

☐ Yes ☐ No

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



FEDERAL MINISTRY OF EDUCATION
2022/2023 SCHOOL CENSUS FORM
SCIENCE & TECHNICAL COLLEGES/ VOCATIONAL
EDUCATION

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.

A. SCHOOL IDENTIFICATION

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"/> Senior Secondary Only <input type="checkbox"/> Junior and Senior Secondary
B. 4	Type of school Tick only one to describe school	<input type="checkbox"/> Regular <input type="checkbox"/> Vocational Training Centre <input type="checkbox"/> Science and Technology College
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 <input style="width: 50px; height: 20px;" type="text"/>
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 headquarters?	_____ kilometres (Enter 0 if within 1 km)
B. 10	Students: Distance from School How many students live further than 3km from the school?	_____ students
B. 11	Students: Boarding How many students 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) Does the school have PTA / PF, 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 ____ No.
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?	_____ No.
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"/> Private <input type="checkbox"/> Community

C. ENROLMENT

C.1 Number of Students with Birth Certificates in JS1 & SS1

How many Students were enrolled with Birth certificates	JSS 1		JT 1		SS 1		NBC/NTC 1	
	Male	Female	Male	Female	Male	Female	Male	Female
NPopC								
Others								

C.2 New entrants in JSS 1 and JT1

	New entrants in JS1		New entrants in JT1	
Student age	Male	Female	Male	Female
Below 12 years				
12 Years				
13 Years				
14 Years				
Above 14 years				
Total				

C.3 a Number of Streams in Junior Secondary/Technical Schools for the current school year

No. of streams	JS1	JS2	JS3	JT1	JT2	JT3
No. of streams with Multigrade teaching						

C.3 b Junior Secondary Secondary/Technical Schools by age for the current school year

Ages	JS1		JS2		JS3		JT1		JT2		JT3	
	Mal	Fe	Mal	Fem	Mal	Fema	Male	Fem	Mal	Fe	Mal	Fe
Below 12 years												
12 Years												
13 Years												
14 Years												
Above 14 years												
Total												
Repeaters												
Completed JSS3 for previous year												

C.4 New entrants in SS1 & NBC/NTC1

	New entrants in SS1		New entrants in NBC/NTC1	
Student age	Male	Female	Male	Female
Below 15 years				
15 Years				
16 Years				
17 Years				
Above 17 years				
Total				

C.5 a Number of Streams in Senior Secondary/Technical Schools for the current school year

No. of streams	SS1	SS2	SS3	NBC/NTC 1	NBC/NTC 2	NBC/NTC 3
No. of streams with Multigrade teaching						

C.5 b Senior Secondary enrolment by age for the current school year

Ages	SS1		SS2		SS3		NBC/NTC 1		NBC/NTC 2		NBC/NTC 3	
	Male	Female	Male	Female	Male	Female						
Below 15 years												
15 Years												
16 Years												
17 Years												
Above 17 years												
TOTAL												
Repeaters												
Completed SS3 for previous year												

C.6a Student Flow in Junior Secondary/Technical Schools for the Current Academic Year

Student Flow	JS 1		JS 2		JS 3		JT1		JT2		JT3	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Dropout												
Transfer in												
Transfer out												
Promoted												

C.6b Student Flow in Senior Secondary/Technical Schools for the Current Academic Year

Student Flow	SS1		SS2		SS3		NBC/NTC 1		NBC/NTC 2		NBC/NTC 3	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Dropout												
Transfer in												
Transfer out												
Promoted												

C.7a Students with Special needs in Junior Secondary/Technical Schools the current school year

Instructions												
Please enter the number of Students by grade level with physical and mental challenges or special needs for the current academic year.												
Challenge that impacts the ability to learn	JS1		JS2		JS3		JT1		JT2		JT3	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Blind / visually impaired												
Hearing / speech impaired												
Physically challenged (other than visual or hearing)												
Mentally challenged												
Albinism												
Autism												

C.7b Students with Special needs in Senior Secondary/Technical Schools the current school year

Instructions

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

Challenge that impacts the ability to learn	SS1		SS2		SS3		NBC/NTC 1		NBC/NTC 2		NBC/NTC 3	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Blind / visually impaired												
Hearing / speech impaired												
Physically challenged (other than visual or hearing)												
Mentally challenged												
Albinism												
Autism												

.... Family Live HIV Education (FLHE)

Education Institutions: rules and guidelines 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 students 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 Education (FLHE) Did students at your school receive any form of life skills-based Family Life HIV 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, etc). Teaching on reproductive health/sexuality education (e.g. teaching on human growth and development, family life, etc) Teaching on HIV transmission and prevention. 	<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 Education (FLHE) in the previous year?	M F
Orientation Process for Parents or Guardians of Students 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 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	M F
How many teachers in your school who received formal training in the previous year also taught lessons in FLHE	M F

C.8 Examinations in the previous school year

	WAEC			NECO			NABTEB		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
How many students were registered for NABTEB?									
How many students took part in the NABTEB?									
How many students passed (5 credit including English and Maths) in NABTEB exams?									

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 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 – Principal	2 – Vice principal	3 – Teacher	4 – 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	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 – OND / Diploma	4 – NCE	5 – Degree / HND / Graduate	6 – PhD/Masters degree
Teaching qualification	1 – NCE	2 – PGDE	3 – B.Ed. or equivalent	4 – M.Ed. or equivalent	5 – Grade II or equivalent	6 – None

(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 7 – Mathematics 8 –Biology
 9 - Basic Science 10 - Physics 11 - Chemistry 12 - Health Science 13 - Agric Science 14 - Electrical installation 15 - Computer Operation 16 - Basic Computer
 17 - Computer Programming 18- Basic Technology 19 - Food and Nutrition 20 - Wood Metal Finishing 21 - Furniture Design and Construction 22 - 23 - Geography
 24 - Home Economics 25 - Economics 26 - Business Studies 27 - Technical Drawing 28 - Auto mechanics 29- Building Construction 30 - General Woodwork
 31 - Electrical/Electronics 32 - Clothing & Textile Design 33 - PHE 34- French 35 - Arabic 36- Igbo 37- Hausa 38 - Yoruba 39 - Upholstery
 40 - Introduction to Building 41 - Walls, Floors and Ceiling Finishing 42 - Concreting 43 - Garment Construction 44 - Brick, Block Laying
 45 - Refrigeration and Air Conditioning 46 - Fabrication and Welding 47 - Plumbing

Teaching type	1 – Full-time	2 – Part-time
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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	Subject of qualification	Area of specialisation	Main subject taught	Teaching type	Tick box if teacher teaches both junior & senior secondary classes in this school	Tick box if teacher attended training workshop / seminar in last 12 months
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School Code

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	Subject of qualification	Area of specialisation	Main subject taught	Teaching type	Tick box if teacher teaches both junior & senior secondary classes in this school	Tick box if teacher attended training workshop / seminar in last 12 months
Example	P456	Fred Abdul	M	1	1	1976	1996	2002	2005	7 / 2	1	4	3	3	3	3	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1																		<input type="checkbox"/>	<input type="checkbox"/>
2																		<input type="checkbox"/>	<input type="checkbox"/>
3																		<input type="checkbox"/>	<input type="checkbox"/>
4																		<input type="checkbox"/>	<input type="checkbox"/>
5																		<input type="checkbox"/>	<input type="checkbox"/>
6																		<input type="checkbox"/>	<input type="checkbox"/>
7																		<input type="checkbox"/>	<input type="checkbox"/>
8																		<input type="checkbox"/>	<input type="checkbox"/>
9																		<input type="checkbox"/>	<input type="checkbox"/>
10																		<input type="checkbox"/>	<input type="checkbox"/>
11																		<input type="checkbox"/>	<input type="checkbox"/>
12																		<input type="checkbox"/>	<input type="checkbox"/>
13																		<input type="checkbox"/>	<input type="checkbox"/>
14																		<input type="checkbox"/>	<input type="checkbox"/>
15																		<input type="checkbox"/>	<input type="checkbox"/>
16																		<input type="checkbox"/>	<input type="checkbox"/>
17																		<input type="checkbox"/>	<input type="checkbox"/>
18																		<input type="checkbox"/>	<input type="checkbox"/>
19																		<input type="checkbox"/>	<input type="checkbox"/>
20																		<input type="checkbox"/>	<input type="checkbox"/>
21																		<input type="checkbox"/>	<input type="checkbox"/>
22																		<input type="checkbox"/>	<input type="checkbox"/>

School Code

E. CLASSROOMS

E. 1	How many <u>classrooms</u> are there in the school?	_____ <i>Number.</i>
E. 2	Are any classes held outside (because classrooms are unusable or insufficient)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

E. 3 Information on all classrooms

Instructions

Record details for each individual classroom, regardless of whether or not they are in use. **Each row must correspond to a different classroom** (not a block).

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

Present condition	1 – Good	2 – Needs minor repairs	3 – Needs major repairs	4 – Under construction	5 – Unusable			
Floor material	1 – Mud/Earth	2 – Concrete	3 – Wood	4 – Tile/Terrazzo				
Wall material	1 – Mud	2 – Cement/Concrete	3 – Wood/Bamboo	4 – Burnt bricks	5 – Iron sheets	6 – Stone	7 – No walls / dwarf walls	
Roof material	1 – Mud	2 – Cement/Concrete	3 – Wood/Bamboo	4 – Ceramic tiles	5 – Iron sheets	6 – Asbestos	7 – No roof	
Seating	Are there enough seats for the children in this classroom?				1 – Yes	2 – No		
Good blackboard	Does the classroom have a good blackboard that children can read from?				1 – Yes	2 – No		

No.	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Good blackboard
Example	1976	1	7	5	3	3	3	1	1
1									
2									
3									
4									
5									
6									
7									
8									
9									

No.	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Good blackboard
Example	1976	1	7	5	3	3	3	1	1
10									
11									
12									
13									
14									
15									
16									
17									
18									

E.4 Number of rooms other than classrooms are there in the school by type of room

1	Staff rooms	_____ <i>Number.</i>	4	Laboratories	_____ <i>Number.</i>
2	Office	_____ <i>Number.</i>	5	Store room	_____ <i>Number.</i>
3	Library	_____ <i>Number.</i>	6	Others	_____ <i>Number.</i>

School Code

E.5 Information on all workshops

Instructions

Record details for each individual workshop, regardless of whether or not they are in use. **Each row must correspond to a different workshop** (not a block).

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

Type of workshop	1 – Electrical installation 2 – Computer Operation 3 – Basic Computer Electronics 4 – Computer Programming 5 – Wood Metal Finishing 6 – Furniture Design and Construction 7 – Auto mechanics 8 – Building Construction 9 – General Woodwork 10 – Electrical/Electronics 11 – Clothing & Textile Design 12 – Upholstery 13 – Introduction to Building 14 – Walls, Floors and Ceiling Finishing 15 – Concreting 16 – Garment Construction 17 – Brick, Block Laying 18 – Refrigeration And Air Conditioning 19 – Fabrication and Welding 20 – Plumbing 21 – Technical drawing studies 22 – Mechanical crafting 23 – Printing 24 – Agricultural mechanization 25 – Catering 26 – Carpenter and Joinery										
Present condition	1 – Good 2 – Needs minor repairs 3 – Needs major repairs 4 – Under construction 5 – Unusable										
Floor material	1 – Mud/Earth 2 – Concrete 3 – Wood 4 – Tile/Terrazzo										
Wall material	1 – Mud 2 – Cement/Concrete 3 – Wood/Bamboo 4 – Burnt bricks 5 – Iron sheets 6 – Stone 7 – No walls / dwarf walls										
Roof material	1 – Mud 2 – Cement/Concrete 3 – Wood/Bamboo 4 – Ceramic tiles 5 – Iron sheets 6 – Asbestos 7 – No roof										
Shared	Is the workshop shared with another school(s)? 1 – Yes 2 – No										
Seating	Are there enough seats for the students in this workshop? 1 – Yes 2 – No										
Good blackboard	Does the workshop have a good blackboard that students can read from? 1 – Yes 2 – No										

No.	Type of workshop	Shared	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Good blackboard
Example			1976	1	7	5	3	3	3	1	1
1											
2											
3											
4											
5											
6											
7											
8											
9											

	Type of workshop	Shared	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Good blackboard
Example			1976	1	7	5	3	3	3	1	1
10											
11											
12											
13											
14											
15											
16											
17											
18											

F. FACILITIES

Instructions – Please tick source of drinking water available in your school

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

F.2	Facilities available	F.3	
		Useable	Not 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</p>	Toilets		
	Computers		
	Water Source(s)		
	Laboratories		
	Classrooms		
	Library		
	Play Ground(s)		
	Wash hand facility		
	Others		

Instructions – Please indicate the shared facilities available in your School

F.3 If your school share facilities, specify the facilities shared by separate school/levels by ticking the appropriate box	Shared Facilities	<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

Instructions – Please enter the total number of useable toilets units by each type below. Count the number of toilet units, not toilet blocks.

[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"/>

F.7	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"/>

F.8 a 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	Total Seating available		
	1-Seater	2-Seater	3-Seater
JS 1			
JS 2			
JS 3			
SS1			
SS2			
SS3			

F.8 a 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	Total Seating available		
	1-Seater	2-Seater	3-Seater
JT 1			
JT 2			
JT 3			
NBC/NTC 1			
NBC/NTC 2			
NBC/NTC 3			

G. 1 Number of Students by Subject and trade in the current academic Year

G. 1 Number of Students by Subject and trade in the current academic Year

[illegible]

[illegible]

H.1. Number of Students' Core subjects textbooks available in the School provided by government

H.2 Number of Teachers' Core subjects Textbooks available in the School provided by government

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

[illegible]

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 Principal

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		/ /