

Class Size and Composition Compliance Workbook Quick Guide

This guide is intended to help you use the Class Size and Composition Compliance Excel tool to determine non-compliant classes using data from the Class Size and Composition extract file generated by MyEducation BC.

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Setting up the workbook

The workbook is set up using rules contained in the *LOU 17 Memorandum of Agreement Implementation Guide* provided by the [BC Public School Employers' Association](#), which reflect limits contained in the provincial memorandum of understanding or the *School Act*. **You must modify the template to reflect district-specific agreements and rules.** Failure to update the template may lead to inaccurate results.

1. **Open** the Class Size and Composition Workbook file. Go to the **Base tab**.



2. The maximum number of students for each grade level is listed in the yellow cells across the top of the worksheet. **Adjust** these values to reflect your local district agreements or Memorandum of Understanding.

Note: these values must not exceed the limits contained in the *LOU 17 Memorandum of Agreement Implementation Guide*

L	M	N	O	P
8-Gr3	9-Gr4	10-Gr5	11-Gr6	12-Gr7
22	30	30	30	30

Example: the default number of students in a grade 10 class is shown as 30. If this is not the case for your district, you must update the value for the calculations to be accurate.

3. The adjustments to class maximums for each student with the designation are listed in the blue cells across the top of the worksheet. **Adjust** these values to reflect your local district agreements or Memorandum of Understanding.

W	X	Y	Z	AA
19-(A)	20-(B)	21-(C)	22-(D)	23(E)
1	1	1	1	1

Example: the maximum class size will be reduced by one for each student with the designation code of C (moderate to profound intellectual disabilities), field 21 in the class size and composition extract.

4. Once you have updated all the fields to the correct values for your district, you are ready to import extract data.

Importing extract data into the workbook

The class size and composition extract is a .CSV file generated from MyEducation BC. It is necessary to transfer the information from the extract file to the workbook.

1. **Open** the extract .CSV file using Microsoft Excel.
2. **Open** the Class Size and Composition Workbook file in a separate window.
3. In the extract worksheet, **Select All**, then **Copy**.
4. In the Class Size and Composition Workbook, go to the **Base tab**. Click on the top left corner of the tan area, as shown.

	C	D	E	F	G
1			1-Subj	2-Class	3-Sect
2					
3					
4					
5	Composition Adjustment				
6					
7	0.0				
8	0.0				
9	0.0				
10	0.0				
11	0.0				
12	0.0				
13	0.0				
14	0.0				
15	0.0				
16	0.0				
17					
18					



5. **Paste** the data you copied from the extract.

	C	D	E	F	G
1			1-Subj	2-Class	3-Sect
2					
3					
4					
5	Composition Adjustment				
6					
7	0.0		0	Test class 1	A
8	1.0		5	Test class 2	B
9	0.0		10	Test class 3	C
10	0.0		15	Test class 4	D
11	2.0		20	Test class 5	E
12	0.0		25	Test class 6	F
13	1.0		30	Test class 7	G
14	0.0		35	Test class 8	H
15	0.0		40	Test class 9	I
16	3.0		45	Test class 10	J

6. **Select** the three columns on the left (Total, Maximum, and Composition Adjustment). From the bottom right corner, **drag the selection** down until the rows align with the data entries from the extract.

	A	B	C	D
1				
2				
3				
4				
5	Total	Maximum	Composition Adjustment	
6				
7	20.0	20.0	0.0	
8	20.0	20.0	1.0	
9	24.0	20.0	0.0	
10	22.0	22.0	0.0	
11	22.0	22.0	2.0	
12	22.0	22.0	0.0	
13	22.0	22.0	1.0	
14	24.0	24.0	0.0	
15	30.0	30.0	0.0	
16	30.0	30.0	3.0	
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

Click here and drag down.



7. Go to the **Summary tab**.
8. **Select** the nine left-most columns (Columns A-I) and **drag them downwards** until there is one row for each of entry in the Class Size & Composition extract.

	A	B	C	D	E	F	G	H	I
1	Subject	Class	Section		Total	Maximum	Composition Adjustment		
2									
3									
4									
5	0	Test class 1	A		20.0	20.0	0.0		
6	5	Test class 2	B		20.0	20.0	1.0	Class not compliant	
7	10	Test class 3	C		24.0	20.0	0.0	Class not compliant	
8	15	Test class 4	D		22.0	22.0	0.0		
9	20	Test class 5	E		22.0	22.0	2.0	Class not compliant	
10	25	Test class 6	F		22.0	22.0	0.0		
11	30	Test class 7	G		22.0	22.0	1.0	Class not compliant	
12	35	Test class 8	H		24.0	24.0	0.0		
13	40	Test class 9	I		30.0	30.0	0.0		
14	45	Test class 10	J		30.0	30.0	3.0	Class not compliant	
15									
16									
17									
18									
19									
20									
21									
22									

Click here and drag down.



Interpreting the Summary results

Once you have successfully imported your extract data and made any required adjustments to the workbook, the results will show up in the **Summary tab**.

Important: If you have not set up the workbook correctly on the Base tab, your results may be inaccurate.

- **Column E:** displays the total number of students in the class, as calculated in Base tab column A
- **Column F:** displays the maximum number of students in the class, as calculated in Base tab column B
- **Column G:** displays the total number of students with designations in the class, as calculated in Base tab column C
- **Column I:** displays a “class not compliant” message if the class is not compliant with class size and composition requirements based on the data from columns E, F, and G.

Note that compliance calculations are based on grade-specific class size rules only. Districts may want to adjust the formulas to reflect other district rules. Please refer to the [BC Public School Employers’ Association’s LOU 17 Memorandum of Agreement Interpretation Guide](#) for additional guidance on class size limits, exceptions, and remedies.

Compliance calculations are made by default using this formula. If your district uses a difference calculation, update the formula here.



16		fx		=IF(E6>F6-G6,"Class not compliant","")					
	B	C	D	E	F	G	H	I	J
	Class	Section		Total	Maximum	Composition Adjustment			
1									
2									
3									
4									
5	Test class 1	A		20.0	20.0	0.0			
6	Test class 2	B		20.0	20.0	1.0		Class not compliant	
7	Test class 3	C		24.0	20.0	0.0		Class not compliant	
8	Test class 4	D		22.0	22.0	0.0			
9	Test class 5	E		22.0	22.0	2.0		Class not compliant	
10	Test class 6	F		22.0	22.0	0.0			
11	Test class 7	G		22.0	22.0	1.0		Class not compliant	
12	Test class 8	H		24.0	24.0	0.0			
13	Test class 9	I		30.0	30.0	0.0			
14	Test class 10	J		30.0	30.0	3.0		Class not compliant	
15									
16									
17									

Non-compliant classes will show a message here.

