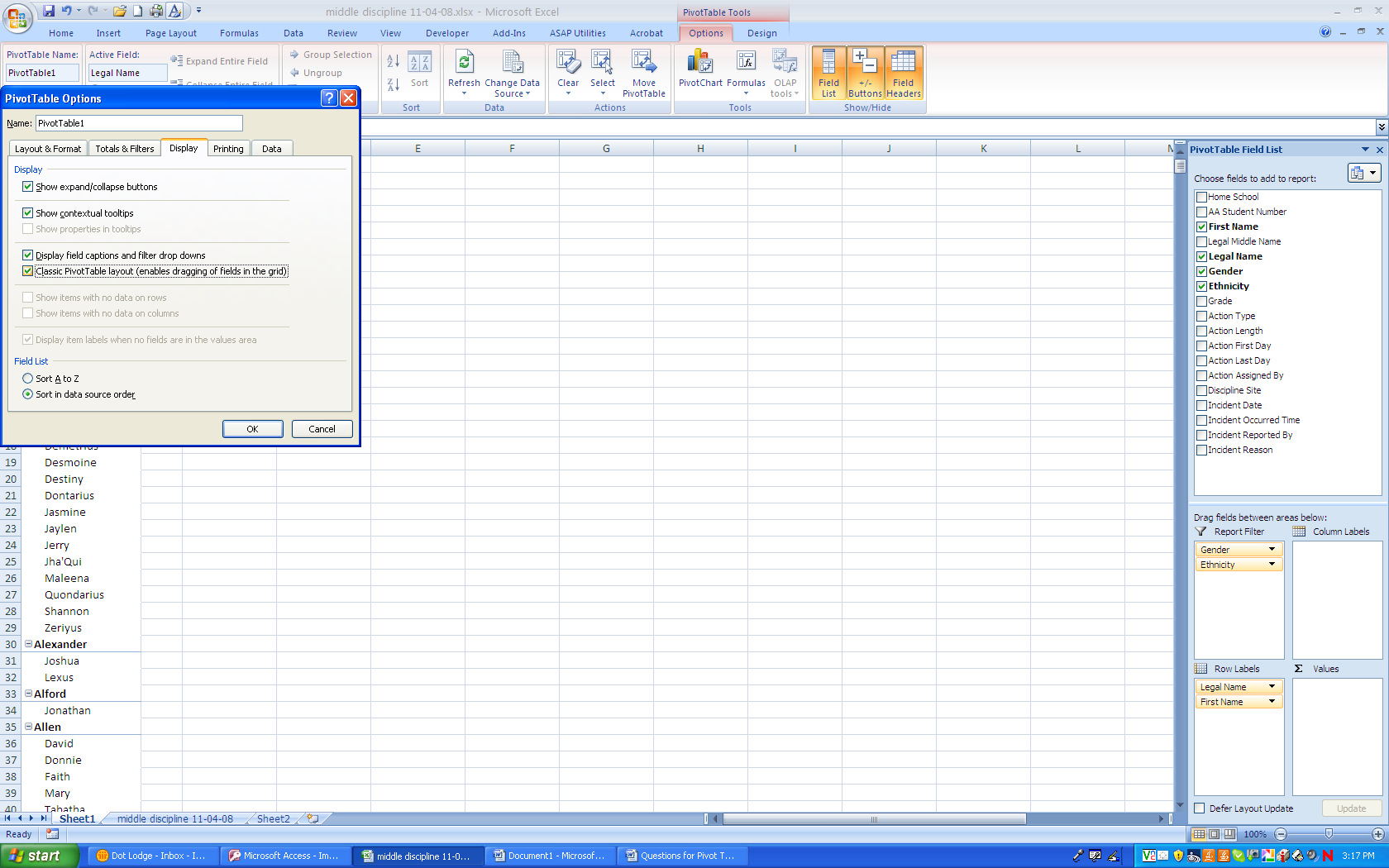
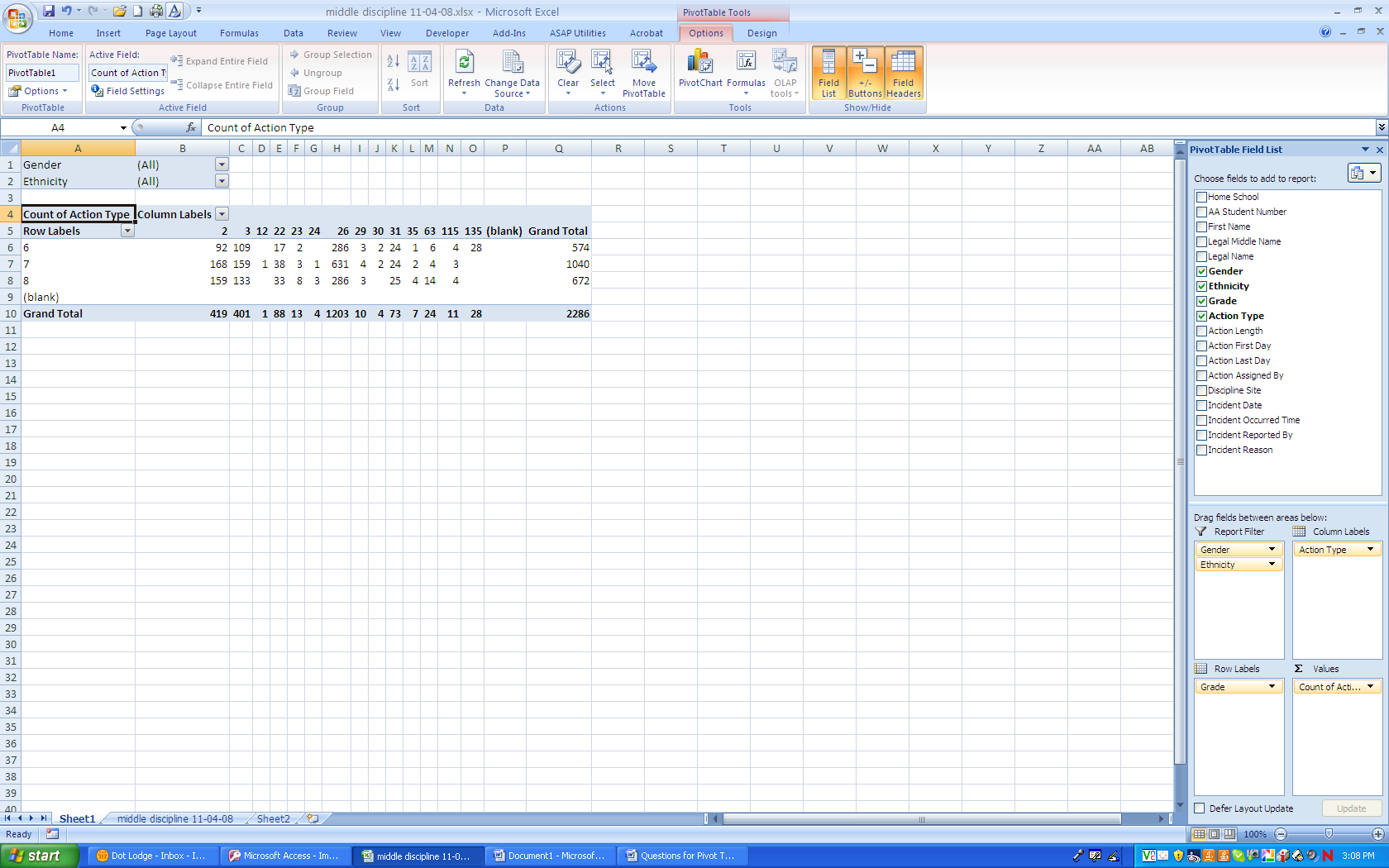
# Pivot Tables-Discipline

Remember that the pivot table is based on what is visible on the source data screen. Make sure that you have a column header for each of your columns and that you don’t have any empty rows in your spreadsheet. Make sure you have the date range you want to examine. Click in cell A1 and click Insert>Pivot Table>OK.

It’s a good idea to set up your pivot table so you can have multiple items in the Rows. To do this, right mouse click in the pivot table area, choose Pivot Table Options, and check Classic Pivot Table layout. You’ll use this with student names.

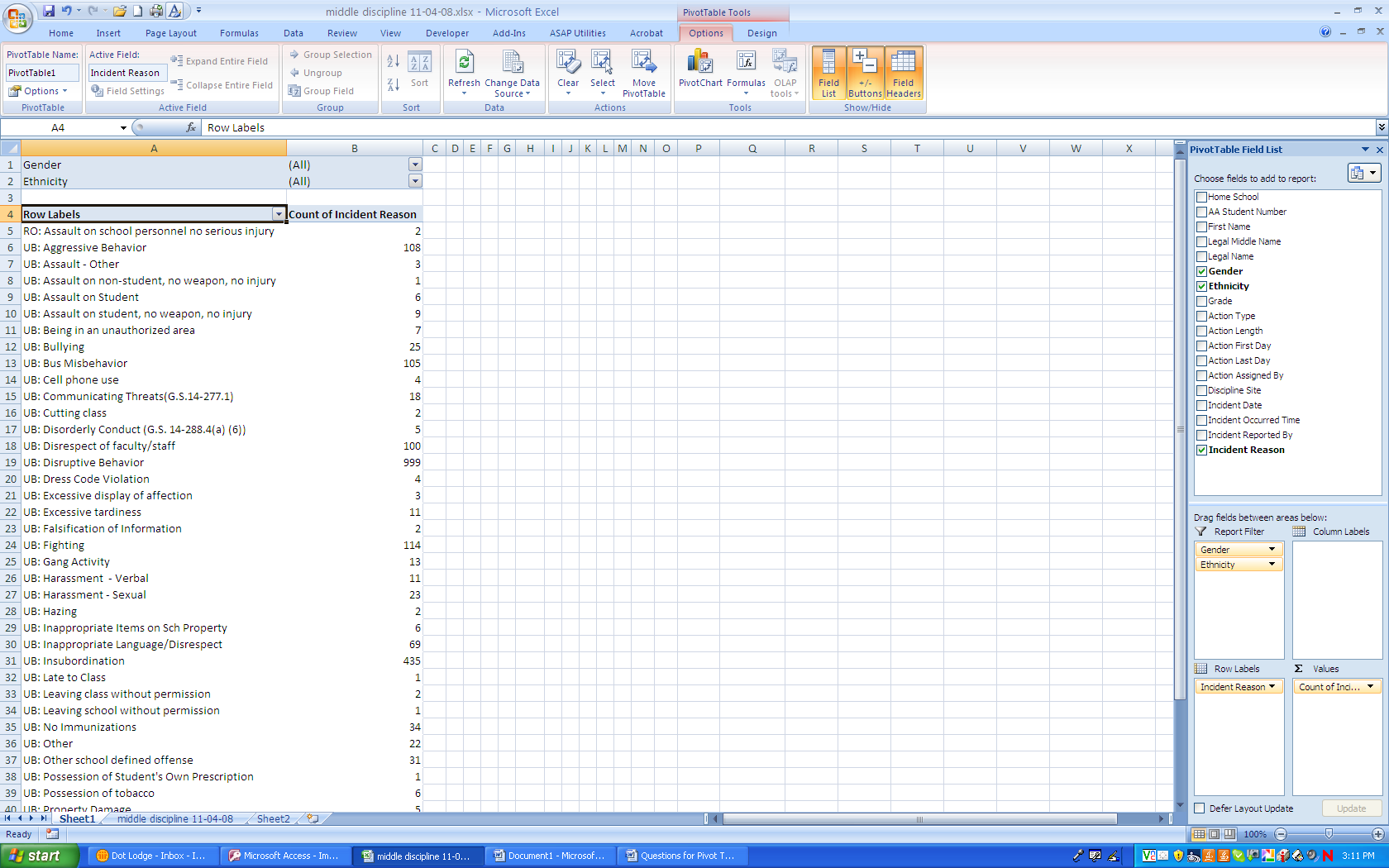
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**How can I find out how many suspensions and other discipline actions I have for my date range?**

Make sure your source data has the correct date range.

When you pull Action Type into the Values area, you may find that it says Sum of Action Type. If this happens, right mouse click over the pivot table where it says Sum of Action Type, choose Value Field Settings, and click Count.

**What are the Action Types?**

There is a complete list on the NC WISE wikispace under Ad Hoc Discipline Extract. Several important ones: 2-ISS, 3-OSS, 26-Time Out (behavior lab or retrack), 35-OSS pending suspension.

**Who is referring students to the office?**

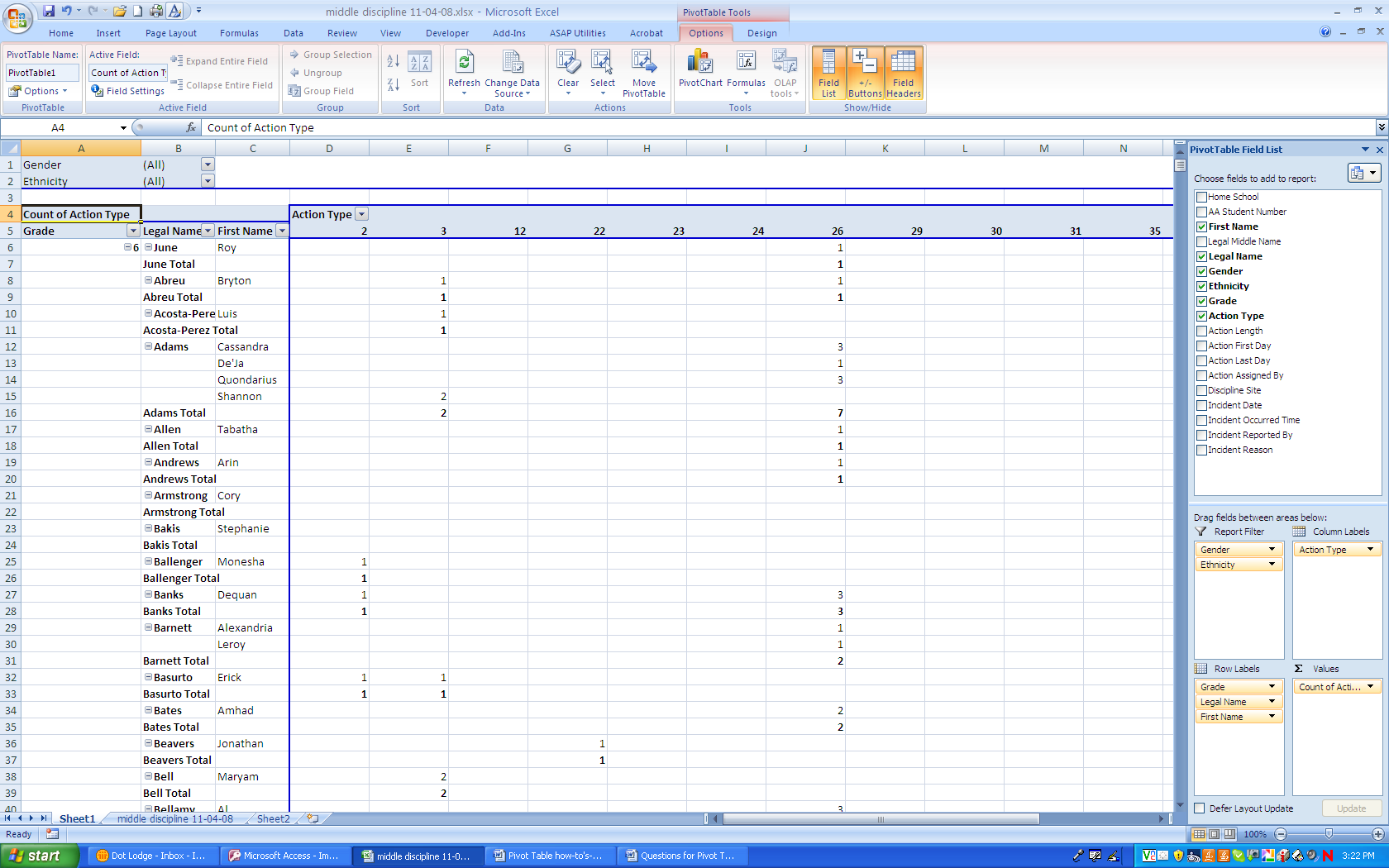
Instead of Grade in the Row Labels, pull in Incident Reported By.

Notice that Gender and Ethnicity are in the Report Filters. You can find numbers for either of these by choosing from the drop-downs there. You can also pull ethnicity over to the Row Labels to see if a teacher is referring a disproportionate number of minorities.

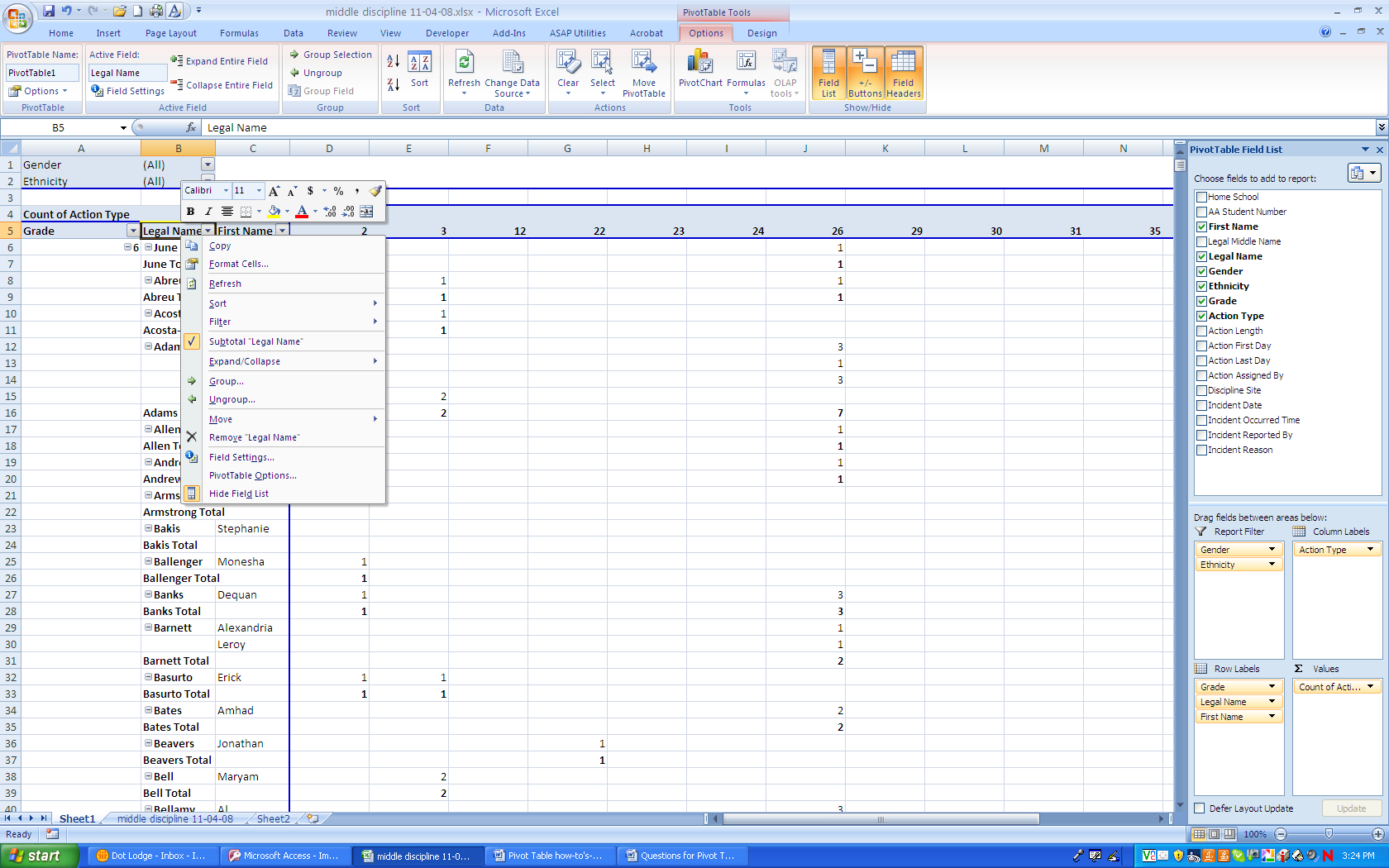
**What infractions are causing students to come to the office?**

Pull incident reason over to the Row Labels and to the Values. Make sure the values say “count” not “sum.” If it says sum, right click on the pivot table over Sum of Incident Reason, and choose Count.

If you want to see which incident reasons resulted in which actions, pull Action Type over the Column Labels.

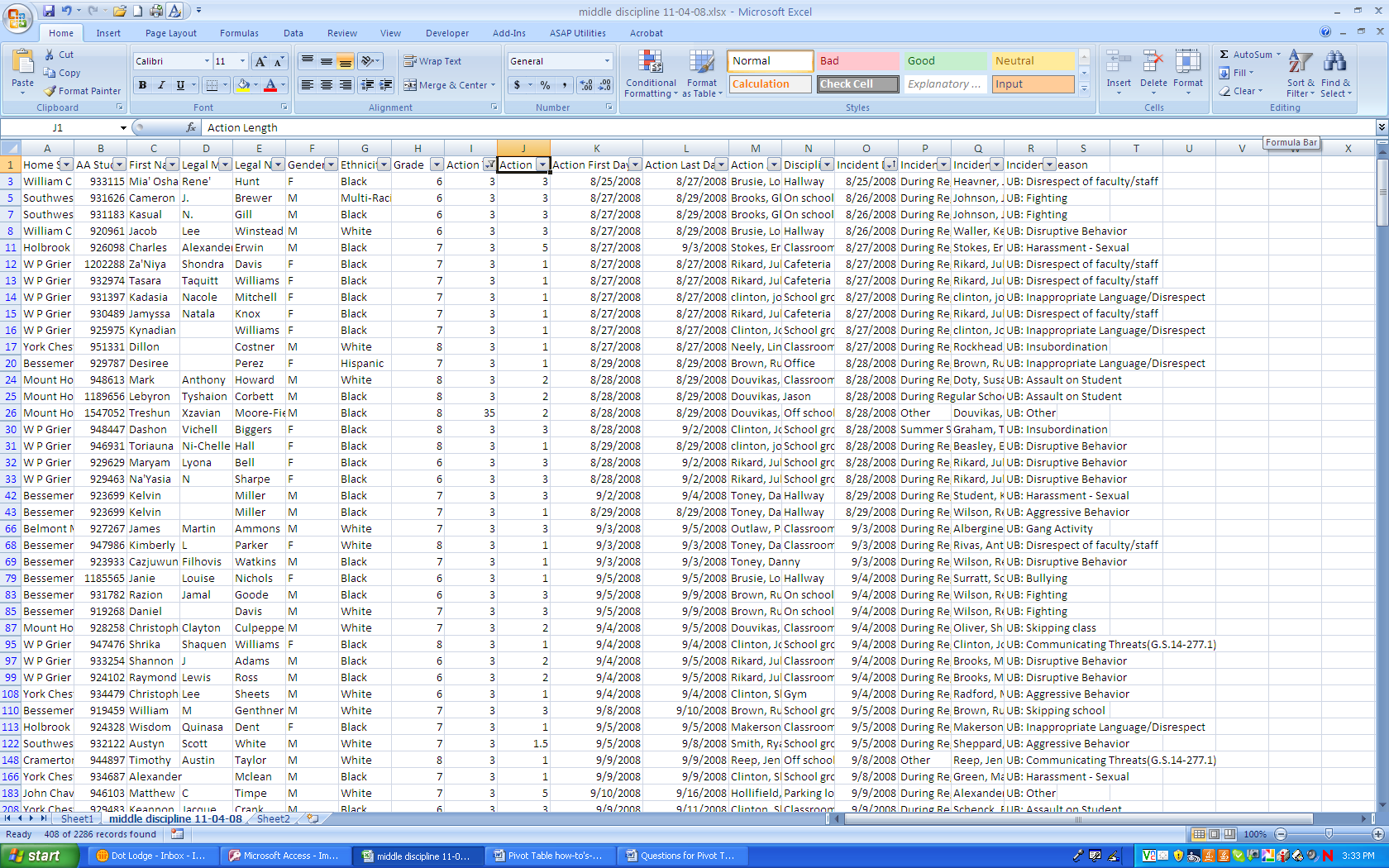


**Which students have multiple infractions?**

Set up your pivot table as indicated to the right. You will see a mess on your table.

Right mouse click on the pivot table on Legal Name. You will see the choices to the left. Uncheck Subtotal Legal Name to remove the subtotals and make the table readable.

**How can I find the number of days suspended or missed from instruction?**

You’ll have to do this on the source data sheet. Click on Data>Filter. For Action Type, check the Action Types you want to count. For example, if you want to count the days missed due to ISS, deselect Select All and check 2. Scroll down to the very bottom of the column which has Action Length as a header, and click AutoSum on the right hand side of the Home ribbon. Verify that the program has chosen J2:J whatever the last row is, and click enter. This will give you the total number of days spent in ISS. You can change your data filter to count OSS, Behavior Lab, etc.