Grade Level	1	11	45	43.79	12/18/2019
21	40404	LEA Name	District: By Grade Level	1	12	42	38.54	12/18/2019
22	40404	LEA Name	District: By Grade Level	1	KG	41	41	12/18/2019
23	40404	LEA Name	District: By Grade Level	1	PS	66	51.5	12/18/2019
24	40404	LEA Name	District: By Grade Level	2	PS	1	0	12/18/2019

District Relationship –
1- Educating
2- Services, no Instruction
3- No Services or Instruction

Students Enrolled As of Date – This file is from the close of FY20 Beginning of the Year Student Collection

Filter on District Relationship 1



Filter on District Relationship 1

	A	B	C	D	E	F	G	H
1	IRN	Org Nan	Student Grouping	District Relation ship	Student Grouping Value	Headcount	Total % of Time / 100	Students Enrolled As of Date
2	40404	LEA Name	District Enrollment Headcount	1	--	831	804.26	12/18/2019
5	30303	LEA Name	Building Enrollment Headcount	1	--	369	356.76	12/18/2019
7	20202	LEA Name	Building Enrollment Headcount	1	--	462	447.5	12/
10	40404	LEA Name	District: By Grade Level	1	1	43	43	12/
11	40404	LEA Name	District: By Grade Level	1	2	63	63	12/
12	40404	LEA Name	District: By Grade Level	1	3	64	64	12/
13	40404	LEA Name	District: By Grade Level	1	4	55	55	12/
14	40404	LEA Name	District: By Grade Level	1	5	68	68	12/
15	40404	LEA Name	District: By Grade Level	1	6	61	61	12/
16	40404	LEA Name	District: By Grade Level	1	7	71	68.96	12/
		LEA Name	District: By Grade Level	1	8	53	52.64	12/
		LEA Name	District: By Grade Level	1	9	81	78.96	12/
		LEA Name	District: By Grade Level	1	10	78	74.87	12/
		LEA Name	District: By Grade Level	1	11	45	43.79	12/
21	40404	LEA Name	District: By Grade Level	1	12	42	38.54	12/
22	40404	LEA Name	District: By Grade Level	1	KG	41	41	12/18/2019
23	40404	LEA Name	District: By Grade Level	1	PS	66	51.5	12/18/2019
40	30303	LEA Name	Building: By Grade Level	1	7	70	67.96	12/18/2019
41	30303	LEA Name	Building: By Grade Level	1	8	53	52.64	12/18/2019
42	30303	LEA Name	Building: By Grade Level	1	9	81	78.96	12/18/2019
43	30303	LEA Name	Building: By Grade Level	1	10	78	74.87	12/18/2019
44	30303	LEA Name	Building: By Grade Level	1	11	45	43.79	12/18/2019
45	30303	LEA Name	Building: By Grade Level	1	12	42	38.54	12/18/2019

See headcounts and counts by percent of time, by district, building, and grade level for students your LEA is educating

Additional Summary Data

	A	B	C	D	E	F	G	H
1	IRN	Org Nan	Student Grouping	District Relation ship	Student Grouping Value	Headcount	Total % of Time / 100	Students Enrolled As of Date
86	30303	LEA Name	Building: By Received Reason	3	9	6	1.76	12/18/2019
87	20202	LEA Name	Building: By Received Reason	1	*	351	341.5	12/18/2019
88	20202	LEA Name	Building: By Received Reason	1	9	90	89.5	12/18/2019
89	20202	LEA Name	Building: By Received Reason	1	B	2	2	12/18/2019
90	20202	LEA Name	Building: By Received Reason	1	C	2	2	12/18/2019
91	20202	LEA Name	Building: By Received Reason	1	D	2	2	12/18/2019
92	20202	LEA Name	Building: By Received Reason	1	E	15	10.5	12/18/2019
93	20202	LEA Name	Building: By Received Reason	2	I	1		
94	20202	LEA Name	Building: By Received Reason	3	*	47		
95	40404	LEA Name	District: By Sent Reason 1	1	ES	4		
96	40404	LEA Name	District: By Sent Reason 1	1	FC	1		
97	40404	LEA Name	District: By Sent Reason 1	1	JV	78	6	
98	40404	LEA Name	District: By Sent Reason 1	1	NA	718	70	
99	40404	LEA Name	District: By Sent Reason 1	1	PS	30	2	
100	40404	LEA Name	District: By Sent Reason 1	2	NA	1		
					AU	1		
					CI	1	0	12/18/2019
					ES	10	0	12/18/2019
					FC	7	0	12/18/2019
					JP	1	0	12/18/2019

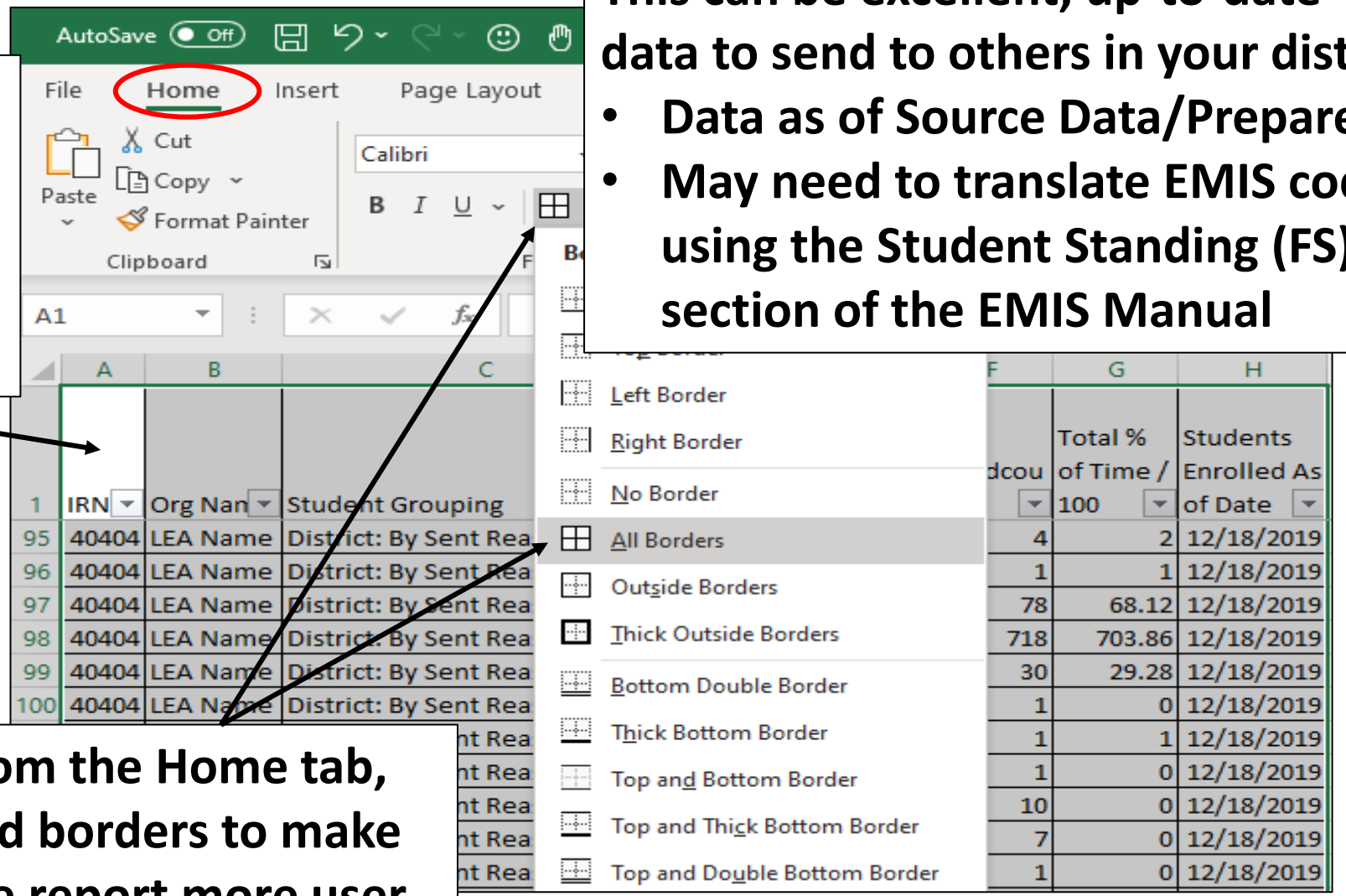
After clearing filters, scroll down the report and see summary data by building and district by Received Reason and Sent Reason 1

This summary information can be helpful, however if this data is in question, it would be necessary to refer the detail version of this report

It is important to note that a student will be counted in the Received Reason Section and the Sent to 1 Section

Adding Borders

Select all data by placing cursor in cell A1, hold down Shift and Ctrl keys and then hit right arrow then down arrow



From the Home tab, add borders to make the report more user friendly

This can be excellent, up-to-date data to send to others in your district

- **Data as of Source Data/Prepare date**
- **May need to translate EMIS coding using the Student Standing (FS) section of the EMIS Manual**

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Quick Check

The Enrollment Headcount Summary Report can provide up-to-date enrollment numbers quickly. Enrollment numbers are available as headcounts and percent of time. Data is also broken out by Received Reason and Sent to 1 Reason.

- Are you processing updated SIS data in the Data Collector on a regular basis?
- Are you able to format and filter the Enrollment Headcount Summary Report?
- Who in your district might benefit from seeing this data on a regular basis?

Enrollment Headcount Detail Report

Enrollment Headcount Detail (Current Students)

- Provides a quick and comprehensive set of data
  - Contains elements from multiple record types
  - Contains only data from your LEA's SIS
  - Contains data as of a specific date (date of the data/prepare)
- Based on enrollment as of "today" so running a prepare after the school year ends could give skewed results
- Available in closed collections such as Beginning of Year and Midyear for "snapshots" of data based on the last prepare (Mid-December/End of April)
- Consider saving this report regularly as it will be overwritten with each prepare

Create your own Summary Data

File	Submission 11 Valid	Invalid	Total	Sub 10 Valid
Counts_of_DN_Records_Excluded.csv			3	
Enrollment_Headcount_Detail_Report_(Current_Students).csv			891	
Enrollment_Headcount_Detail_Report_(Future_Students).csv				
Enrollment_Headcount_Detail_Report_(Prior_Students).csv				
Enrollment_Headcount_Summary_Report_(Current_Students).csv				
Excluded_Records.csv				
Missing_Report_-_Organization_Attribute_(DN).csv				
Missing_Report_-_Student.csv			1	
Organization_General_Information_Record_(DN).csv	3	2	5	3
Student_Attributes_Effective_Date_Record_(FD).csv	1032	0	1032	1032
Student_Attributes_No_Date_Record_(FN).csv	928	0	928	928
Student_Demographic_Record_(GI).csv	928	0	928	928
Student_Program_Record_(GQ).csv	644	0	644	644
Student_Race_Detail_Record_(GJ).csv	33	0	33	33
Student_Special_Education_Graduation_Requirement_Record_(FE).csv	1	0	1	1
Student_Special_Education_Record_(GE).csv	152	0	152	150
Student_Standing_Record_(FS).csv	949	0	949	949
Student_Summer_Withdrawal_Record_(FL).csv	0	0	0	0
Student_Withdrawal_Override_Record_(FC).csv	0	0	0	0
Total counts:	4670	2	5788	

Open the Enrollment Headcount Detail Report (Current Students)

Prepare the Report

- Open Enrollment_Headcount_Detail_Report_(Current_Students)
  - Wrap text header row
  - Freeze top row
  - Expand all columns
  - Apply filters
  - Better yet, run your macro!
- To learn how to record a macro, prior year EMIS Alliance Excel sessions can be found here
  - https://community.mcoecn.org/display/EM/EMIS+Alliance+Public+Space

Report Contents

This report contains a unique set of EMIS elements that is created each time data is prepared. If source data is timely, this report could reflect data as of today

District IRN
Building IRN
Student's Enrolled as of Date

<u>Student Demographic (GI)</u>
Last Name
First Name
Gender
Summative Race
EMIS ID
SSID

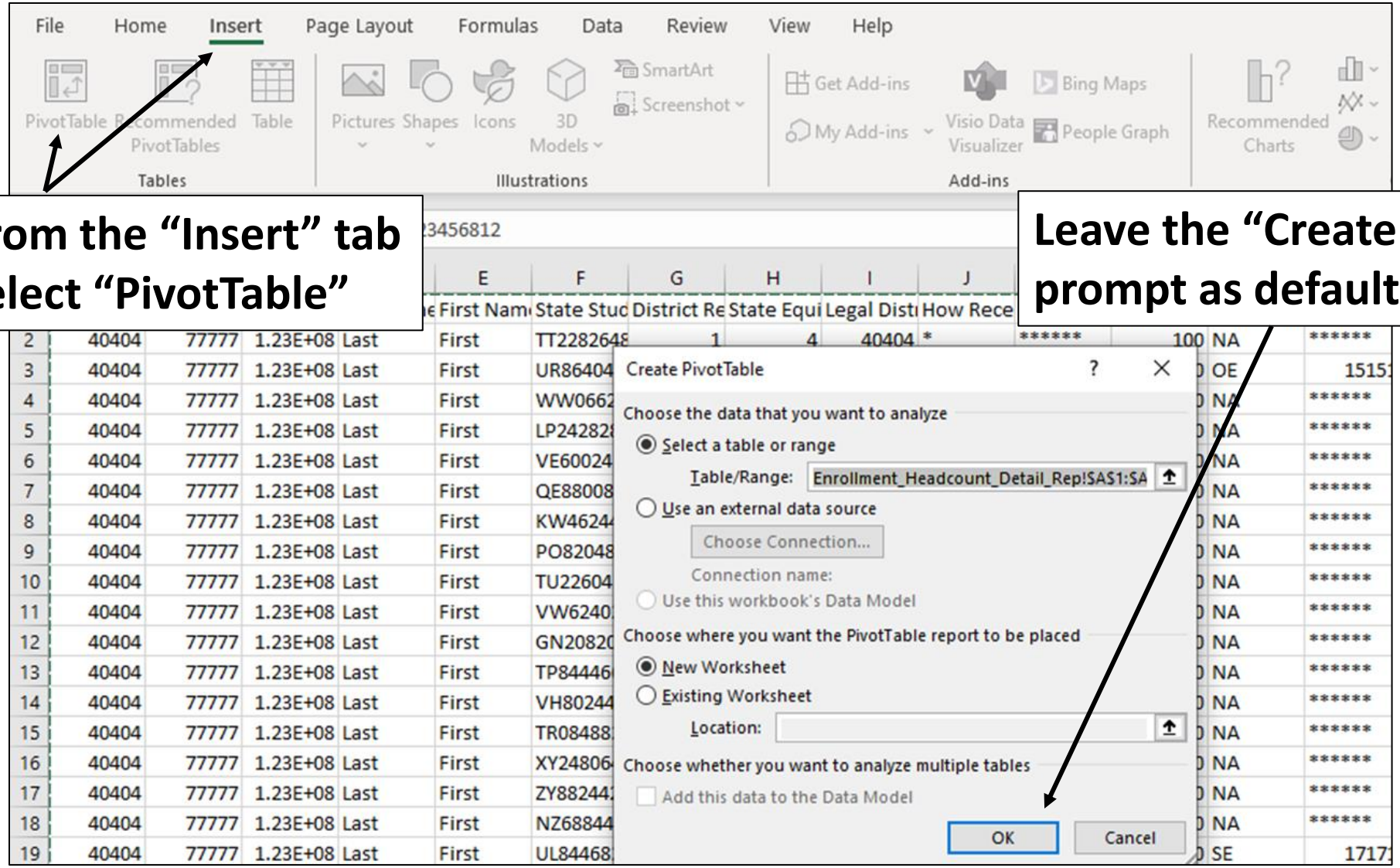
<u>Student Standing (FS)</u>
Legal District of Residence
How Received Reason
How Received IRN
District Relationship
Percent of Time
Sent To Reason (1&2)
Sent To IRN (1&2)
Sent to Percent of Time (1&2)
Admission Date
Effective Start Date
Effective End Data (Blank)
Withdrawal Reason (Blank)

<u>Student Attributes – Date (FD)</u>
State Equivalent Grade Level
Disability Condition
Disadvantagement
Limited English Proficiency

Why Pivot Tables?

- Pivot Tables
  - Create a quick summary view of a detailed report
  - No formulas needed
  - Make changes on the fly
  - Drill down to the details
  - Great way to present data to others in the district
  - Will get easier to setup the more you use them

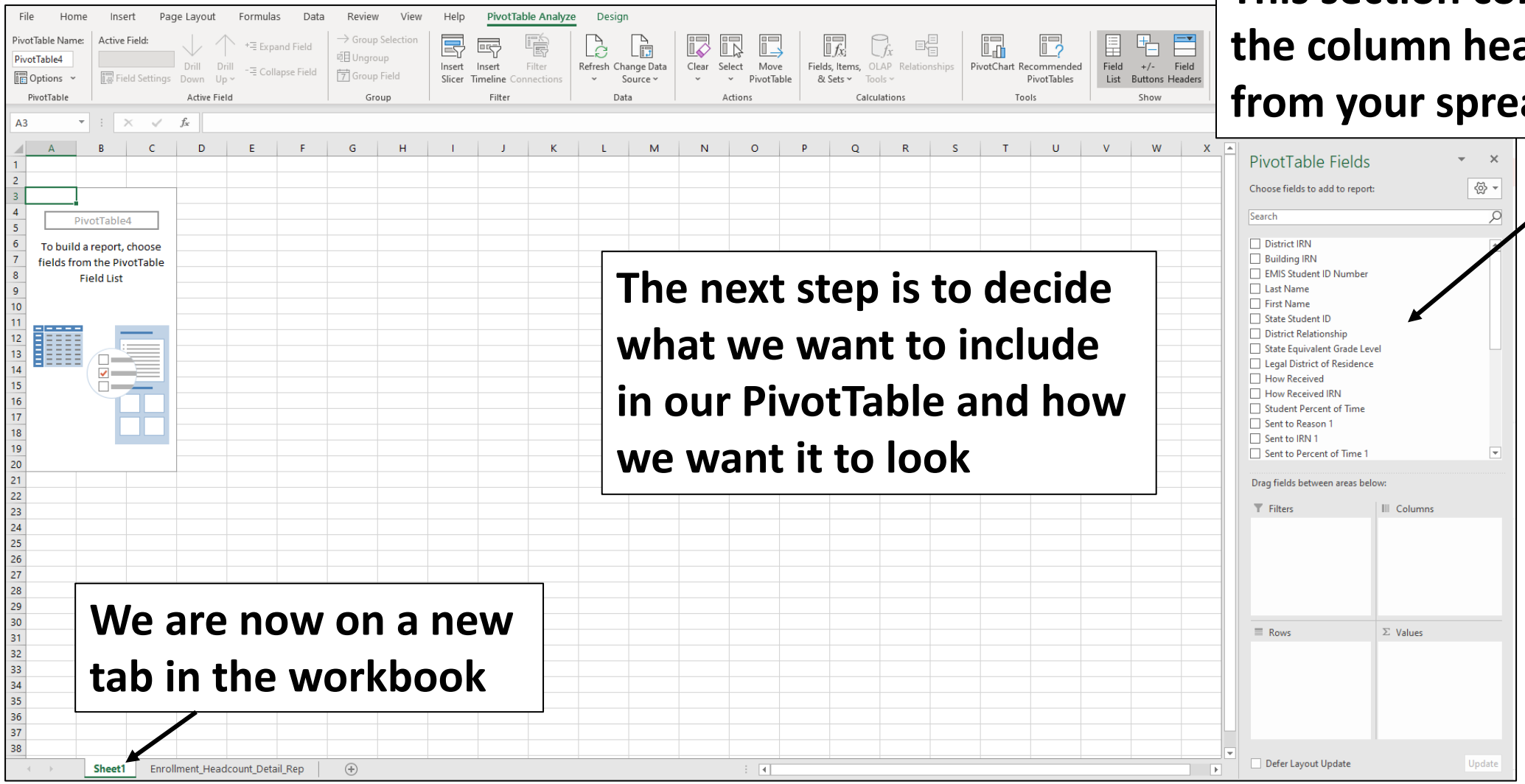
Create a PivotTable



From the "Insert" tab select "PivotTable"

Leave the "Create PivotTable" prompt as defaulted and select OK

New Tab and Next Step



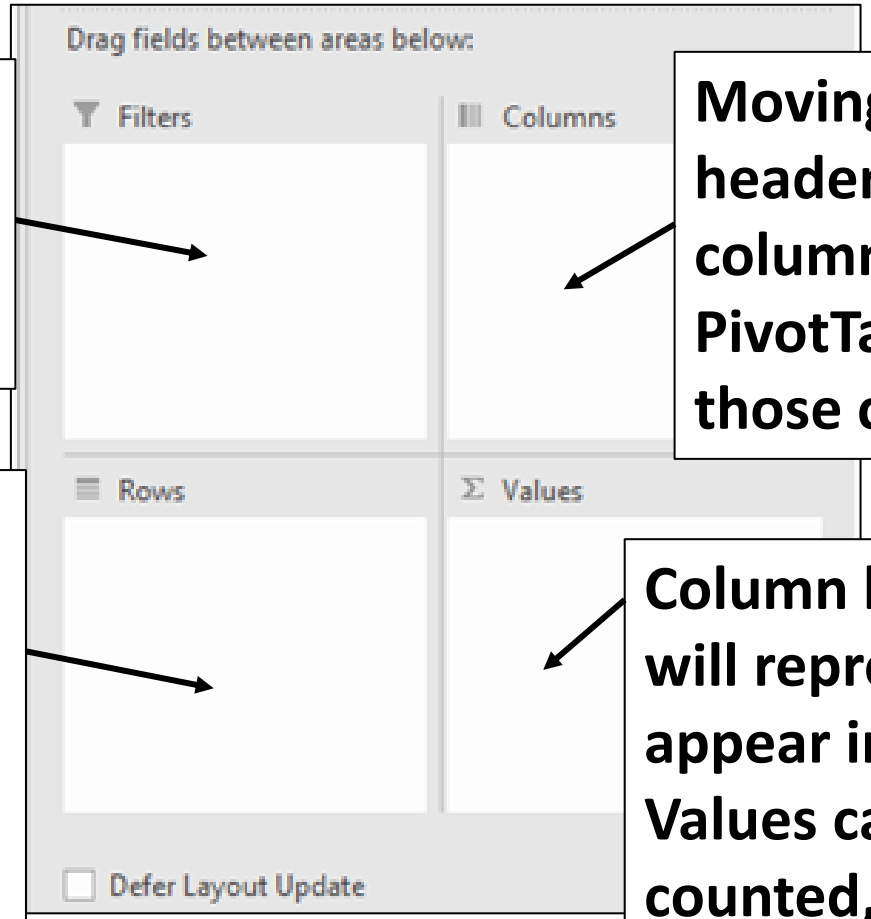
This section contains the column headers from your spreadsheet

The next step is to decide what we want to include in our PivotTable and how we want it to look

We are now on a new tab in the workbook

PivotTable Boxes

Moving one or more column headers into this box will create a filter(s) above your PivotTable



Moving one or more column headers into this box will create columns across the top of your PivotTable using the values from those columns on your spreadsheet

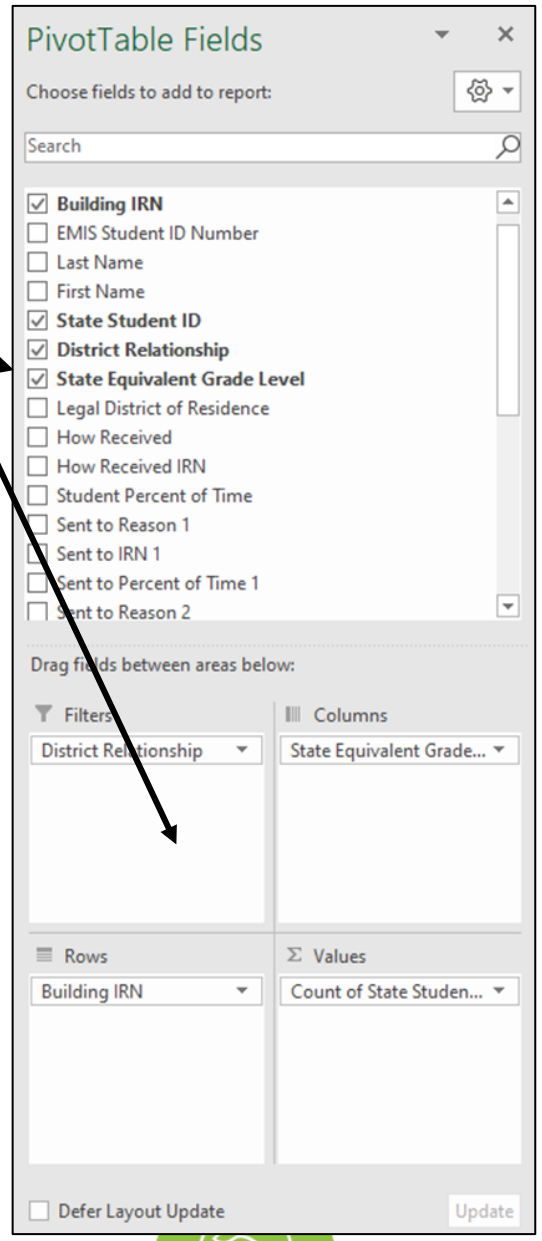
Moving one or more column headers into this box will create a row or rows on the left side of your PivotTable using the values from the columns on your spreadsheet

Column headers placed in this box will represent the values that appear in the body of the PivotTable. Values can be summed, averaged, counted, etc.

Grade Level by Building

Click and drag fields into the PivotTable boxes

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	District Relationship	(All)														
2																
3	Count of State Student ID	Column Labels														
4	Row Labels		1	2	3	4	5	6	7	8	9	10	11	12	KG	PS	Grand Total
5	44444								54	68							122
6	77777		55	59	45	68	62	64							73	107	533
7	88888										66	56	64	50			236
8	Grand Total		55	59	45	68	62	64	54	68	66	56	64	50	73	107	891



Watch the PivotTable take shape as fields are added to the PivotTable blocks

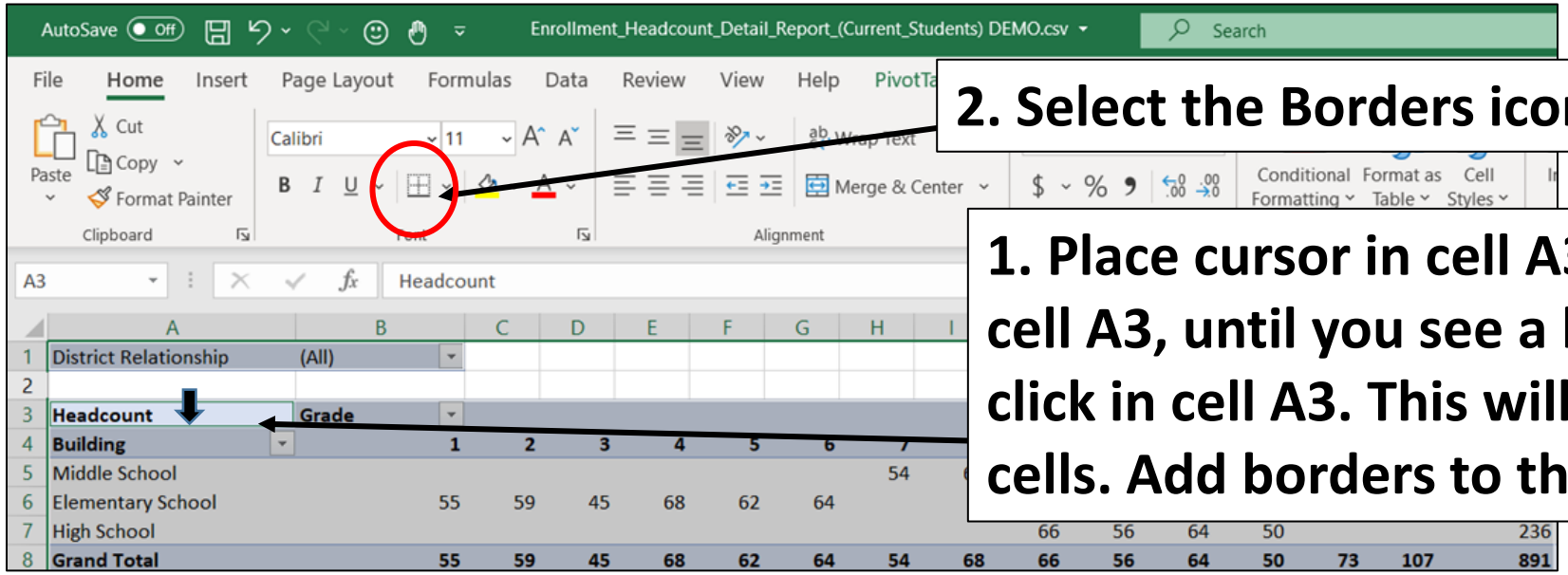
Grade Level by Building, cont'd

Update headers names to make the PivotTable more user friendly

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	District Relationship	(All)														
2																
3	Headcount	Grade														
4	Building		1	2	3	4	5	6	7	8	9	10	11	12	KG	PS	Grand Total
5	Middle School								54	68							122
6	Elementary School		55	59	45	68	62	64							73	107	533
7	High School										66	56	64	50			236
8	Grand Total		55	59	45	68	62	64	54	68	66	56	64	50	73	107	891

Select columns C thorough O and drag to widen them equally, all at the same time

Add Gridlines



2. Select the Borders icon, and "All Borders"

1. Place cursor in cell A3, then hover over cell A3, until you see a black arrow, then click in cell A3. This will select the PivotTable cells. Add borders to the PivotTable.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	District Relationship	(All)														
2																
3	**Headcount**	**Grade**														
4	**Building**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**KG**	**PS**	**Grand Total**
5	Middle School							54	68							122
6	Elementary School	55	59	45	68	62	64							73	107	533
7	High School									66	56	64	50			236
8	**Grand Total**	**55**	**59**	**45**	**68**	**62**	**64**	**54**	**68**	**66**	**56**	**64**	**50**	**73**	**107**	**891**

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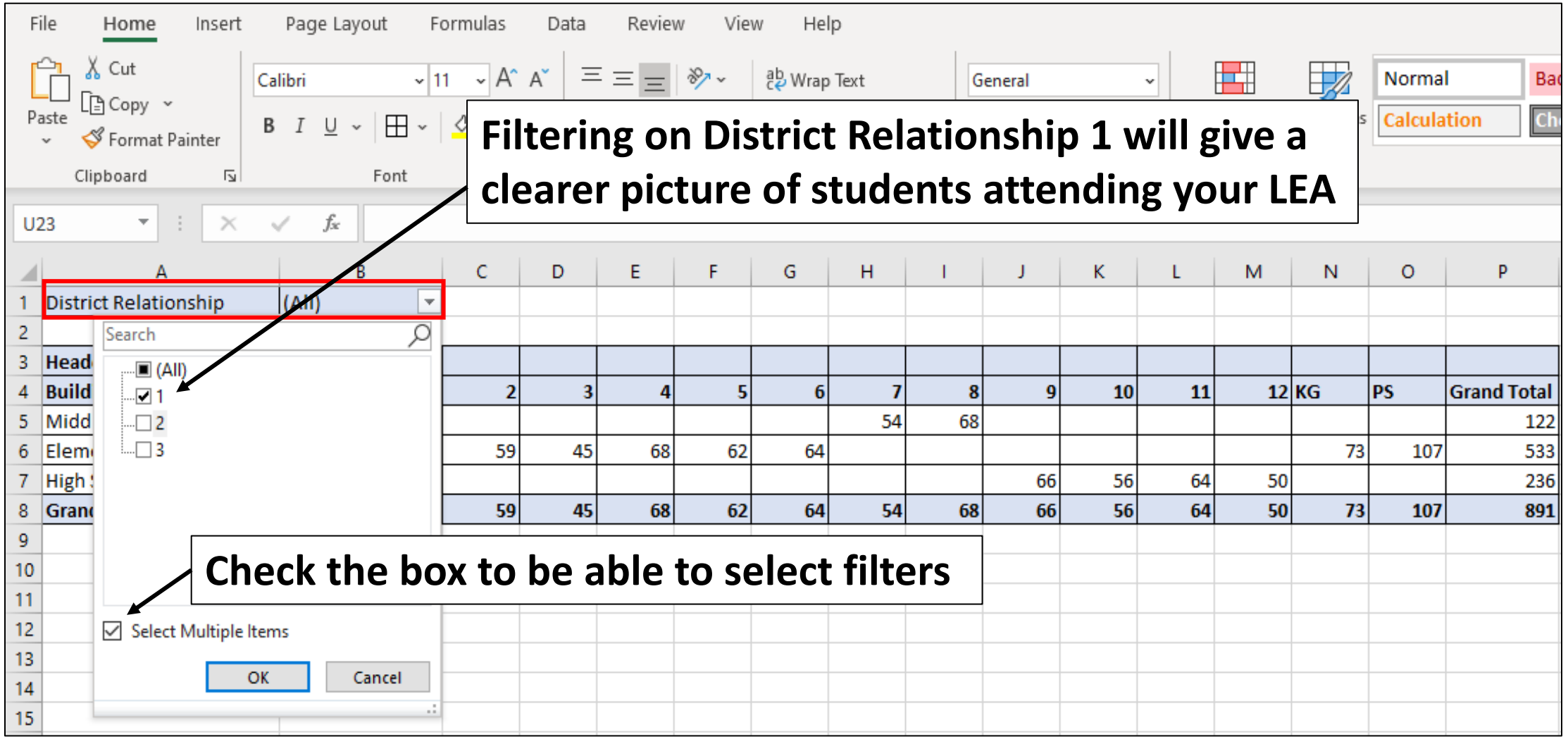
Filter on District Relationship



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	District Relationship	(All)														
2																
3	Head															
4	Build		2	3	4	5	6	7	8	9	10	11	12	KG	PS	Grand Total
5	Midd							54	68							122
6	Elem		59	45	68	62	64							73	107	533
7	High									66	56	64	50			236
8	Grand		59	45	68	62	64	54	68	66	56	64	50	73	107	891
9																
10																
11																
12																
13																
14																
15																

District Relationship 1 - Educating

This PivotTable now shows attending students by building and grade level as of the date of the Data Source data and Prepare

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	District Relationship	1														
2																
3	**Headcount**	**Grade**														
4	**Building**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**KG**	**PS**	**Grand Total**
5	Middle School							50	64							114
6	Elementary School	53	56	42	60	58	57							69	93	488
7	High School									60	54	42	38			194
8	**Grand Total**	**53**	**56**	**42**	**60**	**58**	**57**	**50**	**64**	**60**	**54**	**42**	**38**	**69**	**93**	**796**

Double click into a cell on the PivotTable to view the students who are included in the count

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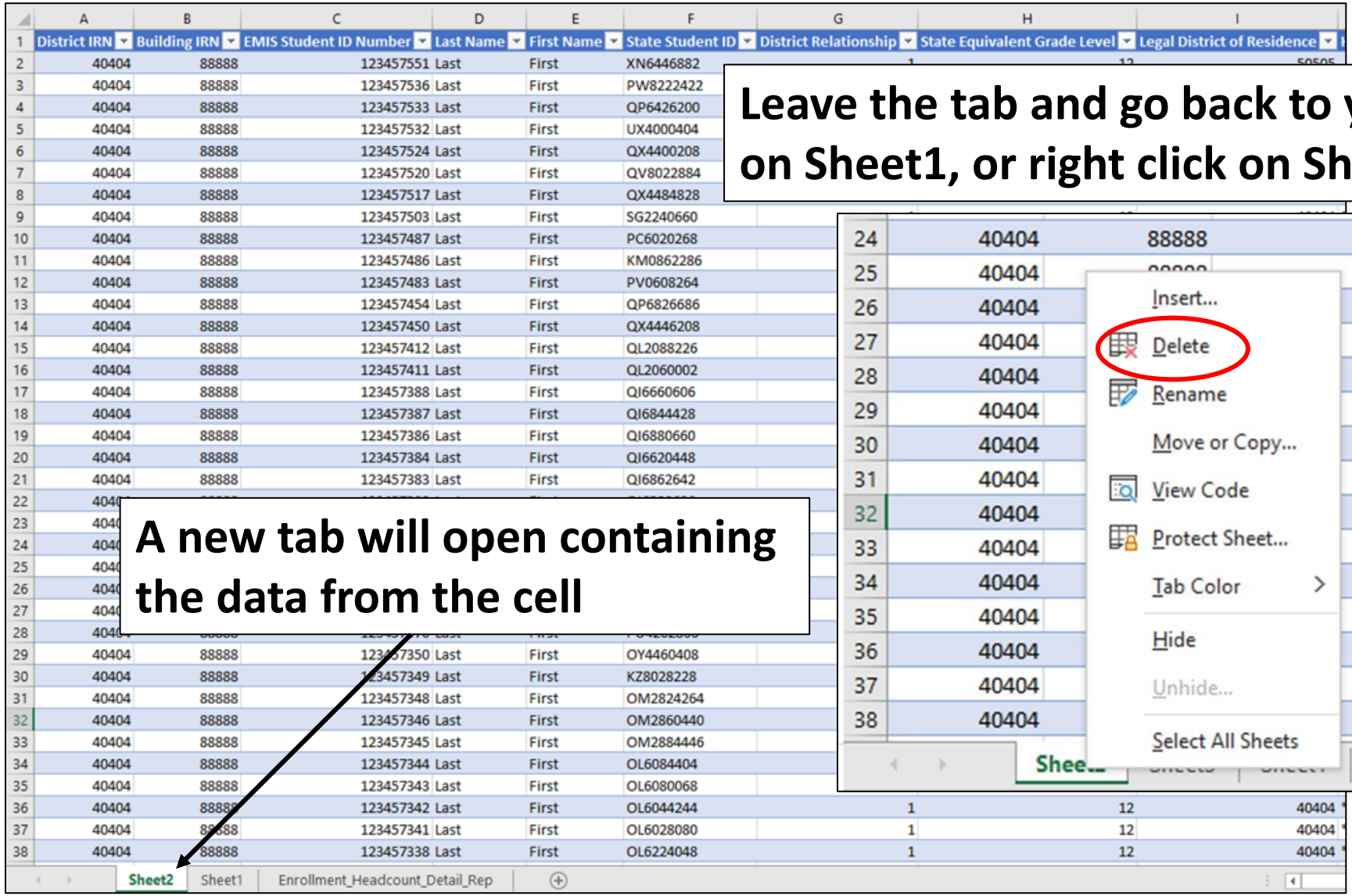
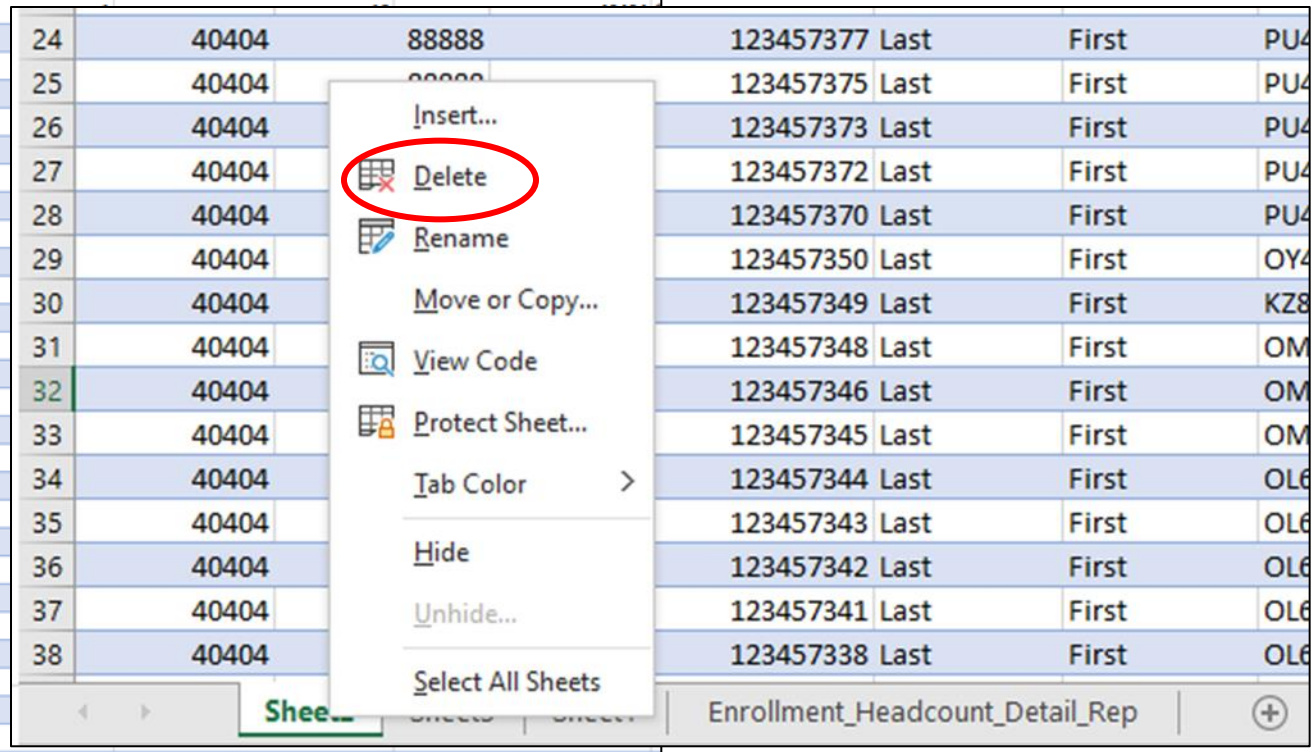
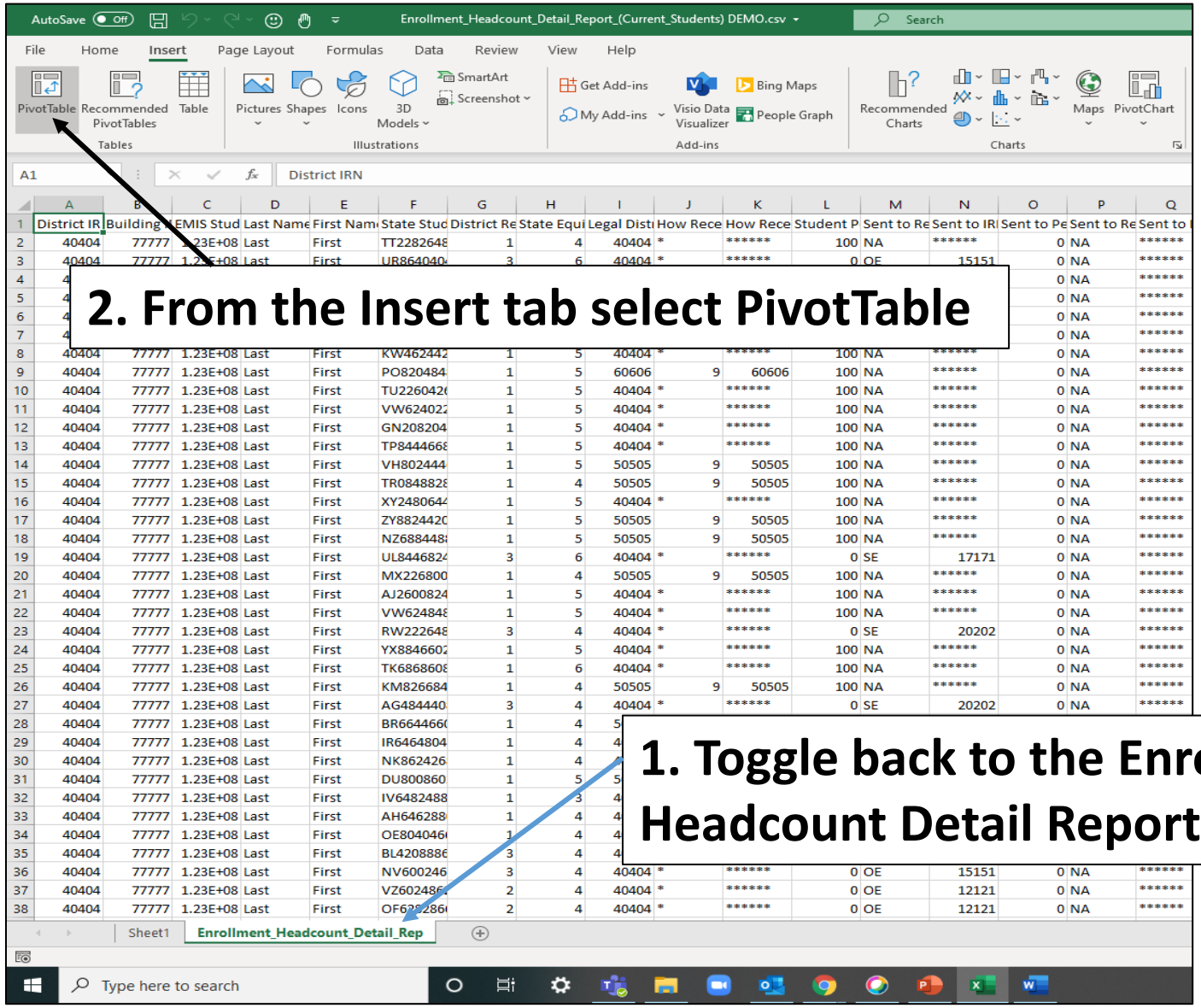
View Students in a New Tab



Leave the tab and go back to your PivotTable on Sheet1, or right click on Sheet2 and Delete



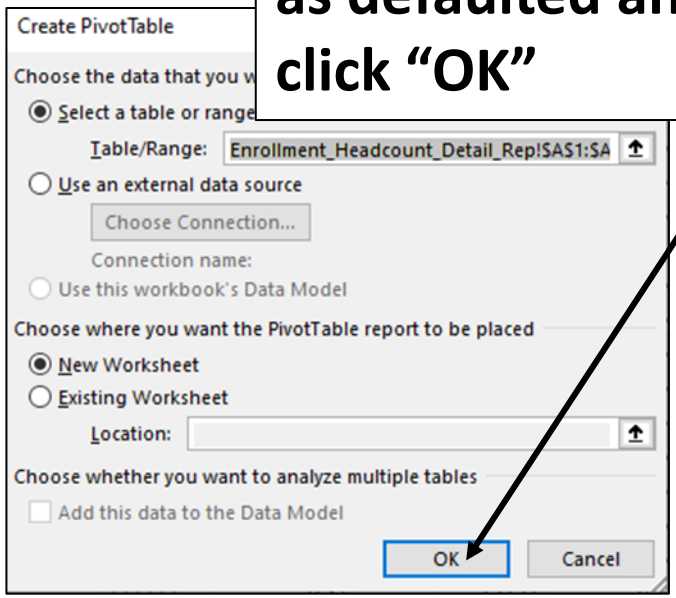
Create Another PivotTable



2. From the Insert tab select PivotTable

1. Toggle back to the Enrollment Headcount Detail Report

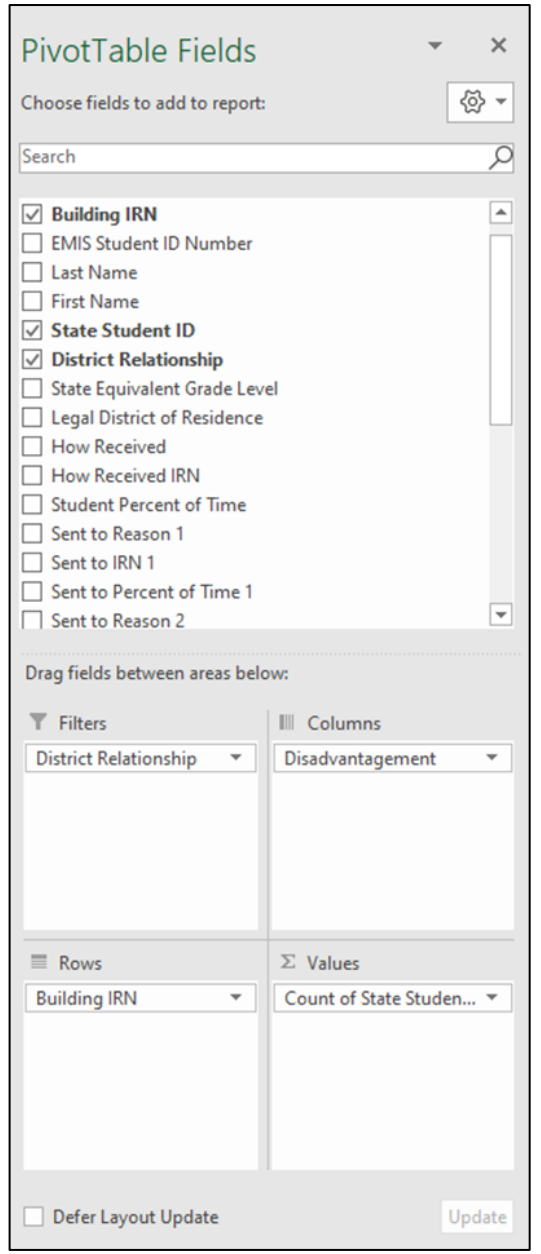
3. Leave the "Create PivotTable" prompt as defaulted and click "OK"



Disadvantagement by Building

	A	B	C	D	E	F
1	District Relationship	(All)				
2						
3	Count of State Student ID	Column Labels				
4	Row Labels	1	2	3	*	Grand Total
5	44444	27			95	122
6	77777	160			373	533
7	88888	71	7	9	149	236
8	Grand Total	258	7	9	617	891

Set up and format PivotTable



	A	B	C	D	E	F
1	District Relationship	(All)				
2						
3	Headcount	Disadvantagment Code				
4	Building	Economic	Academic	Both	None	Grand Total
5	Middle School	27			95	122
6	Elementary School	160			373	533
7	High School	71	7	9	149	236
8	Grand Total	258	7	9	617	891

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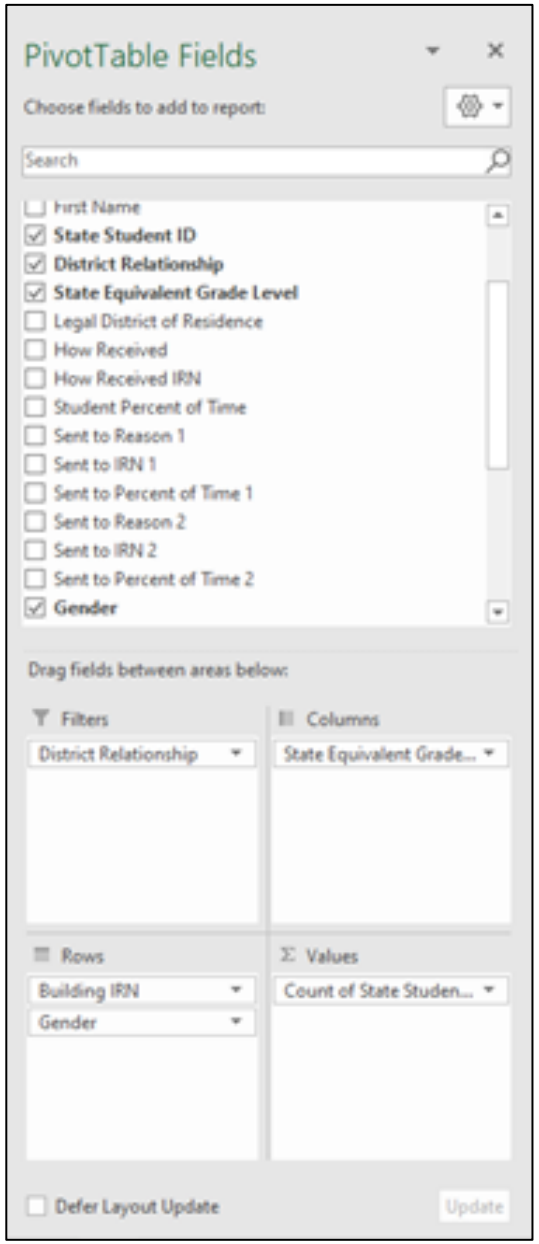
Grade Level by Building and Gender

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	District Relationship	(All)														
2																
3	Count of State Student ID	Column Labels														
4	Row Labels		1	2	3	4	5	6	7	8	9	10	11	12	KG	PS	Grand Total
5	44444								54	68							122
6	F								27	35							62
7	M								27	33							60
8	77777		55	59	45	68	62	64							73	107	533
9	F		26	24	19	29	31	27							35	55	246
10	M		29	35	26	39	31	37							38	52	287
11	88888										66	56	64	50			236
12	F										30	27	30	23			110
13	M										36	29	34	27			126
14	Grand Total		55	59	45	68	62	64	54	68	66	56	64	50	73	107	891

Set up and format PivotTable

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	District Relationship	(All)														
2																
3	Headcount	Grade														
4	Building	1	2	3	4	5	6	7	8	9	10	11	12	KG	PS	Grand Total
5	Middle School							54	68							122
6	Female							27	35							62
7	Male							27	33							60
8	Elementary School	55	59	45	68	62	64							73	107	533
9	Female	26	24	19	29	31	27							35	55	246
10	Male	29	35	26	39	31	37							38	52	287
11	High School									66	56	64	50			236
12	Female									30	27	30	23			110
13	Male									36	29	34	27			126
14	Grand Total	55	59	45	68	62	64	54	68	66	56	64	50	73	107	891



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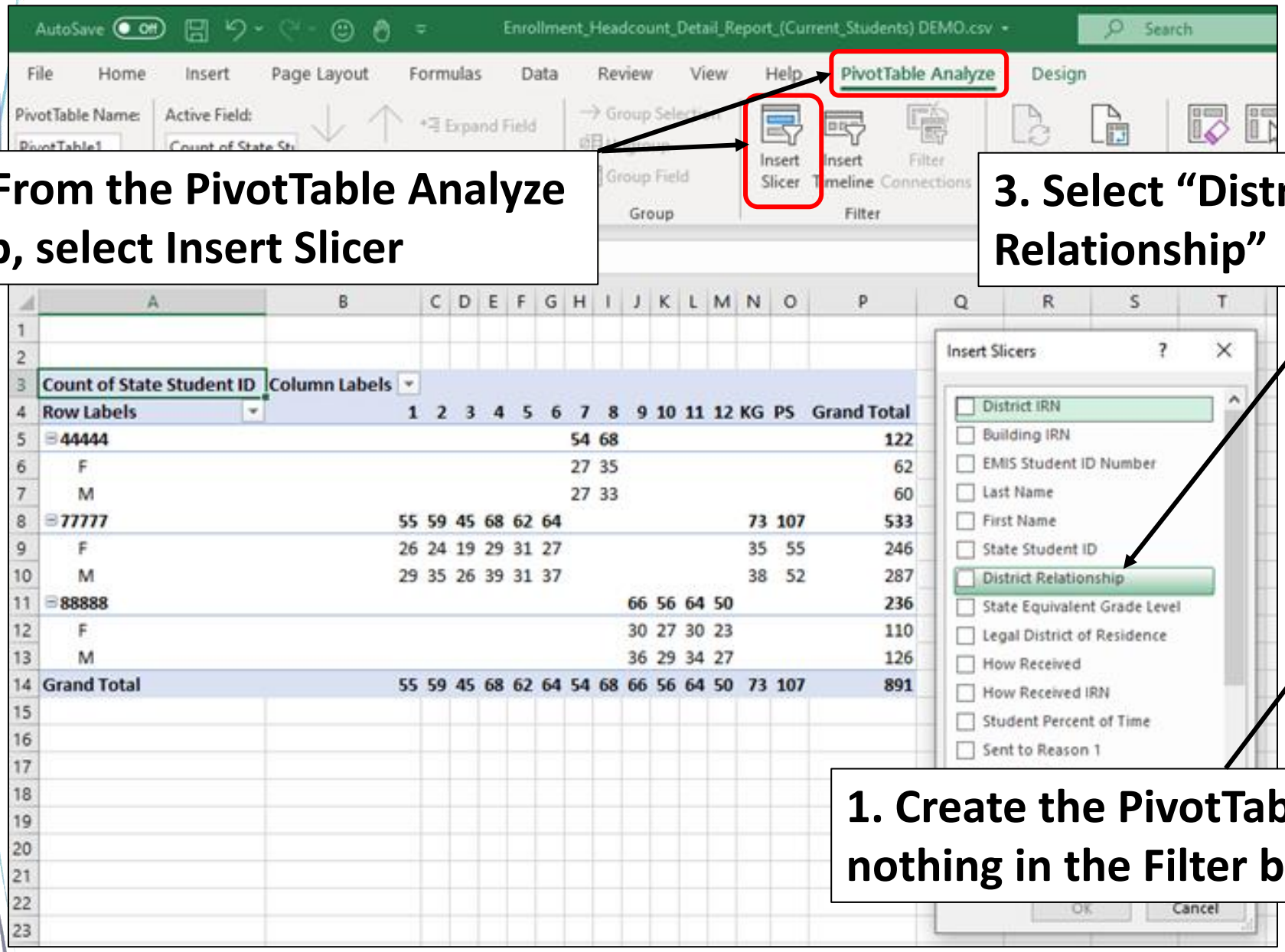
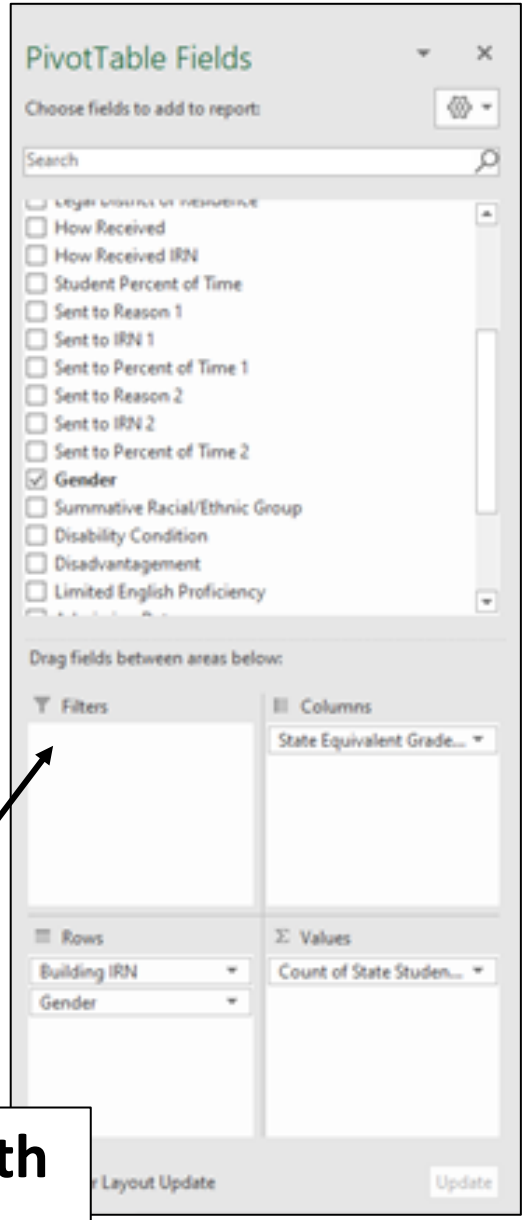
Insert Slicer Instead of Filter



2. From the PivotTable Analyze Tab, select Insert Slicer

Count of State Student ID	Column Labels														
Row Labels	1	2	3	4	5	6	7	8	9	10	11	12	KG	PS	Grand Total
44444							54	68							122
F							27	35							62
M							27	33							60
77777	55	59	45	68	62	64							73	107	533
F	26	24	19	29	31	27							35	55	246
M	29	35	26	39	31	37							38	52	287
88888									66	56	64	50			236
F									30	27	30	23			110
M									36	29	34	27			126
Grand Total	55	59	45	68	62	64	54	68	66	56	64	50	73	107	891

3. Select "District Relationship"

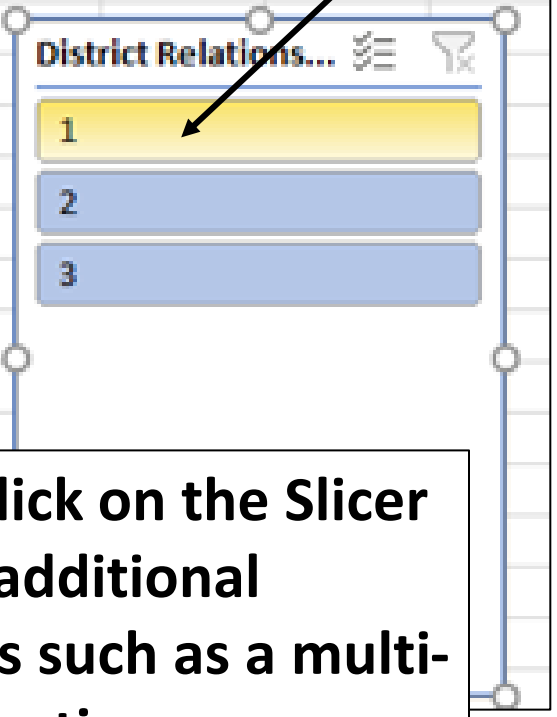


1. Create the PivotTable with nothing in the Filter box

Slicer on District Relationship

Much like a filter, a slicer allows the data to be shown based on a selected value

Count of State Student ID	Column Labels														
Row Labels	1	2	3	4	5	6	7	8	9	10	11	12	KG	PS	Grand Total
44444							54	68							122
F							27	35							62
M							27	33							60
77777	55	59	45	68	62	64							73	107	533
F	26	24	19	29	31	27							35	55	246
M	29	35	26	39	31	37							38	52	287
88888									66	56	64	50			
F									30	27	30	23			
M									36	29	34	27			
Grand Total	55	59	45	68	62	64	54	68	66	56	64	50	73	107	



Right click on the Slicer to see additional settings such as a multi-select option

Quick Check

PivotTables create a quick and easy summary of data that can be very useful in troubleshooting data. Summary data is also very helpful to others in your district who monitor enrollment and attributes of students.

- Are you processing updated SIS data in the Data Collector on a regular basis?
- Are you able to format and filter the Enrollment Headcount Detail Report?
- Are you able to create PivotTables from the Enrollment Headcount Detail Report?

FTE Detail Report PivotTable

FTE Detail Report

FTE Detail Report Contains

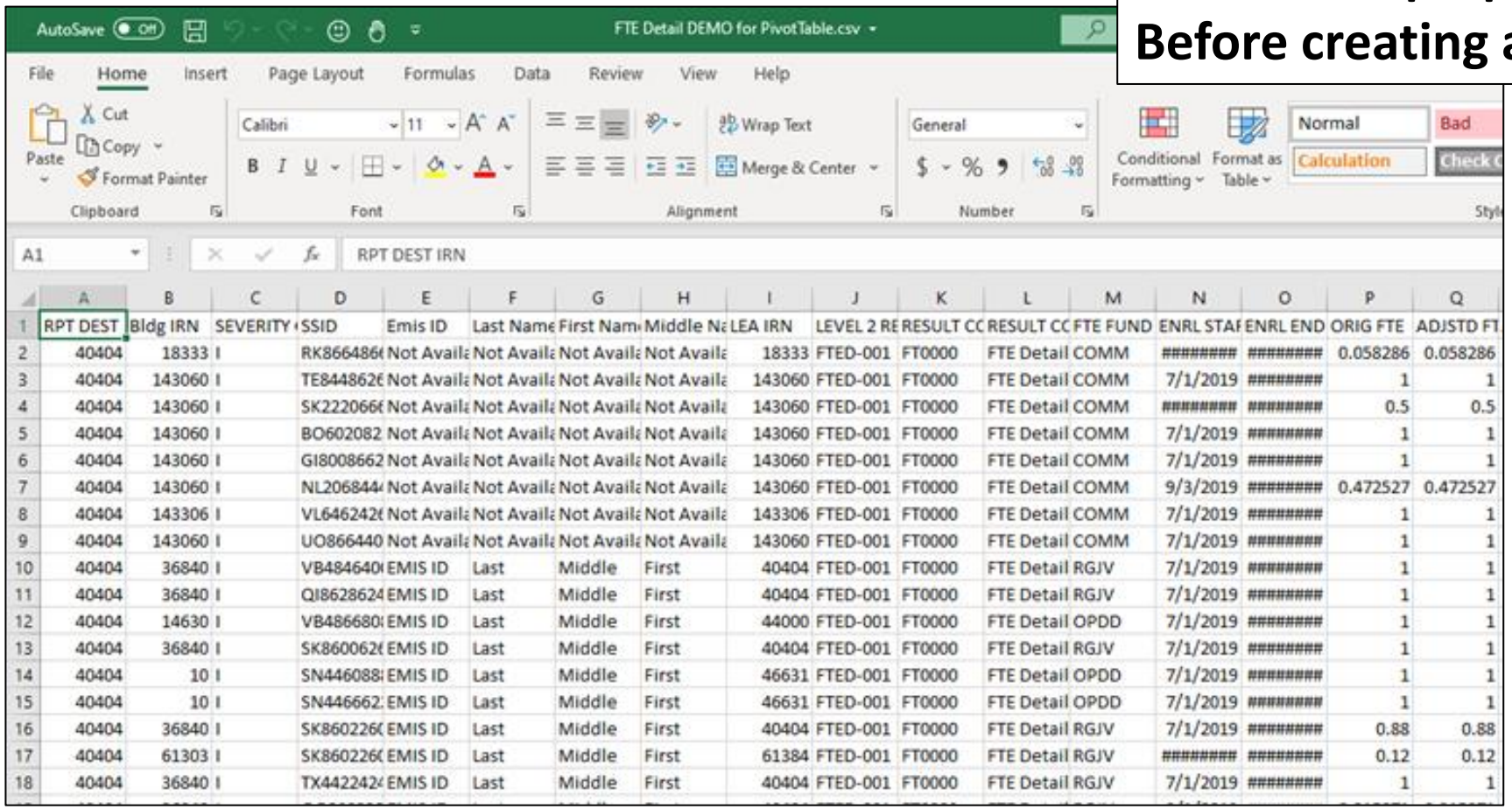
- Funding data for students
- Your LEA's data and data from other LEAs
- Could have more than one line per student
- Each row is calculated with a base FTE
  - Each row contains a unique set of funding elements
- Gets larger as the school year progresses
- Is generated nightly by ODE with data received as of 5pm

FTE Detail Report

Begin by opening an FTE Detail Report

- Student Collection – Level 2

No need to prepare the report
Before creating a PivotTable



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	RPT DEST	Bldg IRN	SEVERITY	SSID	Emis ID	Last Name	First Nam	Middle Na	LEA IRN	LEVEL 2 RE	RESULT CC	RESULT CC	FTE FUND	ENRL STAF	ENRL END	ORIG FTE	ADJSTD FT
2	40404	18333	I	RK866486(	Not Availa	Not Availa	Not Availa	Not Availa	18333	FTED-001	FT0000	FTE Detail	COMM	########	########	0.058286	0.058286
3	40404	143060	I	TE844862(	Not Availa	Not Availa	Not Availa	Not Availa	143060	FTED-001	FT0000	FTE Detail	COMM	7/1/2019	########	1	1
4	40404	143060	I	SK220666(	Not Availa	Not Availa	Not Availa	Not Availa	143060	FTED-001	FT0000	FTE Detail	COMM	########	########	0.5	0.5
5	40404	143060	I	BO602082	Not Availa	Not Availa	Not Availa	Not Availa	143060	FTED-001	FT0000	FTE Detail	COMM	7/1/2019	########	1	1
6	40404	143060	I	GI8008662	Not Availa	Not Availa	Not Availa	Not Availa	143060	FTED-001	FT0000	FTE Detail	COMM	7/1/2019	########	1	1
7	40404	143060	I	NL206844(	Not Availa	Not Availa	Not Availa	Not Availa	143060	FTED-001	FT0000	FTE Detail	COMM	9/3/2019	########	0.472527	0.472527
8	40404	143306	I	VL646242(	Not Availa	Not Availa	Not Availa	Not Availa	143306	FTED-001	FT0000	FTE Detail	COMM	7/1/2019	########	1	1
9	40404	143060	I	UO866440	Not Availa	Not Availa	Not Availa	Not Availa	143060	FTED-001	FT0000	FTE Detail	COMM	7/1/2019	########	1	1
10	40404	36840	I	VB484640(	EMIS ID	Last	Middle	First	40404	FTED-001	FT0000	FTE Detail	RGJV	7/1/2019	########	1	1
11	40404	36840	I	QI8628624	EMIS ID	Last	Middle	First	40404	FTED-001	FT0000	FTE Detail	RGJV	7/1/2019	########	1	1
12	40404	14630	I	VB486680(	EMIS ID	Last	Middle	First	44000	FTED-001	FT0000	FTE Detail	OPDD	7/1/2019	########	1	1
13	40404	36840	I	SK860062(	EMIS ID	Last	Middle	First	40404	FTED-001	FT0000	FTE Detail	RGJV	7/1/2019	########	1	1
14	40404	10	I	SN446088(	EMIS ID	Last	Middle	First	46631	FTED-001	FT0000	FTE Detail	OPDD	7/1/2019	########	1	1
15	40404	10	I	SN446662(	EMIS ID	Last	Middle	First	46631	FTED-001	FT0000	FTE Detail	OPDD	7/1/2019	########	1	1
16	40404	36840	I	SK860226(	EMIS ID	Last	Middle	First	40404	FTED-001	FT0000	FTE Detail	RGJV	7/1/2019	########	0.88	0.88
17	40404	61303	I	SK860226(	EMIS ID	Last	Middle	First	61384	FTED-001	FT0000	FTE Detail	RGJV	########	########	0.12	0.12
18	40404	36840	I	TX442242(	EMIS ID	Last	Middle	First	40404	FTED-001	FT0000	FTE Detail	RGJV	7/1/2019	########	1	1

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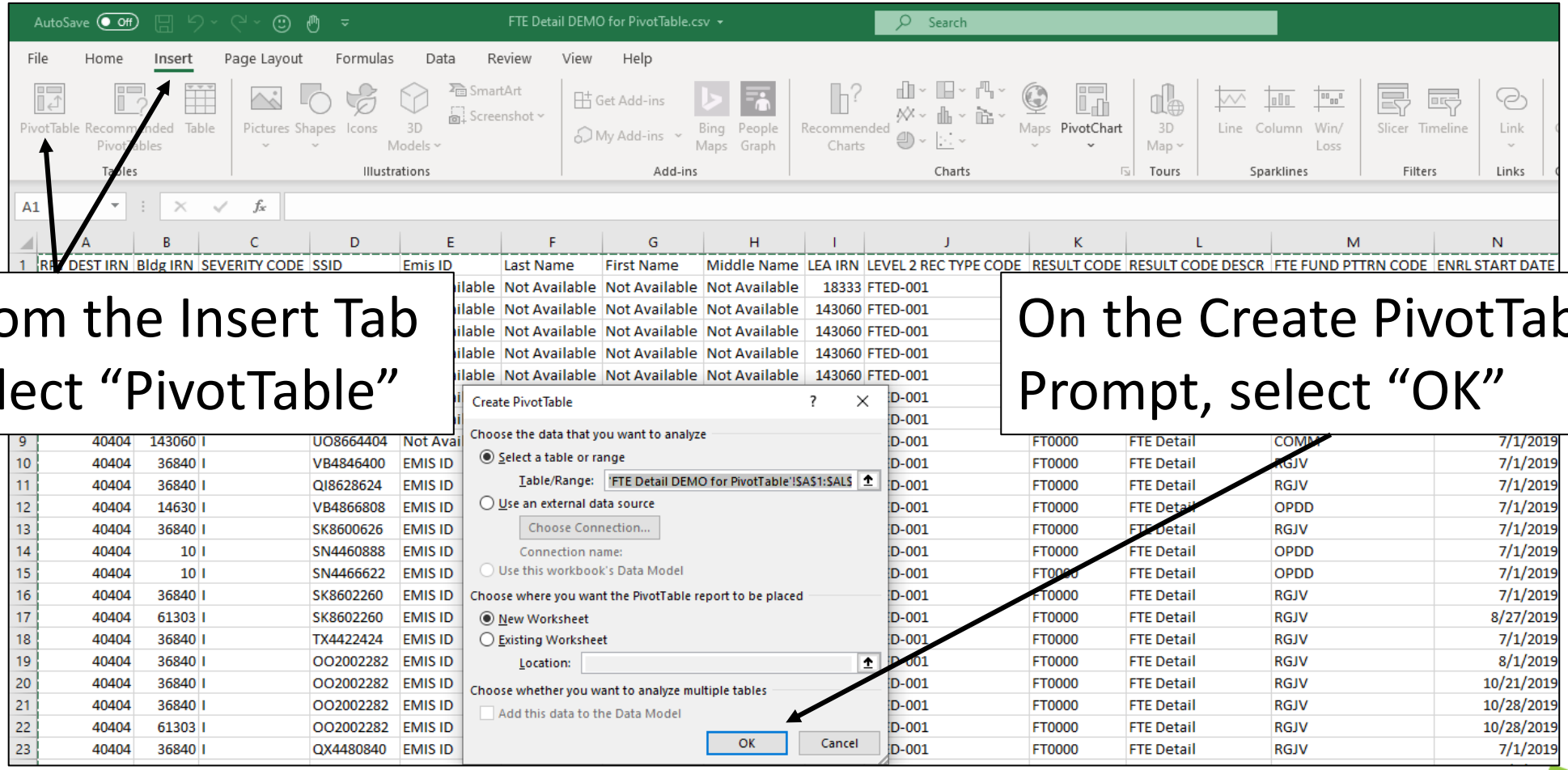
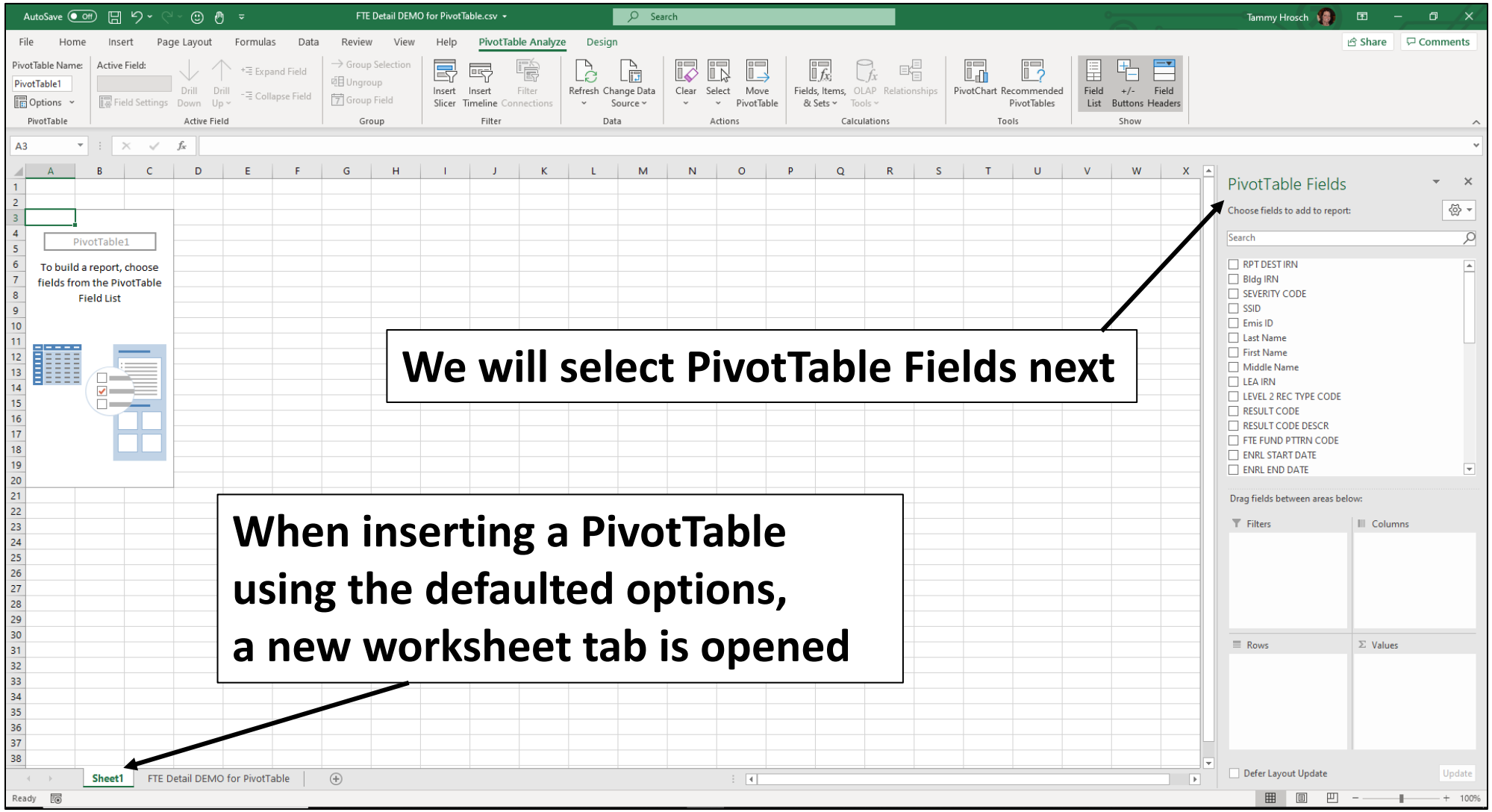
FTE Detail Report PivotTable

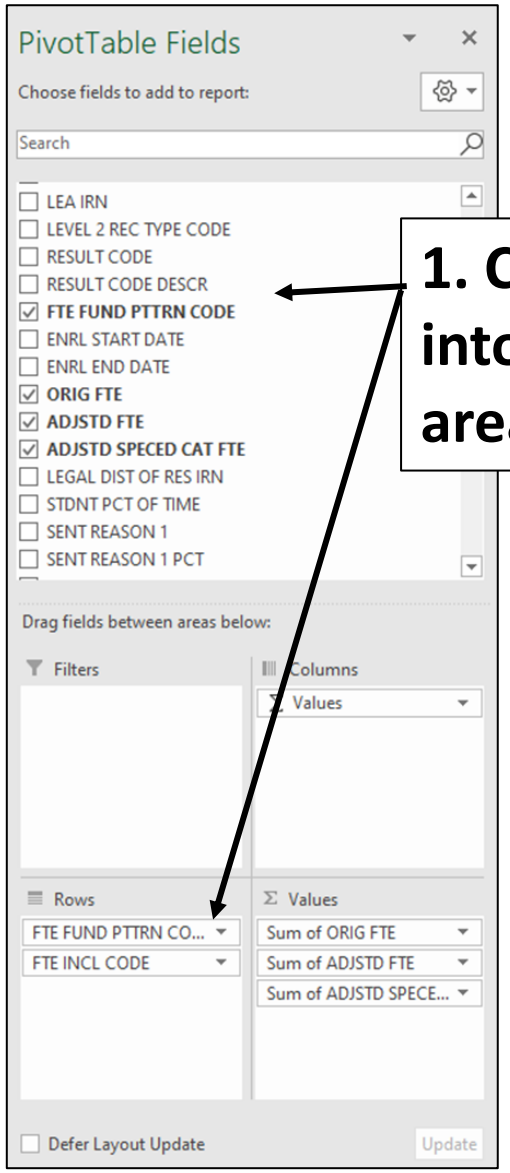
Create a PivotTable in an FTE Detail Report



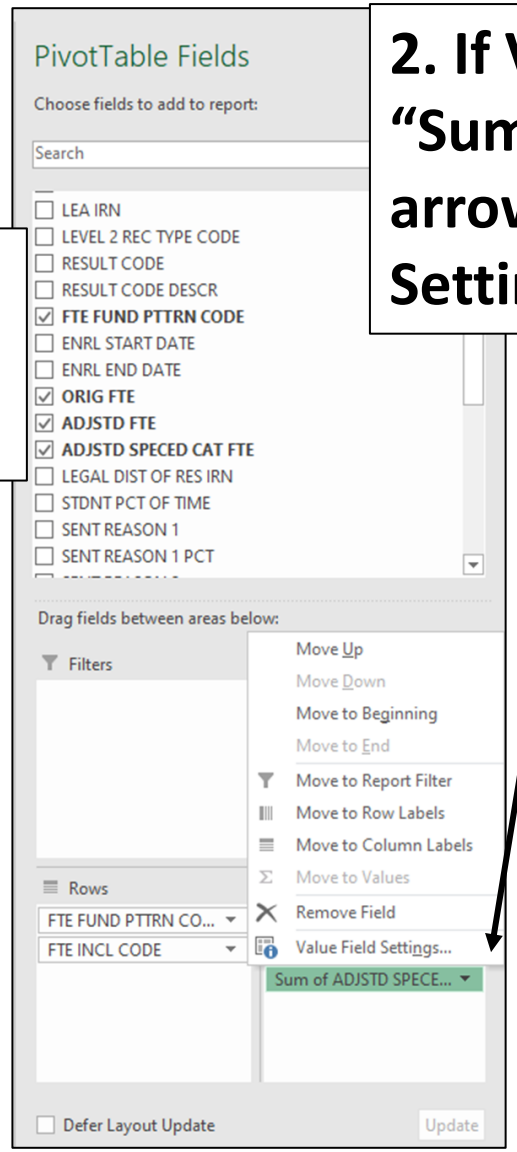
PivotTable Fields



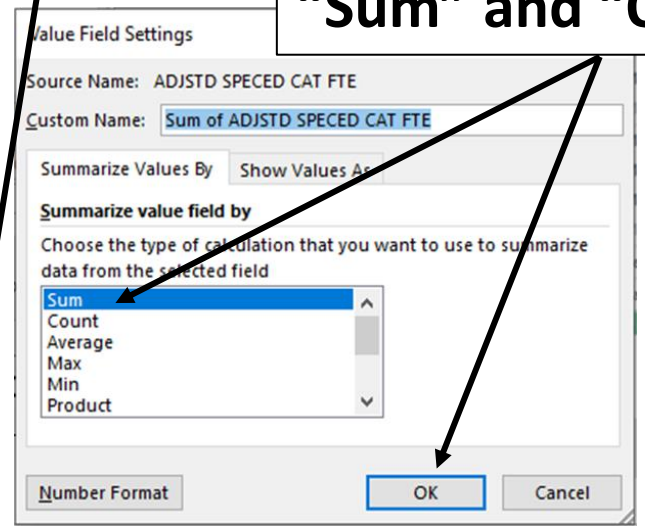
Select PivotTable Fields



1. Click and drag fields into the PivotTable areas below



2. If Values do not appear as "Sum of" select the dropdown arrow, then "Value Field Settings"



3. Then select "Sum" and "OK"

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PivotTable

3	Row Labels	Sum of ORIG FTE	Sum of ADJSTD FTE	Sum of ADJSTD SPECED CAT FTE
4	**ATSM**	**1**	**1**	
5	FULL	1	1	
6	**COMM**	**6.030813**	**6.030813**	
7	FULL	6.030813	6.030813	
8	**JPSN**	**1**	**1**	
9	FULL	1	1	
10	**NFRG**	**62.823623**	**0**	**0**
11	NONE	62.823623	0	0
12	**OJVR**	**4.609997**	**4.609997**	**0.465148**
13	NONE	4.153031	4.153031	0.428182
14	PART	0.456966	0.456966	0.036966
15	**OPDD**	**224.989759**	**224.955585**	**12.959914**
16	FULL	54.214431	54.21112	2.300633
17	NONE	170.775328	170.744465	10.659281
18	**OPID**	**3.873032**	**3.873032**	**0.24**
19	PART	3.873032	3.873032	0.24
20	**PSET**	**9.994013**	**8.834327**	**8.834327**
21	FULL	9.994013	8.834327	8.834327
22	**PSOP**	**1.28**	**0.78**	**0.78**
23	NONE	1.28	0.78	0.78
24	**PSOT**	**1**	**0.5**	**0.342857**
25	NONE	1	0.5	0.342857
26	**PSRD**	**4.302174**	**3.1454**	**3.1454**
27	FULL	4.302174	3.1454	3.1454
28	**RGJV**	**609.433172**	**608.92514**	**80.844411**
29	FULL	576.343107	575.835075	73.667943
30	PART	33.090065	33.090065	7.176468
31	**SPCO**	**12.63811**	**12.63811**	**12.63811**
32	FULL	8.88811	8.88811	8.88811
33	NONE	3.75	3.75	3.75
34	**Grand Total**	**942.974693**	**876.292404**	**120.250167**

Inclusions codes typically indicate where funding is initially going

- **FULL and PART indicate that your LEA is initially receiving funding**
- **NONE indicates that the funding is initially going to another LEA**

Click on specific values to drill into the detailed data

Refer to the FTE Detail Report Explanation For definitions of Fund Pattern Codes

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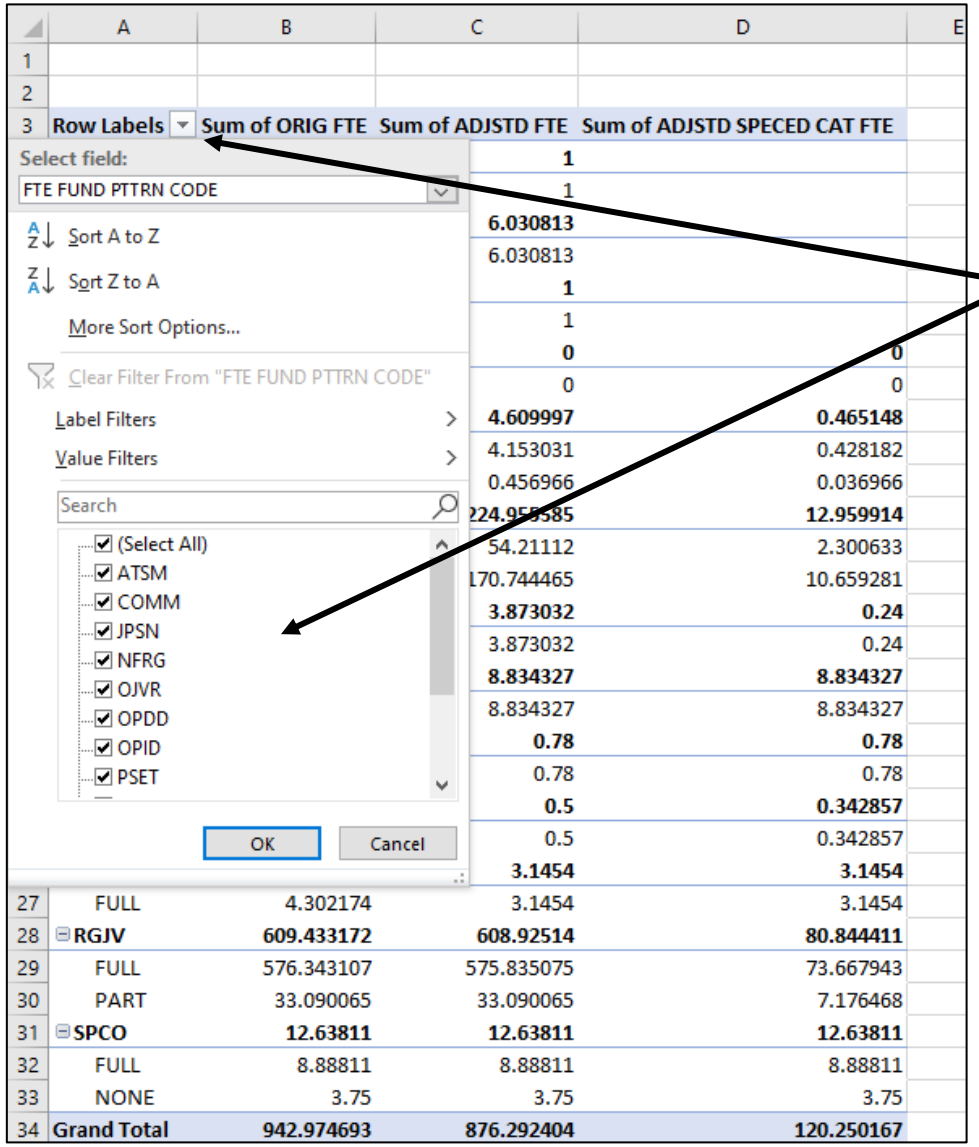
FTE Report Explanation – FTE Fund Patterns

FTE Fund Pattern Code	FTE Fund Pattern Code Description	Detailed FTE Fund Pattern Code Description
PSIT	Preschool – ESC educating via an intermediate district, funds transferred to ESC	A resident of Dis… means other than… to an ESC. Agre… ESC.
RGJV	Regular/Other District and Regular JVSD	This is the broadest category and covers resident student and other situations such as: Foster Placement, Following District Employee, Senior Year, and also includes students coded with the 'CE' Sent Reaso… that are not repo… Vocational.
SBDD	School age educated at County Board of Developmental Disabilities	
SPCO	Special Ed Co-Op	Students reporte… dents.
STEM	STEM District Student	Students reported by a STEM district
****	The default value	If no other code fits, then '****' will appear in the FTE Fund Pattern Code column

This is a small section of the FTE Fund Pattern Code section of the report explanation

Use this information to learn what attending situations your LEA has and if the funding is flowing as expected

Pivot Table Filter



	A	B	C	D
3	Row Labels	Sum of ORIG FTE	Sum of ADJSTD FTE	Sum of ADJSTD SPECED CAT FTE
27	FULL	4.302174	3.1454	3.1454
28	RGJV	609.433172	608.92514	80.844411
29	FULL	576.343107	575.835075	73.667943
30	PART	33.090065	33.090065	7.176468
31	SPCO	12.63811	12.63811	12.63811
32	FULL	8.88811	8.88811	8.88811
33	NONE	3.75	3.75	3.75
34	Grand Total	942.974693	876.292404	120.250167

Filter on Row Labels and select just the Fund Pattern Codes you would like to see, then click "OK"

3	Row Labels	Sum of ORIG FTE	Sum of ADJSTD FTE	Sum of ADJSTD SPECED CAT FTE
4	ATSM	1	1	
5	FULL	1	1	
6	JPSN	1	1	
7	FULL	1	1	
8	SPCO	12.63811	12.63811	12.63811
9	FULL	8.88811	8.88811	8.88811
10	NONE	3.75	3.75	3.75
11	Grand Total	14.63811	14.63811	12.63811

In this example only ATSM, JPSN, and SPCO were selected in the filter

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Quick Check

PivotTables can provide a summary of a large amount of data that allows the data to be analyzed in smaller sections. Try using Recommended PivotTables to view different ways to analyze your data.

- Are you able to create a PivotTable and drill into the detailed data?
- What other fields in the FTE Report could be brought into a PivotTable?
- Can you think of other reports that could be analyzed using PivotTables?

Summary

- Basic Excel techniques can be very useful when troubleshooting
  - EMIS data in the Student Information System
  - EMIS reports
- These techniques should be part of your everyday practices

Resources

- Access previous EMIS Alliance sessions
  - https://community.mcoecn.org/display/EM/EMIS+Alliance+Public+Space
- Microsoft Excel Help within Excel “?” Articles and Videos
- Google it
- Microsoft Excel Classes
- Your ITC

Questions?