

Pivot Table instructions in excel for Federal Child Count Detail report

Open the Level 2 report FCCD-001 Federal Child Count Detail in excel.

Insert tab

Pivot Table

Take defaults

OK

Drag FED CCT FLAG to FILTERS

Drag DISAB CNDTN CODE to COLUMNS

Drag STDNT AGE NUMBER to ROWS

Drag FED CCT FLAG to VALUES, and it should show with 'Count of'

In cell A4 change 'Row Labels' to 'Age'.

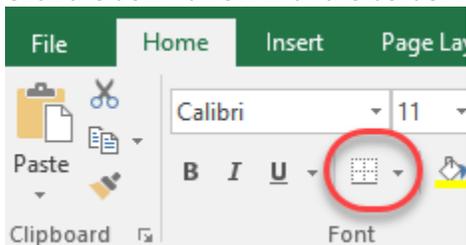
In cell B3 change 'Column Labels' to 'Disability'.

Home tab

Select entire pivot table (hover near the top of cell A3 until you see a black down arrow, then click)

1	FED CCT FLAG	(All)
2		
3	Count of FED CCT FLAG	Colu
4	Row Labels	01

Click the down arrow with the border icon and select 'All Borders'.



When trying to match/investigate the FCCS-001 Statement of Assurances, in cell B1, use the drop down arrow and click on 'Y'.

You can double click in any cell with a count, and another sheet will open listing the students making up that count.

Remember that all students ages 3-5, all disabilities, are part of the count on the first row of the Statement of Assurances.

Remember that the remaining rows on the Statement of Assurances include students age 6 and up by individual disability.