

☐ Yes ☐ No

School Code											
School Coordinates	Elevation (Meter)										
	Latitude North										
	Longitude East										



FEDERAL MINISTRY OF EDUCATION
2022/2023 SCHOOL CENSUS FORM
PRE-PRIMARY AND PRIMARY EDUCATION
PUBLIC SCHOOLS

1. Please ensure that, as an ENUMERATOR, you have two copies of this School Census Form for every school. After you have completed all forms, give one copy to the school for records and return a copy to your SUPERVISOR.
2. Please read the instructions and the examples provided. Make sure that each section is completed carefully and that all your figures and totals are correct.

Instructions: Please enter all answers in **BLOCK CAPITALS**.
Use a **BLUE BIRO** to complete the form.

School Code Please enter the school code in the box at the **TOP** of this page.
If you are not certain about your school code, leave the box blank.
DO NOT USE ABBREVIATIONS ANYWHERE ON THIS PAGE

[illegible]

B. SCHOOL CHARACTERISTICS

Instructions

Answer every question and tick only one box in each section ☒

B. 1	Year of establishment	
B. 2	Location	<input type="checkbox"/> Urban <input type="checkbox"/> Rural
B. 3	Levels of education offered	<input type="checkbox"/> Pre-primary only <input type="checkbox"/> Pre-primary and primary <input type="checkbox"/> Primary only
B. 4	Type of school Tick only one to describe school	<input type="checkbox"/> Regular <input type="checkbox"/> Nomadic (Migrants) <input type="checkbox"/> Islamiyya integrated <input type="checkbox"/> Special needs
B. 5	Shifts: Does the School operate shift system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 6	Shared facilities Does the school share facilities/Teachers/premises with any other school? If Yes . How many Schools are sharing facilities:	<input type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; width: 60px; height: 20px; margin-top: 5px;"></div>
B. 7	Multi-grade teaching Does any teacher teach more than one class at the same time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 8	School: Average Distance from Catchment communities What is average distance of school from its catchment areas	_____ kilometres (Enter 0 if within 1 km)
B. 9	School: Distance from LGA How many kilometres is the school away from LGA HQ?	_____ kilometres (Enter 0 if within 1 km)
B. 10	Pupils: Distance from School How many pupils live further than 3km from the school?	_____ pupils
B. 11	Pupils: Boarding How many pupils board at the school premises?	_____ Male _____ Female
B. 12	School Development Plan (SDP) Did the school prepare SDP in the last school year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 13	School Based Management Committee (SBMC) Does the school have SBMC, which met at least once last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 14	Parent-Teacher Association (PTA) / Parents' Forum (PF)/ Mother's Association Does the school have PTA / PF / MA, which met at least once last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 15	Date of Last Inspection Visit When was the school last inspected? Number of inspection Visit in last academic year	____ / ____ / ____ day/month/year ____ Number.
B. 16	Authority of Last Inspection Which authority conducted the last inspection visit?	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> LGEA
B. 17	Conditional Cash Transfer How many pupils benefitted from Conditional Cash Transfer?	_____ Number.
B. 18	School Grants Has your school ever received grants in the last academic year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 19	Security Guard Does the school have a security guard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 20	Ownership Which of the following owns the school?	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> LGA <input type="checkbox"/> Community

C. ENROLMENT

C.1 Number of Children with Birth Certificates in pre-primary & primary 1

[illegible]

C.2 a Number of Streams in Pre-primary schools in the current school year

Streams	Kindergarten 1/ECCD	Kindergarten 2/ECCD	Nursery 1	Nursery 2	Nursery 3/ One Year pre-primary
No. of streams					

C.2 b Pre-primary enrolment by age for the current school year

[illegible]

C.3 New entrants in primary 1

	New entrants in PRY1		How many of the new entrants attended any early childhood education	
Pupil age	Male	Female	Male	Female
Below 6 Years				
6 Years				
7 Years				
8 Years				
9 Years				
10 Years				
11 Years				
Above 11 Years				
Total				

C.4a Number of streams in the current school year

	PRY1	PRY2	PRY3	PRY4	PRY5	PRY6
No. of streams						
No of streams with Multigrade teaching						

C.4b Primary enrolment by age for the current school year

Pupil age	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Below 6 Years												
6 Years												
7 Years												
8 Years												
9 Years												
10 Years												
11 Years												
Above 11 Years												
Total												
Repeaters												
Completed P6 for previous year												

C.5 Pupil Flow in the Current Academic Year Primary School

[illegible]

C.6 Number of Pupils with Special needs in the current school year

Please enter the number of pupil by grade level with physical and mental challenges or special needs for the academic year

[illegible]

C.7 Number of orphans By Grade

[illegible]

School Code

.... Family Life HIV/AIDS Education (FLHE)

	Education Institutions: rules and guidelines (Pre-primary and Primary) Does the rules and guidelines in your school cover the following aspects? <ul style="list-style-type: none"> Physical safety in school Stigma and discrimination towards staff or pupils/ living with/affected by HIV or based on sex, race or ethnicity, religion or any other grounds, sexual harassment and abuse. Grievance/disciplinary procedures in case of breach of the regulation described in the rules and guidelines. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	Has your school communicated information about the rules and guidelines to relevant stakeholders such as pupils, parents, teachers etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Life Skills-based Family Life HIV/AIDS Education (FLHE) (Primary only) Did students at your school receive any form of life skills-based Family Life HIV/AIDS Education (FLHE) in the previous academic year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, indicate which of these topics were covered in the FLHE programme <ul style="list-style-type: none"> Teaching on generic life skills (e.g. decision-making, communication, seeking help etc). 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	Number of students that received/participated in Life Skills-based Family Life HIV/AIDS Education (FLHE) in the previous year?	M F
	Orientation Process for Parents or Guardians of pupils (Primary only) How many times has your school organised orientation programme for parents or guardians of pupils regarding FLHE programmes in the previous academic year? In what fora was the orientation programme provided?	_____Number <input type="checkbox"/> PTA <input type="checkbox"/> Open Day <input type="checkbox"/> Special Session(s)
	Date of Last Orientation When was the last orientation Programme conducted?	/ / day/month/year
	How many teachers in your school received formal training on FLHE (Primary only)	M F
	How many teachers in your school who received formal training in the previous year also taught lessons in FLHE	M F

School Code

D. STAFF

		Male	Female	Total
D. 1	How many <u>non-teaching staff</u> are working at the school?			
D. 2	How many <u>teachers</u> are working at the school regardless of whether they are currently present or on course or absent			
D. 3	How many Care Givers are in the School for ECCD			

D. 4 Information on all staff during the current school year

Instructions

Enter information on all staff who work in this school (present or currently absent) regardless of payroll status

Make sure that the total number of staff listed in this table agrees with the number of non-teaching staff (D1) and the number of teachers (D2) reported above.

If the number of staff is more than the space provided, photocopy the following page and attach to the questionnaire.

Gender	M – Male		F – Female																												
Type of staff	1 – Head teacher	2 – Assistant head teacher	3 – Teacher	4 – Pre-primary teacher	5 – Care giver	6 – Other non-teaching staff																									
Source of salary	1 – Federal Government - FTS		2 – State Government - On this school's payroll		3 – State Government - On another school's payroll																										
	4 – Other, for example: community, PTA, N-Power		5 – No salary, for example: volunteer, NYSC,																												
Present	1 – Present or temporarily absent		2 – Absent for more than 1 month – Maternity leave		3 – Absent for more than 1 month – Sick leave																										
	4 – Absent for more than 1 month – Training		5 – Absent for more than 1 month – Unauthorised																												
Academic qualification	1 – Below SSCE	2 – SSCE/WASC	3-Grade II	4 –ND / Diploma	5 – NCE	6 – HND / Bachelor Degree	7 – Masters degree /Ph.D.																								
(Use this to fill Area of Specialisation and Main Subject taught)																															
Teaching qualification	1 – NCE						2 – PGDE	3 – B.Ed. or equivalent	4 – M.Ed. or Equivalent	5 – Ph.D.	6- English Studies	7 - Mathematics	8 - Hausa	9 - Igbo	10 - Yoruba	11 - Basic Science	12 - Basic Technology	13 - Physical and Health Education	14 - Information Technology	15 - Home Economics	16 - Agriculture	17 - Entrepreneurship	18 - Christian Religious Studies	19 - Islamic Studies	20 - Social Studies	21 - Civic Education	22 - Security Education	23 - Cultural & Creative Arts	24 - French	25 - Arabic Language	26 - No teaching qualification
Teaching type	1 – Full-time		2 – Part-time																												

No.	Staff File No	Name of Staff	Gender	Type of staff	Source of salary	Year of birth	Year of first appointment	Year of present appointment	Year of posting to this school	Grade level / Step	Present	Academic Qualification	Teaching Qualification	Area of specialisation	Main subject taught	Teaching type	Tick box if teacher attended training workshop / seminar in last 12 months
Example	P4567	Fred Abdul	M	1	1	1976	1996	2002	2005	7 / 2	1	4	3	3	1	1	<input checked="" type="checkbox"/>
1																	<input type="checkbox"/>
2																	<input type="checkbox"/>

School Code									
-------------	--	--	--	--	--	--	--	--	--

No.	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Writing board		No.	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Writing board
7											16									
8											17									
9											18									

E. 5 Number of rooms other than classrooms are there in the school by type of room

1	Staff rooms	____ Number.	4	Laboratories	____ Number.
2	Office	____ Number.	5	Store room	____ Number.
3	Library	____ Number.	6	Others	____ Number.

F. FACILITIES

Instructions – Please tick source of drinking water available in your school			
F.1	Source of safe drinking water Is there a source of water in the school that is safe to drink and in sufficient quantity to provide water every day for pupils? If there is more than one source, select only the primary source .	1. Pipe borne Water	<input type="checkbox"/>
		2. Borehole	<input type="checkbox"/>
		3. Well	<input type="checkbox"/>
		4. Other (Specify.....)	<input type="checkbox"/>
		5. No Source of Safe drinking Water	<input type="checkbox"/>

Instructions – Please enter the total number of facilities available in your School			
F.2	Facilities available		Not useable
			Useable
<p>How many useable facilities does the school have? (If the facilities are not available, write zero)</p> <p>Please note only figure is required here</p>	Toilets		
	Computers		
	Water Source(s)		
	Laboratories		
	Classrooms		
	Library		
	Play Ground(s)		
	Wash hand facility		
	Others		

Instructions – Please indicate shared facilities available in your School					
F.3	Shared Facilities If your school share facilities, specify the facilities shared by separate school/levels by ticking the appropriate box	<input type="checkbox"/>	Toilets	<input type="checkbox"/>	Classrooms
		<input type="checkbox"/>	Computers	<input type="checkbox"/>	Library
		<input type="checkbox"/>	Water Source(s)	<input type="checkbox"/>	Play Ground(s)
		<input type="checkbox"/>	Laboratories	<input type="checkbox"/>	Wash hand facility
				<input type="checkbox"/>	Others

[illegible]

F.5	Sources of power Is there a source of power for the school?	1. PHCN/NEPA	<input type="checkbox"/>
		2. Generator	<input type="checkbox"/>
		3. Solar	<input type="checkbox"/>
		4. No source of Power	<input type="checkbox"/>

F.6	Health facility Does the school have a health facility?	1. Health Clinic	<input type="checkbox"/>
		2. First Aid Kit	<input type="checkbox"/>
		3. No Health facility	<input type="checkbox"/>

F7	Fence/Wall Does the school have a fence or wall around it?	1. In Good Condition	<input type="checkbox"/>
		2. Needs Minor Repair	<input type="checkbox"/>
		3. Needs Major Repair	<input type="checkbox"/>
		4. No Fence or Wall	<input type="checkbox"/>

F8	Play Room Does the school have a playroom for ECCD?	1. Yes but no rugs or sand floor	<input type="checkbox"/>
		2. Yes with Play Rugs	<input type="checkbox"/>
		3. Yes with Sand Floor	<input type="checkbox"/>
		4. No Play Room	<input type="checkbox"/>

F9	Play Facilities Does the school have play facilities for ECCD? Tick all that apply	1. Merry Go Round	<input type="checkbox"/>
		2. Swing	<input type="checkbox"/>
		3. Ladder Slide	<input type="checkbox"/>
		4. See Saw	<input type="checkbox"/>
		5. Indoor Play Activity Materials	<input type="checkbox"/>

F10	Learning Materials Does the school have learning materials ECCD? Tick all that apply	1. Charts	<input type="checkbox"/>
		2. Posters	<input type="checkbox"/>
		3. Toys	<input type="checkbox"/>
		4. Audio/Visual (Radio, TV, DVD)	<input type="checkbox"/>
		5. Word Puzzle Box	<input type="checkbox"/>
		6. Caregiver Guide	<input type="checkbox"/>

F.11 Additional Classrooms Information

Instructions

Please indicate seating available by grade. Only count seats where both a seat and a writing desk are available.

Only seats and desks owned by the school should be counted.

Class	Seating available					
	1 Seater	2 Seater	3 Seater	4 Seater	5 Seater	6 Seater
ECCD						
Pre-primary						
PRY1						
PRY2						
PRY3						
PRY4						
PRY5						
PRY6						

G. PUPIL/TEACHER BOOK

G.1 Number of core subject textbooks available to pupils provided by government.

Subject Area	Number of Pupils Book Made Available for each Subject						
	Pre-Primary	PRY1	PRY2	PRY3	PRY4	PRY5	PRY6
English							
Mathematics							
Social Studies							
Basic Science / Technology							

G.2 Number of core subject Teachers' Textbooks available in the School provided by government.

Subject Area	Number of Teachers Book Made Available for each Subject						
	Pre-Primary	PRY1	PRY2	PRY3	PRY4	PRY5	PRY6
English							
Mathematics							
Social Studies							
Basic Science / Technology							

G.3 Care Giver Manuals provided by the School in the current Academic Year

Care Giver Manuals	Yes	No
Care Giver Guide/Hand Book		
National Policy on ECCDE/Pre-primary School		
National Curriculum		
Toy Making Manuals		

I. H. TEACHERS QUALIFICATION (BY LEVEL AND CLASS) IN CURRENT ACADEMIC YEAR

	Level of Teaching Input	Pre-Pry		Pry		Total	
	Highest qualification	Male	Female	Male	Female	Male	Female
1	Below SSCE						
2	SSCE/WASC						
3	Grade II						
4	OND/ND/Diploma						
5	NCE						
6	PGDE						
7	B.Ed.						
9	M.Ed.						
10	B.A (Ed)						
11	B.Sc.						
12	B.Sc. (Ed)						
13	Ph.D.						
	TOTAL						

H. I. UNDERTAKING

NOTICE

Public officers completing this form are reminded that **Civil Service Rule 04107 Section 1** requires the recording and supply of accurate data. Failure to do so amounts to gross misconduct punishable by sanctions that may include dismissal.

Attestation by Head Teacher

I certify that the information I have given in this form is correct to the best of my knowledge.

Name	
Telephone	
Signature: _____ Date: ____/____/____	

Attestation by SBMC Chairperson/member

I have checked the information in this form and can confirm that it is complete and correct.

Name	
Position	
Telephone	
Signature: _____ Date: ____/____/____	

Attestation by Supervisor

I have checked the information in this form and can confirm that it is complete and correct.

Name	
Position	
Telephone	
Signature: _____ Date: ____/____/____	

FOR OFFICE USE ONLY

CHECK	CHECKED BY	DATE
FIELD COORDINATOR CHECK		/ /
PRE-DATA ENTRY CHECK		/ /
DATA ENTRY COMPLETED		/ /
VERIFICATION CHECK		/ /