



Federal Ministry of Education

Manual for School Census Data Collection

Revised 2016



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Table of Contents

Foreword	i
Preface	ii
Acknowledgement	iii
Acronyms	iv
Introduction.....	vi
Duties/Responsibilities of Participating Officers	vii
Definition of Terms	ix
Introduction/General Instructions for the Completion of the School Census Forms..	xix
SECTION 1.....	1
1.1 ECCDE, Pre-Primary and Primary Education	2
Completing the Questions	3
A. School Identification	3
B. School Characteristics	5
C. Enrolment	8
D. Staff	13
E. Classrooms.....	17
F. Facilities	20
G. Pupil/Teacher Book	24
H. Undertaking	26
SECTION 2.....	28
2.1 Junior Secondary School	29
Completing the Questions	26
A. School Identification	30
B. School Characteristics	32

C. Enrolment	35
D. Staff	37
E. Classrooms.....	40
F. Facilities	43
G. Number of Students by Subject	46
H. Student/Teacher Book	47
I. Undertaking.....	48
SECTION 3.....	50
3.1 Senior Secondary School	51
Completing the Questions	52
B. School Characteristics	54
C. Enrolment	57
D. Staff	59
E. Classrooms.....	62
F. Facilities	65
G. Number of Students by Subject	67
H. Student/Teacher Book	68
I. Undertaking.....	69
SECTION 4.....	71
4.1 Science and Technical Colleges/ Vocational Education.....	72
Completing the Questions	73
A. School Identification	73
B. School Characteristics.....	75

C. Enrolment	78
D. Staff	82
E. Classrooms/Workshops	85
F. Facilities	87
G. Number of Students by Subject	90
H. Student/Teacher Book	91
I. Undertaking	92
SECTION 5.....	84
5.1 Private Schools.....	85
Completing The Questions.....	96
A. School Identification	96
B. School Characteristics	98
C. School Enrolment.....	101
D. Classrooms and Facilities	109
E. Teachers (by Level of Main Teaching Input).....	112
F. Student/Teacher Book	114
G. Undertaking	115

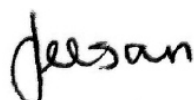
Foreword

Since inception, the Annual School Census forms were completed without a manual, leaving the interpretation of the items therein to the various personal judgments of those that complete them.

To address this challenge, the maiden issue of the Manual for Completion of the Annual School Census forms was produced in the year 2014. The revision of the Manual is therefore imperative. This is a step in the right direction as it would enable users to keep abreast of the changes made in the school census instruments. The changes in the Manual were approved by the meeting of the National Committee on Education Management Information System held in December, 2015.

This edition has been enhanced with graphic representation of the school data collection instruments for pre-primary, primary, junior secondary, senior secondary, science and vocational as well as private school. This makes it easier and more user friendly to the enumerators, supervisors, head teachers and teachers that complete the instruments.

The Manual is therefore, an indispensable guide for the completion of the school census instruments. The accuracy of the school census exercise depends largely on it and all relevant officers to the school census exercise are encouraged to use it.



Dr. Folasade Yemi-Esan
Permanent Secretary

30th September, 2016

Preface

The need for accurate and reliable education data cannot be over emphasized. This underscores the cooperation of all stakeholders to achieve a functional Education Management Information System for effective and timely education data collection process. The conduct of Annual School Census data collection which started in the 1990s by the Education Data Bank (EDB) now Nigeria Education Management Information System (NEMIS), had the first edition of the Manual for the completion of the instruments developed in 2014. This current edition came as a result of an update made in the instruments, as approved by the National Committee on EMIS in December, 2015.

This edition, apart from enhancing the comprehension and easy usage of the Manual which featured the terminology, “School Census” instead of “Annual School Census” makes for use at all times of Education data collection and management processes.

The Manual will ensure uniform understanding and interpretation across the system where School Census is bound to take place. The import of ensuring uniformity for reliability and credibility of the output of School Census exercise formed the basis for UNICEF, in collaboration with FME and other relevant Stakeholders to embark on the review of the existing Manual for critical update of terms, views, opinion and operability.

It is hoped that the usage of this Manual and indeed this reviewed edition will offer the needed support in quest for accurate and reliable education data for evidence based planning and administration.



Mrs. Magdalene Anene-Maidoh

Director (Educational Planning Research and Development)

26th September, 2016

Acknowledgements

The Manual for School Census Data Collection has been put together to address the challenges in education data collection, processes, production and management. This reviewed edition ensures a great deal of user friendliness especially with the inclusion of graphic interface of the instrument with the Manual.

We would like to express our profound gratitude to the Hounourable Minister of Education, Mallam Adamu Adamu, for his keen interest in education data availability and credibility. Our unalloyed thanks also go to our amiable mother, the Permanent Secretary, Dr. Folasade Yemi – Esan for her commitment towards reliable education data production to inform evidence-based planning.

A very sincere gratitude to UNICEF and especially to the Education Specialist, Mr Alassane Ouedraogo, who fully supported the review exercise and made sure the best came out of it. UNICEF has remained a remarkable partner.

This reviewed publication was produced under the supervision of the Director, Educational Planning, Research and Development, Federal Ministry of Education, Mrs. Magdalene Anene-Maidoh. She is completely a data compliant Director. We appreciate you.

Worthy of appreciation for their resoluteness in the education data business are the staff of Statistics and NEMIS: Jimoh Mulikat, Onyeneke Angela, Iwuchukwu Charles, Garba Adamu, Grace Emenyeonu, Simon Danat, Mohammed Zubairu, Lynn Dimka, Micheal Ojo, Abdulgafar Otunola, Ndubuisi Ofuani, Samueal Udoudoakpan, Rose Ohenren, Elizabeth Dangoji and the Programmer – Oluwagbenga Akinwehinmi.

The invaluable and expert contribution of Akpanossom Udo of UBEC, as well as Dr Lara Ogunsola and Ambrose Akinyamoju, of NIEPA, are also appreciated. For the input from the States, we owe our gratitude to Malia Bello, Shamsudeen Sambo, Suleiman Mohammed, Josephine Micheal, Mustapha shehu, Abdullahi Musa and Ferdinand Akaa.

Finally, we thank Carol Nelson-Atuonwu and Grace Essiet Ekong for proof reading the document.

God bless you all immensely.



Matthews Ofodum Nganjiozor
Deputy Director (Statistics & NEMIS)

September 23, 2016

Acronyms

B.A (Ed)	Bachelor of Arts degree in Education
B.Ed.	Bachelor degree in Education
B.Sc.	Bachelor of Science Degree
B.Sc.(Ed)	Bachelor of Science Degree in Education
DVD	Digital Video Disk
EDB	Education Data Bank
ECCD	Early Child Care Development
ECCDE	Early Child Care Development Education
EMIS	Education Management Information System
FCT	Federal Capital Territory
FME	Federal Ministry of Education
FTS	Federal Teachers Scheme
GPS	Global Positioning System
HND	Higher National Diploma
HQ	Headquarters
JSCE	Junior Secondary School Certificate Examination
JS	Junior Secondary
JSS	Junior Secondary School
KG	Kindergarten
LEMIS	Local Education Management Information System
LGA	Local Government Area
LGEA	Local Government Education Authority
MA	Mothers Association
M. A.	Master of Art
M. Ed.	Master degree in Education
M. Sc.	Master of Science
NABTEB	National Business and Technical Examination Board
NBS	National Bureau of Statistics
NCE	Nigeria Certificate in Education

NECO	National Examination Council
NEMIS	Nigeria Education Management Information System
NEPA	National Electric Power Authority
NGO	Non-Governmental Organization
No/No.	Number
NPopC	National Population Commission
NR/NUR/NURS	Nursery
NYSC	National Youth Service Corps
OND	Ordinary National Diploma
P6	Primary 6
PF	Parents Forum
PGDE	Post Graduate Diploma in Education
PhD	Doctor of Philosophy
PHCN	Power Holding Company of Nigeria
PHE	Primary Health Education
PRY	Primary
PTA	Parents/Teachers Association
SBMC	School Based Management Committee
SDP	School Development Plan
SEMIS	State Education Management Information System
SMoE	State Ministry of Education
SS	Senior Secondary
SSCE	Senior School Certificate Examination
SSS	Senior Secondary School
TV	Television
UNDP	United Nations Development Programme
UNESCO	United Nations Education and Scientific Cultural Organisation
UNICEF	United Nations Children's Fund
WASC	West African School Certificate

Introduction

The Nigeria Educational Management Information System (NEMIS) is a database to support the effective and efficient management of the education system at the Federal, State and Local Government levels with a view to improving the performance of the education system in general, and of students in particular. It is to provide the basis for monitoring the effectiveness and efficiency of the educational system at all levels. The policy was approved for implementation at the National Council on Education (NCE) at its 54th session, which held in Katsina in December, 2007. This signalled the entrenchment of a sustainable system that will assure the availability of credible, reliable and timely data.

The conduct of School Census (SC) ensures that educational data at the ECCDE, Pre-primary, Primary, Junior secondary, Senior secondary and Technical schools are collected. The SC Manual is expected to address the major challenges associated with the methodology of data collection and data management. Also, the Manual is designed to aid the collection of reliable, accurate and timely data in the school system. The information obtained from the SC will be used to facilitate appropriate planning, policy formulation and the decision making processes at the different levels of our educational system.

This review of the 2014 Manual was necessitated by the review of the school census instrument in 2015. The reviewed edition, therefore, has been updated in the following areas: Data collection processes, methodology, item content, strategies analysis and reporting, accuracy and reliability. A good understanding of the questionnaire, makes it easy to understand school census instrument. Consequently, quality data collection reporting processes, enhanced flexibility, effective completion etc will be achieved.

Prior to this review, the set of five school census instruments designed for the purpose of data gathering were equally subjected to the review as approved by the National Commission of Colleges of Education (NCCE). This process was carried out in 2015.

This version, therefore, will guarantee the control of quality processes

The Federal Ministry of Education (FME) has the overall responsibility for the success of the SC. It therefore functions as the overall coordinator of the States and Local Government EMIS Committees through the National Committee on EMIS in the conduct of the SC exercise

Duties/Responsibilities of Participating Officers

In order to guarantee accuracy, reliability, credibility and widely acceptable school census outcomes, everybody involved in the exercise must rise above political, religious and cultural sentiments. Therefore, those who are directly involved in the exercise must be men and women of impeccable character, diligent, honest, sincere, disciplined and nationalistic.

Head of School

The Head of School

- allows data collectors easy access to school;
- provides relevant and accurate school records for completion of School Census form;
- facilitates the work of the School Census officials assigned to the school;
- endorses the attestation on the School Census form and is mindful of the consequences of any falsification of data made available to the data collector; and
- ensures the Enumerator signs the Visitor's book before leaving.

The Enumerator/Data Collector

The exercise relies on the efficiency of Data Collector. The Data Collector is the most important functionary in the school census process. He MUST have undergone the mandatory pre-data collection training to ensure a thorough understanding of the acronyms, definition of terms and methodology of completing the School Census forms.

The Data Collector has direct access to the Head Teacher/Principal and the school records from where data is obtained and recorded into the various forms:

- visits all Schools assigned;
- liaises with the School head to complete the data forms using appropriate school records;
- keeps in constant touch with the Supervisor to resolve issues when necessary;
- cross-checks completed forms with the school head including its endorsement before handing over to the Supervisor; and
- signs the Visitor's book before leaving.

Supervisor

The Supervisor:

- distributes the forms and the school list to the team of data collectors;
- assigns Data Collectors to schools;
- handles all problems reported by Data Collectors;
- carries out on-the- spot check of the activities of Data Collectors;
- retrieves and scrutinises completed forms;
- relates with the Monitor on all matters arising from the data collection process;
- ensures total coverage of schools under supervision; and
- collates all retrieved forms and returns them to the Chairman, Local Education Management Information System / State Education Management Information System (LEMIS/SEMIS) as applicable.

Monitor

The Monitor:

- monitors the activities of the Supervisors and Data Collectors etc in order to ensure a hitch free conduct of School Census exercise; and
- serves as the liaison officer between the field and the State Committee on EMIS.

Definition of Terms

The Definition of Terms used in this manual are based on the context, usage and completion of the School Census Forms

1. **Academic qualification:** Type of certification e.g SSCE/WAEC, OND, HND, Grade II, NCE, B.Ed., B.Sc., B.A, M.Ed., PhD etc.
2. **Academic year:** The academic year corresponds to the date when schools are opened for instruction to the date when schools are closed for instruction within the same session (school year).
3. **Area of Specialization:** Subject of most competence or trained in academics
4. **Attendance:** A child who has attended School at least one day during the last three (3) weeks before the census exercise.
5. **Birth Certificate:** Evidence of the registration of the birth. This may have been obtained from the National Population Commission and Others (Hospitals, Local Government Council offices, Courts etc).
6. **Black board:** Refers to any Chalk or Marker board of any colour.
7. **Boarding School:** A school where some or all Pupils/Students study and live during the school year with their fellow students and possibly teachers and/or administrators. The boarding Pupils/Students are Pupils/Students who live in the boarding house with fellow Pupils/Students when school is in session.
8. **Care Giver:** Is an employee or person that takes care of children in the Early Child Care and Development Education (ECCDE) centres and may also instruct the pupil at that level of learning in the school/centre.
9. **Class:** A Grade or level of instruction usually covered in the course of a school year.
10. **Classroom:** A room of a particular dimension in a building designated for teaching and learning.
11. **Classroom seats:** Chairs, benches, desks etc used by students/pupils for seating in the classrooms.
12. **Completed Pry/JSS/SSS:** Number of Pupils/Students who completed the last class Primary 6/JSS3/SSS3 respectively.
13. **Conditional Cash Transfer/Cash Transfer:** Money given to the parent/guardian, (especially women), of indigent pupil/student, to facilitate the education of the child.
14. **Current academic year/School year:** The on-going school year (session).
15. **Drop out:** Pupils/Students who left the school abruptly without transfer certificates for at least six (6) continuous weeks.
16. **Enrolment:** The number of Pupils/Students that are properly registered in a school in a given academic year.
17. **Facilities available:** Resources available in the school, including Toilet, Computers, Water Source(s), Laboratories, Classrooms, Library, Play Ground(s), Others.

18. **Head Teacher:** An administrative head of a Primary school
19. **Level of education Offered:** The categories of schooling in operation according to the National Policy on Education. These include ECCDE/Pre-primary, Primary, Junior Secondary and Senior Secondary levels.
20. **Main Subject taught:** The main subject assigned to the teacher to teach.
21. **Multi-Grade Teaching:** A situation where one teacher teaches two or more classes simultaneously.
22. **New Entrants:** Pupils/Students that are newly admitted into the first class (e.g Pry1, JSS1, SSS1) of any school level in any given academic year.
21. **Non-teaching staff:** A person in the school engaged to perform non-academic duties. This includes other school administrators, Supervisors, counsellors, school health personnel, librarians, security guards, care-givers etc.
22. **Number of toilets:** The number of toilet units available in the school.
23. **Orphans:** Pupils/Students that lost either of the parents or both
24. **Ownership:** The one who owns, controls or manages the school e.g. Federal, State, Local Government Area (LGA), or Community, Cooperate body, Non-Governmental Organizations(NGOs), Individual or Faith-based Organization.
25. **Principal:** An administrative head of a Secondary school
26. **Primary source of power supply:** The main or most efficient source of power supply available for use in the school.
27. **Promoted:** Pupils/Students who progressed to the next class within the school upon completion of the previous academic year.
28. **Proprietor:** A person who has the exclusive right or title deed to the school.
29. **Pupil flow:** The progression from one class to the other
30. **Pupils/Students with special need:** These are Pupils/Students with physical/mental challenges. They include:
 - Blind/visually impaired: Pupils/Students that are partially or completely blind
 - Hearing impaired: Pupils/Students that have hearing problems
 - Physically challenged :Pupils/Students that have physical challenges e.g hands, legs etc
 - Mentally challenged: Pupils/Students with learning difficulties/ challenges.
 - Albinism: Pupils/Students whose skin and hair lack pigmentation.
 - Autism: Pupils/Students with developmental disorder resulting in difficulty in relating and communicating with others.
31. **Repeater:** Pupils/Students repeating the class that they were enrolled during the previous academic year due mainly to failing promotion assessment test.
32. **Roof Material:** This includes any material used in covering the top of school building e.g. Mud, Thatch, Asbestos Cement/Concrete, Wood/Bamboo, Ceramic tiles, Iron sheets, long span and Aluminium sheets.
33. **School:** An established location where teaching and learning takes place with the use of a written curriculum.

- 34. School average distance from catchment area:** The average of the farthest and the closest distances that the Pupils/Students cover from their homes to the school. Add the two distances in Kilometre and divide by two. The result is the average distance covered by the Pupils/Students from the area or locality where the school is situated.
- 35. School Code:** A number that is assigned to a school which is unique to it.
- 36. School Development Plan:** A plan is a plan of activities that sets priorities aimed at achieving desired objectives over a period of time for the purpose of implementing sustainable development. An effective school development plan should involve the participation of all stakeholders such as parents, teachers and Pupils/Students among others.
- 37. School Fence:** A demarcation of the school boundary with the use of any material such as concrete wall, barbed wire, bamboo etc.
- 38. School Grants:** Money given to a school by Government or Organisation for the day-to-day running of the school without conditionality.
- 39. School List:** A compilation by the State Ministry of Education/Federal Capital Territory (FCT) Education Secretariat, of ALL the schools operating within their respective jurisdiction. This list is generated from the States/FCT Education Management Information System (EMIS) database.
- 40. School Records:** All the books and files containing information relating to what goes on in the school as well as the types of property the school owns. These could be kept in a book, file or computer. School records are divided into statutory records and non-statutory records.
- 41. School Records (Statutory):** The records kept in accordance with the Education Law which must be produced on request by the agents of Ministry of Education on official inspection. These include:
- Log Book
 - Admission Register
 - Withdrawal Register
 - Class Attendance Register
 - Punishment Book
 - Reward Book
 - Continuous Assessment Records
 - Movement Register for staff
 - Attendance Register for teaching and non-teaching staff
 - Annual Leave Roster for teachers
 - Transfer Certificate Booklet
 - Visitors' Book
 - Subject Diaries
 - Assignment Books for Teachers
 - Query Book
 - History of the school

- Pupils Individual Files
 - Sports and Games Record File
 - School Clubs/Societies
 - School Coordinators
- 42. School Records (Non-Statutory):** Other vital records which are expected to be kept to make the general school administration convenient, effective, progressive, clean and pave way for development. These records include:
- Inspection Reports
 - Mark-book and Report Sheets
 - Ministry's Circulars
 - Minutes of Staff Meetings
 - Minutes of Meetings of Heads of Department
 - Records of Board of Governors/Advisory Council Activities
 - External Examination Results
 - Financial Records
 - Reports of Teacher-on-Duty etc.
 - Number of Classrooms
 - Number of Blocks
 - Source of Water
 - Type of Toilet/Number of Toilets
 - Sources of Power
 - Disciplinary Committee File
 - School Land Papers
 - Health Book
 - Inventory Book
- 43. Security Guard:** A personnel in the school who has the responsibility of ensuring the protection of lives and property.
- 44. Shift:** May be single or double. Single shift is a type of school which operates with only one group of students attending school in one session of the day while Double shift school is a type of school which operates in two sessions of the day, with one group of students in the school early in the day and a second group of students later in the day.
- 45. Staff:** An employee or person engaged to carry out specific functions/duties/responsibilities in the school.
- 46. Staff File Number:** Staff Personal Identification Number.
- 47. Stream:** A classification of a class or grade into segments e.g. if in a school, Primary 1 has Primary 1 A, Primary 1 B and Primary 1 C, then the school has three streams for Primary 1.
- 48. Shared Facilities:** Resources used by more than one school/level.

- 49. Sources of Safe Drinking Water:** Source of water in the school that is safe to drink and in sufficient quantity for students every day. It includes:
- Pipe borne Water
 - Borehole
 - Well
 - Others
- 50. Subject of Qualification:** Academic and professional specialisation of the teacher.
- 51. Teaching Staff:** A person employed in an official capacity for the purpose of guiding and directing the learning experience of pupils and students, irrespective of his/her qualification or the delivery mechanism.
- 52. Teaching Time:** The official number of hours of instruction designated for learning. This is usually 6 hours per day.
- 53. Teaching Type:** This may be Full time or Part-time (e.g. NYSC teachers, Volunteer teachers and PTA teachers etc).
- 54. Teaching Qualification:** Professional certification in education e.g Grade II, NCE, B.Ed., PGDE.
- 55. Type of Staff:** The categories of staff by responsibilities and duties as assigned by the school.
- 56. Transfer-in:** Pupils/Students admitted from other school(s) and enrolled in the present school with transfer certificate(s)
- 57. Transfer-out:** Pupils/Students that left their present school to join other school(s) to continue their educational career with transfer certificate(s)
- 58. Type of School:** School type based on curriculum such as regular school, Islamiyyah Integrated, special school, Science and Technical colleges.
- 59. Type of School Building:** Different adapted structures for teaching and learning such as purpose-built, converted building (one class per room i.e walls separating), converted building (rooms having multiple classes which may have no walls between) and Space in house/ apartment (residential).
- 60. Wall Material:** Wall finishing of cement/concrete/tiles or mud.
- 61. Ward:** A geographical area that is made up of villages or towns.
- 62. Year of Establishment:** The year the school commenced operation.

Introduction/General Instructions for the Completion of the School Census Forms

This Manual is a reference guidebook for School Census data collection. It provides detailed instructions on the completion of the School Census forms. Enumerators can always make reference to the section on the definition of terms.. It contains instructions on data collection and the completion of School Census forms in the following Sections:

1. *SECTION 1: ECCDE, Pre-Primary and Primary Education*
2. *SECTION 2: Junior Secondary Education*
3. *SECTION 3: Senior Secondary Education*
4. *SECTION 4: Science and Technical Colleges/Vocational Education*
5. *SECTION 5: Private Schools*

General Instructions

1. *The School Census form is to be completed by the Data Collector who is expected to be supported by the Head-teacher/Principal who will be fully responsible for the accuracy of the information supplied on the form.*
2. *The Head Teacher/Principal should make available all records with respect to School Census.*
3. *Where the Head-teacher/Principal is not available, the next most senior member of staff in the school should take up the responsibility of supporting the Data Collector in completing the form.*
4. *All answers to be entered in BLOCK CAPITALS.*
5. *Use a BLUE BIRO to complete the form.*
6. *Refer to definition of terms in this Manual for proper understanding.*

SECTION 1

ECCDE, Pre-Primary and Primary Education

ECCDE, Pre-Primary and Primary Education

The ECCDE, Pre-Primary and Primary Education form contains the following sections:

- A. School Identification:** This contains background information on School Name, Number and Street Name, etc.
- B. School Characteristics:** These highlight information on year of establishment, location, ownership, etc.
- C. School Enrolment:** This deals with information such as number of pupils with Birth Certificates, new entrants, enrolment, pupils' flow, special needs pupils, etc.
- D. Staff:** This deals with different categories of personnel engaged in the school including their qualifications, area of specialization, main subject taught, subject of qualification, and teaching type.
- E. Classroom:** This deals with availability, quantities and conditions of classrooms, seats, blackboard, etc.
- F. Facilities:** These indicate available facilities in the school such as source of safe drinking water, source of power, toilets, Library, Laboratory, ICT equipment, health facility, etc.
- G. Pupils/Teachers Book:** The information includes the number of books available and provided by government for pupils and teachers.
- H. Undertaking:** Under this section, the Head Teacher, Enumerator and Supervisor are to attest to the accuracy, validity and consistency of information provided and should be mindful of the consequences of any falsification of data.

Pre-Primary and Primary Public-school Census Form

INSTRUCTION: Use the Instructions below to complete the front page of the form

For Enumerator Only: Determine if the school is on the school list provided: Check the school list and Tick the box **Yes** if the school is listed and **No** if it is not.

School Code: Enter the unique number that is assigned to this school. You can find this number on the school list. Where the school is not on the list, leave the school code blank and enter the name of the school as a new school on the school list.

School Coordinates: Obtain and record the school coordinates in the box provided on the front cover of the Census form. Where the School coordinates are not available, use the **GPS** to capture and record.

A. School Identification

A.1 School Name: Write the official name (in full) by which the school is known, identified or addressed. **No abbreviation.**

A.2 Number and Street Name: Write the exact school address indicating the number and the name of the street where the school is situated (Post Office Box **NOT** acceptable).

A.3 Village or Town: Write the name of village or town in which the school is physically located.

A.4 Ward: Write the name of the Ward where the school is located.

A.5 LGA: Write the name of the Local Government Area where the school is located.

A.6 State: Write the name of the State where the school is located.

A.7 School Telephone: Write the official telephone number of the school.

A.8 Email Address: Write the school e-mail address. Where the school has no official e-mail write the Head Teacher's personal e-mail address or any other.

FOR Enumerator ONLY: Was this school in the school list?

☐ Yes ☐ No

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



FEDERAL MINISTRY OF EDUCATION
2015/2016 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.

A. School Identification

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

A.1 School Name																				
A.2 Number and Street name																				
A.3 Village or Town																				
A.4 Ward																				
A.5 LGA																				
A.6 State																				
A.7 School Telephone																				
A.8 E-mail Address																				

B. School Characteristics

Instruction: Use the instructions below to complete B.1 to B.20

B.1 Year of Establishment: Check the school Log Book and enter the year in which the school was established. If not in the Log Book, ask the Head Teacher to provide other records that show the year of establishment.

B.2 Location: Indicate whether the school is **Rural** or **Urban**. The school is Urban if it resides in a population centre of more than 20,000 people or is in the headquarters of a local government or has been so designated by the state government in an official release. Tick ☒ in the box as appropriate.

B.3 Level of Education Offered: Tick whether the level of education is ECCDE/Pre-primary only or Pre-primary and primary only or primary only.

B.4 Type of School: Find out from the Head Teacher the type of school, whether it is Regular, Nomadic, Special needs or Islamiyya, Integrated and **Tick only one as appropriate.**

B.5 Shifts: Find out whether the school operates single shift/single session (morning only, Tick No) or double shift (morning and afternoon means sessions with different groups of students under the same administration, Tick YES) and Tick the box as appropriate.

B.6 Shared Facilities: Find out from the Head Teacher if the school shares any facility such as classroom blocks, laboratories, play fields, teachers etc. with any other school(s). Tick the appropriate box **Yes** or **No**. If yes write the total number of Schools that share these facilities with your school.

B.7 Multi-grade Teaching: Find out from the Head Teacher if any teacher teaches more than one class of different grades (classes) at the same time.

B.8 School Average Distance from Catchment

Communities/Areas: Find out from the Head Teacher the farthest and the closest distances that the pupils cover from their homes to the school. Add the two distances in Kilometre and divide by two. The result is the average distance covered by the pupils from the area or locality from which a school attracts pupils; indicate the approximate distance in kilometres (enter 0 if not more than 1 kilometre otherwise write the actual average distance to 2 decimal places)

B.9 School Distance from LGA: Find out from the Head Teacher the distance of the school location from the Local Government Area Headquarters in kilometres; indicate the approximate distance in kilometres (enter "0" if not more than 1 kilometre)

B.10 Pupils Distance from School: Find out from the Head Teacher the number of pupils that live in a distance more than 3 kilometres to the school; and indicate the number in the space provided.

B.11 Pupils Boarding: Find out from the Head Teacher the number of boys and girls who live in the school's boarding house and enter same in the space provided.

B.12 School Development Plan (SDP): Find out from the Head Teacher if the school has a School Development Plan/activity in the last school year. Tick as appropriate.

B.13 School Based Management Committee (SBMC): Find out from the Head Teacher if the school has SBMC that met at least once in the last school year. Tick as appropriate.

B.14 Parent-Teacher Association (PTA)/ Parent Forum: Find out from the Head Teacher if the school has PTA/Parent Forum that met at least once in the last school year. Tick as appropriate.

B.15 Date of Last Inspection Visit: Find out from the Head Teacher when the school was last inspected and enter the day, month and year. Also, find out the number of times Inspectors visited the school in the last academic year and indicate.

B.16 Authority of Last Inspection: Confirm from the Head Teacher which Authority (Federal, State or LGEA) that carried out the last inspection visit. Tick the appropriate box.

B.17 Conditional Cash Transfer/ Cash transfer: Find out from the Head Teacher how many pupils benefitted from Conditional Cash Transfer and indicate the number.

B.18 School Grants: Find out from the Head Teacher if the school received any grants within the last academic sessions and Tick as appropriate.

B.19 Security Guard: Find out from the Head Teacher if the school has a security guard and Tick as appropriate.

B.20 Ownership: Find out from the Head Teacher who owns the school (Federal, State, LGEA or Community) and Tick the appropriate box

B. School Characteristics

Instructions			
Answer every question and Tick only one box in each section <input checked="" type="checkbox"/>			
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"/> Islamiyya integrated	<input type="checkbox"/> Nomadic (Migrants) <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: 100px; 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"/> LGEA <input type="checkbox"/> Community	

C. Enrolment

Instruction: Use the following instructions to complete tables C.1 to C. 7

C.1. Number of Pupils with Birth

Certificates: Confirm and request for the appropriate record and fill in the number of children by gender (male and female) that enrolled into kindergarten1/ ECCDE or kindergarten2/ECCDE or nursery 1 or nursery 2 or pre/primary or primary 1 class with birth certificate issued by any of the following:

- National Population Commission (NPopC)
- Others (Hospital, LGA, Court etc)

C.2. Pre-primary/ECCDE Enrolment by age for the current School year:

Check the appropriate records and enter the number of pupils by class kindergarten1/ECCDE, kindergarten2/ ECCDE, nursery 1 and nursery 2 by gender and age.

C.3. New Entrant in primary 1: Check the appropriate records and enter the number of pupils by gender and age that were newly admitted into primary 1 in the school. Ask how many of those in each class among the new entrants have attended any childcare or pre-primary school by gender and enter appropriately.

C.4. Primary Enrolment by age for the current school year: confirm from the Head Teacher and complete the number of streams (arms) and number of streams with multi-grade teaching. Also, Check (i) the appropriate records and enter the number of pupils in each class by gender and their ages. (ii) Identify and record the number of pupils that are

repeaters by class and gender in the current school year. (iii) Find out and record the number of pupils who have completed primary 6 in the previous school year.

C.5. Pupil Flow for the Previous Academic Year

Year: Complete the student flow as follows:

Dropout: Find out from the appropriate records the number of pupils by grade (Pry1 - Pry 6) and gender that left the school without transfer certificates for at least six continuous weeks and enter as appropriate.

Transfer in: Find out from the appropriate records the number of pupils by grade, (Pry1 – Pry 6) and gender that transferred into the school from another school with/without transfer certificates after the previous school year and enter as appropriate.

Transfer out: Find out from the appropriate records the number of pupils by grade, (Pry1– Pry 6) and gender that transferred out of the school with/without transfer certificates to another school after the previous academic year and enter as appropriate.

Promoted: Find out from the appropriate records the number of pupils by grade, (Pry 1 – Pry 6) and gender who were promoted to the next class within the school on completion of the previous academic year and enter as appropriate.

Attendance: Find out from the appropriate records the number of students by grade (Pry 1 – Pry 6) and gender who have attended school at least during the last three (3) weeks before the census exercise and enter as appropriate

C.6 Number of Pupils with Special Needs in the current academic year: Find out from the Head Teacher and record, the number of pupils with special needs by class and gender

in the following categories; blind and visually impaired, hearing and speech impaired, physically challenged, mentally challenged, Albinism and Autism.

C.7 Number of Orphans by grade in current academic year: Find out from the school Head Teacher and record as appropriate the number of orphans by class and gender under the following categories; lost mother, lost father or lost both.

C. Enrolment

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

How many children were enrolled with Birth certificates	Pre-primary										Primary 1	
	Kindergarten 1/ECCD		Kindergarten 2/ECCD		Nursery 1		Nursery 2		Nursery 3 / One Year pre-primary			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
National Population Commission												
Others												

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

	Kindergarten 1/ ECCD		Kindergarten 2/ ECCD		Nursery 1		Nursery 2		Nursery 3/ One Year pre-primary	
No. of streams										
Pupil age	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Below 3 Years										
3 Years										
4 Years										
5 Years										
Above 5 Years										
Total										

C.3 New entrants in primary 1

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

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

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

Pupil Flow	Pry 1		Pry 2		Pry 3		Pry 4		Pry 5		Pry 6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Dropout												
Transfer In												
Transfer Out												
Promoted												

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																		
Challenge that impacts the ability to learn	ECCD (KG1-KG2)		NURS (NR1-NR2)		NUR3 / One Year Pre-Primary		PRY1		PRY2		PRY3		PRY4		PRY5		PRY6	
	Male	Female	Male	Female	Male	Female	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.7 Number of orphans by Grade

Type	ECCD (KG1-KG2)		NURS (NR1-NR2)		NUR3 / One Year Pre-Primary		PRY1		PRY2		PRY3		PRY4		PRY5		PRY6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Lost Mother																		
Lost Father																		
Lost Both																		

School Code																		

D. Staff

Instruction: Use the following instructions to complete D.1 to D.3 and table D.4

Read the instructions carefully and find out from the Head Teacher information on staff to complete the table using the appropriate codes as provided.

- *If the number of staff is more than the space provided, photocopy the additional staff list page and attach to the questionnaire.*
- *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 (D4) agrees with the number of non-teaching staff (D1) and the number of teachers (D2) reported.*

D.1. How many non-teaching staff are working in the school? Find out from the Head Teacher the number of staff who are non-teaching staff by gender and complete the Form as appropriate. Ascertain information by sighting.

D.2. How many teachers are working in the school regardless of whether they are currently present or on course or absent? Find out from the Head Teacher the number of staff who are teaching staff by gender and complete the Form as appropriate. Ascertain information by sighting.

D.3. How many caregivers are in the school for ECCD? Find out from the Head Teacher the number of Care Givers in the school for ECCDE by gender and complete the Form as

appropriate. Authenticate information by sighting.

D.4. Information on all Staff during the school year: To complete this section, obtain a comprehensive list of staff engaged and fill accordingly **showing Serial no, Staff file No, Name of Staff** and other variables as required.

Below are the guidelines for filling information on Staff.

Gender: For the teacher whose information you are recording, write **M** if the teacher is **Male** or **F** if the teacher **Female**

Type of staff: Guided by the following codes for different types of staff, enter the corresponding code (number).

- 1** - Head Teacher
- 2** - Assistant Head Teacher
- 3** - Teacher
- 4** - Pre-primary teacher
- 5** - Care giver
- 6** - Other non-teaching staff

Source of salary: Guided by the following codes for different sources of salary, enter the corresponding code (number).

- 1** - Federal Government - TS
- 2** - State Government - On this school's payroll
- 3** - State Government - On another school's payroll

4 - Others e.g. community, PTA

5 - No salary e.g. volunteer, NYSC

Present: Guided by the following codes for different categories of staff present or absent on the day of data collection, enter the corresponding code (number).

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: Guided by the following codes for different types of Teaching Qualification, enter the corresponding code (number) for the Academic Qualification of the Teacher whose information you are recording.

1 - Below SSCE

2 - SSCE/WASC

3 - OND / Diploma

4 - NCE

5 - Degree / HND

6 - PhD/Master degree

Teaching qualification: Guided by the following codes for different types of Teaching Qualification, enter the corresponding code (number) for the Teaching Qualification of the Teacher whose information you are recording.

1 - NCE

2 - PGDE

3 - B.Ed. or equivalent

4 - M.Ed. or equivalent

5 - Grade II or equivalent

6 - None

Subject of Qualification: Guided by the following codes for different types of subject of qualification, enter the corresponding code (number) for the subject of qualification of the Teacher whose information you are recording.

1 - General primary

2 - English

3 - Mathematics

4 - Social Studies

5 - Basic science

6 - Hausa/Igbo/Yoruba

7 – caregiving

8.- Others

9 - None

Area of Specialization: Guided by the following codes for different types of area of specialization and enter the corresponding code (number) for the Area of specialization by the Teacher whose information you are recording.

1 – Early Child Care Education

2. – General Primary Education

3 - English

4 - Mathematics

5 - Social Studies

6 - Basic Science

7 - Hausa/Igbo/Yoruba

8 - Others

9 - None

Main Subject taught: Guided by the following codes for different main subjects taught, enter the corresponding code (number) for the Main subject taught by the Teacher whose information you are recording.

1 - General primary

2 - English

3 - Mathematics

4 - Social Studies

5 - Basic Science

6 - Hausa/Igbo/Yoruba

7 - Others

8 - None

Teaching type: Guided by the following codes for Teaching type, enter the corresponding code (number) for the Teaching type of the Teacher whose information you are recording.

1 - Full-time

2 - Part-time

D. Staff

		Male	Female	Total
D.1	How many non-teaching staff 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 4 – Other, for example: community, PTA		2 – State Government - On this school's payroll 5 – No salary, for example: volunteer, NYSC 3 – State Government - On another school's payroll			
Present	1 – Present or temporarily absent 4 – Absent for more than 1 month – Training		2 – Absent for more than 1 month – Maternity leave 5 – Absent for more than 1 month – Unauthorised 3 – Absent for more than 1 month – Sick leave			
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
Subject of qualification	0 – General primary	1 – English	2 – Mathematics	3 – Social studies	4 – Basic science	5 – Hausa/Igbo/Yoruba 6 – Care giving 8 – Other 9 – None
Main subject taught	0 – General primary	1 – English	2 – Mathematics	3 – Social studies	4 – Basic science	5 – Hausa/Igbo/Yoruba 8 – Other 9 – None
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
E.g. 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"/>
3																	<input type="checkbox"/>
4																	<input type="checkbox"/>
5																	<input type="checkbox"/>
6																	<input type="checkbox"/>

School Code

E. Classrooms

Instruction: Use the following instructions to complete E.1 to E.3 and tables E.4 to E.5

Read the instructions carefully and complete the table using the appropriate codes as provided.

- The Data Collector may need assistance to measure the width and length of the classrooms: regardless of whether in use or not. Request the Head Teacher to provide a member of staff to assist in recording the details.
- Each row must carry information on each classroom (not a block of classrooms).
- Ensure that the total number of classrooms provided in E1 tallies with information in Table E4.
- If the number of classrooms is more than the space provided, photocopy additional classroom page and attach to the form..

E.1. How many rooms are there in the school (eg. Staff rooms, offices, library etc. Find out from the Head Teacher the number of rooms other than classrooms available in the school (e.g. staff room, offices, library etc). Authenticate the number of rooms by sighting and indicate as appropriate.

E.2 Are any classes held outside?: Observe and also enquire from the Head Teacher whether any classes are held outside because classrooms are unusable or insufficient. Tick the appropriate box.

E .3 How many Play rooms are there in the school for ECCDE?: Observe and also enquire from the Head Teacher the number of play rooms available in the school.

E.4 Information on all classrooms/play rooms: To complete this section, obtain comprehensive information about classrooms in the school and fill the table on classroom basis showing **Serial number, year of construction, present condition and other variables** as required.

Below are the guidelines for filling information on classrooms.

Present condition: Guided by the following codes for present condition of classroom, enter the corresponding code (number) as required.

- 1 - Good
- 2 - Needs minor repairs
- 3 - Needs major repairs
- 4 - Under construction
- 5 - Unusable

Floor material: Guided by the following codes for different types of floor material, enter the corresponding code (number) as required.

- 1 - Mud/Earth
- 2 - Concrete
- 3 - Wood
- 4 - Tile/Terrazzo

Wall material: Guided by the following codes for different types of wall material, enter the corresponding code (number) as required.

- 1 – Mud
- 2 - Cement/Concrete
- 3 - Wood/Bamboo
- 4 - Burnt bricks
- 5 - Iron sheets
- 6 - Stone
- 7 - No walls / dwarf walls

Roof material: Guided by the following codes for different types of roof material, enter the corresponding code (number) as required.

- 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?

If there are enough seats for children in the classroom, write **1-** for “Yes”, **2 for -“ No”**

Good blackboard: Does the classroom have a good blackboard that children can read from?: If the classroom has a good blackboard write **1** for “Yes” , **2** for “No”

E.5 Number of rooms other than classrooms in the school by type of room: Obtain and record the number of other rooms apart from classrooms as required e.g. staff rooms, office, library, laboratories, etc.

E. Classrooms

E.1	How many classrooms are there in the school?	____ Number.
E.2	Are any classes held outside (because classrooms are unusable or insufficient)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
E.3	How many play rooms are there in the school for ECCD?	____ Number.

E. 4 Information on all classrooms/play rooms

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
Roof material	1 – Mud	2 – Cement/Concrete	3 – Wood/Bamboo	4 – Ceramic tiles	5 – Iron sheets
Seating	Are there enough seats for the children in this classroom?				
	1 – Yes				
Good blackboard	Does the classroom have a good blackboard that children can read from?				
	1 – Yes				
	2 – No				
	6 – Asbestos				
	7 – No roof				

No.	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Writing board
E.g.	1976	1	7	5	3	3	3	1	1
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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

Instruction: Use the following instructions to complete tables F.1 to F.11

<p>F. 1 Source of safe drinking water: Enquire from school Head Teacher and authenticate the primary source of drinking water in the school. Tick the primary (main) source of water. Please Tick only one source.</p> <p>F. 2 Facilities available: Check appropriate records, authenticate and enter the total number of usable/not usable facilities available in the school. If any of the facilities is not available, simply write zero. Other facilities not listed on the form should be entered into the "Others" box.</p> <p>F. 3 Shared Facilities: Find out from the Head Teacher if the school shares any facility with other schools/level and specify the facilities by Ticking as many boxes as appropriate.</p> <p>F. 4 Toilet type: Count and enter the number of useable Pit, Bucket system, Water flush and other types of toilet unit respectively and indicate the number used by:</p> <ul style="list-style-type: none"> • Male pupils only • Female pupils only • Male and Female pupils (Mixed) • Male Teachers only • Female Teachers only • Male and Female Teachers (Mixed) • Male pupils and Male teachers only • Male pupils and Female teachers only • Pupils and Teachers (Mixed) 	<p>Enter the Total number of type of Toilets available</p> <p>F. 5 Sources of power: Find out from the Head Teacher if there is any source of power available in the school and Tick only the primary source.</p> <p>F. 6 Health facility: Find out from the Head Teacher the different health facilities in the school. Confirm and indicate by Ticking only one.</p> <p>F. 7 Fence/Wall: Observe if the school has a fence or wall around it. Indicate by Ticking the availability and condition of the school fence or wall.</p> <p>F.8 Play Room: Find out from the Head Teacher and observe if the school has ECCDE play room and Tick as appropriate.</p> <p>F.9 Play facilities: Find out from the Head Teacher and observe if the school has play facilities and Tick as appropriate.</p> <p>F.10. Learning materials: Find out from the Head Teacher and authenticate the learning materials available in the school. Tick as appropriate.</p> <p>F.11 Additional Class Information: Confirm by counting the seats owned by the school by class, indicating the type of seat by seating capacity (only count seats where both a seat and a writing desk are available). Complete as appropriate the number of seats of different seating capacities by Class (ECCDE, Pre-primary and Primary 1 – Primary 6).</p>
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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 Water <input type="checkbox"/>

Instructions – Please enter the total number of facilities available in your School																																
F.2	Facilities available How many useable facilities does the school have? (If the facilities are not available, write zero) Please note only figure is required here	<table border="1"> <thead> <tr> <th></th> <th>Useable</th> <th>Not useable</th> </tr> </thead> <tbody> <tr><td>Toilets</td><td></td><td></td></tr> <tr><td>Computers</td><td></td><td></td></tr> <tr><td>Water Source(s)</td><td></td><td></td></tr> <tr><td>Laboratories</td><td></td><td></td></tr> <tr><td>Classrooms</td><td></td><td></td></tr> <tr><td>Library</td><td></td><td></td></tr> <tr><td>Play Ground(s)</td><td></td><td></td></tr> <tr><td>Wash hand facility</td><td></td><td></td></tr> <tr><td>Others</td><td></td><td></td></tr> </tbody> </table>		Useable	Not useable	Toilets			Computers			Water Source(s)			Laboratories			Classrooms			Library			Play Ground(s)			Wash hand facility			Others		
			Useable	Not useable																												
		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

Instructions – Please enter the total number of useable toilets units by each type below. Count the number of toilet units, not toilet blocks.										
F.4	Number of useable toilets units by each type of toilet.									
	Used only by pupils			Used only by teachers			Used by pupils and teachers			
	Male only	Female only	Mixed	Male only	Female only	Mixed	Male only	Female only	Mixed	Total
Pit										
Bucket system										
Water flush										
Others										

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

Instruction: Use the following instructions to complete tables G.1 to G.3

G.1. Number of pupils core subject textbooks available to pupils by Government: Find out from the Head Teacher the number of Pupils Core textbook provided to the school per subject by government and fill the table as appropriate by Class (ECCDE/Pre-Primary, Pry 1 -pry 6).

G. 2. Number of core teachers' textbooks available in the School provided by Government:

Find out from the Head Teacher, the number of teachers' Core Subject textbooks supplied to the school and fill the table as appropriate by Class (ECCDE/Pre-Primary, Pry 1 -Pry 6).

G.3. Care Givers manuals provided by the school in Current Academic year: Find out from the Head Teacher the number of Care Giver manuals and other items for ECCDE/Pre-primary Provided to the school and indicate as appropriate in the Table.

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 Pupils 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		

H. Undertaking

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

Attestation by Head Teacher: The Enumerator is to ensure that the Head Teacher of the school reads the attestation statement attests in his/her own personal handwriting on the following:

Name: The name of the Head Teacher of the school in FULL BLOCK LETTERS. No abbreviations allowed.

Telephone: Confirm that this number is reachable on the spot

Signature: The signature of the Head Teacher of the school.

Date: The date data was collected in the school

Attestation by Enumerator: The Enumerator MUST scrutinize the completed form, ensure attestation of the Head Teacher and personally attest in his own handwriting to the following:

Name: The name of the Enumerator in FULL BLOCK LETTERS. No abbreviations allowed.

Telephone: Confirm that this number is reachable on the spot.

Signature: The signature of the Enumerator.

Date: The date data was collected in the school

Attestation by Supervisor: The Supervisor is to ensure consistencies in the completed form and personally attest in his own handwriting to the following:

Name: The name of Supervisor in FULL BLOCK LETTERS. No abbreviations allowed.

Telephone: This is the direct reachable telephone number of the Supervisor.

Signature: The signature of the Supervisor.

Date: The date data Supervisor attested.

FOR OFFICE USE ONLY:

This section is to help provide information on different checks that are done on the School Census form in the following order:

Field Coordinator check: The field coordinator should confirm the check of the validity of the data by providing his/her name under "Checked By" and date.

Pre-Data Check: An EMIS Officer should do another check of the validity of the data before commencing data processing. He/she should confirm the check by providing his/her name under "Checked By" and date.

Data Entry Completed: An EMIS Officer within the EMIS unit should confirm that data entry is completed for the school by providing his/her name under "Checked By" and date.

Verification Check: The Head of EMIS Unit should do a final verification of data and confirm this by providing his/her name under "Checked By" and date

H. 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 Enumerator

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		/ /

SECTION 2

Junior Secondary School

Junior Secondary School

The Junior Secondary School Education form contains the following sections:

- A. School Identification:** This contains background information on School Name, number and street name, etc.
- B. School Characteristics:** This highlights information on year of establishment, location, ownership, etc.
- C. Enrolment:** This deals with information on number of students with birth certificates, new entrants, enrolment by age, students' flow, special needs students, etc.
- D. Staff:** This deals with different categories of personnel engaged in the school including their qualifications, area of specialization, main subject taught and teaching type.
- E. Classroom:** This deals with availability, quantities and conditions of classrooms, seats and blackboard etc.
- F. Facilities:** This deals with available facilities in the school such as source of safe drinking water, source of power, toilets, Library, Laboratory, ICT equipment, Health facility etc.
- G. Number of Students by Subject:** This contains information on number of subjects offered by students for each class.
- H. Students/Teachers Book:** The information includes the number of books available and provided by government for students and teachers.
- I. Undertaking:** Under this section, the Head Teacher, Enumerator and Supervisor are to attest to the validity and accuracy of information provided and be mindful of the consequences of falsification of data made available.

Completing the Junior Secondary Public Schools Census Form

Instruction: Use the following instructions below to complete the front page of the form

For Enumerator Only: Check if the school is on the school list provided and Tick ☒ the box **Yes** if the school is listed and **No** if it is not.

School Code: Enter the unique number that is assigned to this school. You can find this number on the school list. *Where the school is not on the list, leave the school code blank and enter the name of the school as a new school on the school list.*

School Coordinates: Obtain and record the school coordinates in the box provided on the front cover of the Census form. *Where the School coordinates are not available, use the **GPS** to capture and record.*

A. School Identification

- A.1. School Name:** Write the official name (in full) by which the school is known, identified or addressed. **No abbreviation.**
- A.2. Number and Street Name:** Write the exact school address indicating the number and the name of the street where the school is situated (Post Office Box **NOT** acceptable).
- A.3. Village or Town:** Write the name of village or town in which the school is physically located.
- A.4. Ward:** Write the name of the Ward where the school is located.
- A.5. LGA:** Write the name of the Local Government Area where the school is located.
- A.6. State:** Write the name of the State where the school is located.
- A.7. School Telephone:** Write the official telephone number of the school. *Where the school has no official telephone number, write the Principal's personal telephone number or any other.*
- A.8. Email Address:** Write the school e-mail address. Where the school has no official e-mail, Write s the Principal's personal e-mail address or any other.

B. School Characteristics

Instruction: Use the instructions below to complete B.1 to B.20

B.1 Year of Establishment: Check the school log book and enter the year in which the school was established. If not in the log book ask the Principal to provide other records that show the year of establishment.

B.2 Location: Indicate whether the school is either **Rural** or **Urban**. The school is Urban if it resides in a population centre of more than 20,000 people or is in the headquarters of a local government or has been so designated by the state government in an official release. Tick the right box.

B.3 Level of Education: Tick whether the level of education is *Junior Secondary*.

B.4 Type of School: Find out from the Principal the type of the school, whether it is regular or Islamiyya, Integrated. Tick only one as appropriate.

B.5 B.5 Shifts: Find out whether the school operates single shift/single session (morning only Tick No) or double shift (morning and afternoon means sessions with different groups of students under the same administration, Tick YES) and Tick the box as appropriate.

B.6 Shared Facilities: Find out from the Principal if the school shares any facilities such as classroom blocks, laboratories, playing fields, teachers etc. with any other school(s). Tick the appropriate box **Yes** or **No**. If yes write the total number of schools that share these facilities including your school.

B.7 Multi-grade Teaching: Find out from the Principal if any teacher teaches more than one class of different grades (classes) at the same time.

B.8 School Average Distance from

Catchment communities/areas: Find out from the Principal the farthest and the closest distances that the students cover from their homes to the school. Add the two distances in Kilometre and divide by two. The result is the average distance covered by the students from the **Catchment** area or locality to the school. Indicate the approximate distance in kilometres (enter "0 "if less than or equal to 1 otherwise write the actual average distance to 2 decimal places)

B.9 School Distance from LGA: Find out from the Principal the distance of the school location from the Local Government Area Headquarters in kilometres. Indicate the approximate distance in kilometres (enter "0 "if less than or equal to 1 kilometre, otherwise write the actual distance)

B.10 Students Distance from School: Find out from the Principal the number of students that live a distance more than 3 kilometres to the school; and indicate the number in the space provided.

B.11 Students Boarding: Find out from the Principal the number of boys and girls who live in the school's boarding house. Write the number in the space provided.

B.12 School Development Plan (SDP): Find out from the Principal if the school has a School Development Plan in the last school year. Tick as appropriate.

B.13 School Based Management Committee (SBMC): Find out from the Principal if the school has SBMC that met at least

once in the last school year. Tick as appropriate.

B.14 Parent-Teacher Association (PTA)/ Parent Forum: Find out from the Principal if the school has PTA/Parent Forum that met at least once in the last school year. Tick as appropriate.

B.15 Date of Last Inspection Visit: Find out from the Principal when the school was last inspected and enter the day, month and year. Also, find out the number of times Inspectors visited the school in the last academic year and indicate.

B.16 Authority of Last Inspection: Confirm from the Principal which Authority (Federal, State or LGEA) carried out the last inspection visit. Tick the appropriate box.

B.17 Conditional Cash Transfer/Cash Transfer: Find out from the Principal how many students benefitted from Conditional Cash Transfer/**Cash Transfer** and indicate the number.

B.18 School Grants: Find out from the Principal if the school received any grants within the last academic sessions and Tick as appropriate.

B.19 Security Guard: Find out from the Principal if the school has a security guard and Tick as appropriate.

B.20 Ownership: Find out from the Principal who owns the school (Federal, State, LGEA or Community) and Tick the appropriate box

B. School Characteristics

Instructions			
Answer every question and Tick only one box in each section <input checked="" type="checkbox"/>			
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"/> Junior 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"/> Islamiyya integrated	
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: 100px; 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"/> LGEA <input type="checkbox"/> Community	

C. Enrolment

Instruction: Use the following instructions to complete tables C.1 to C.6

<p>C.1. Number of Students with Birth Certificates: Confirm for appropriate record and fill in the number of Students by gender (male and female) that enrolled into the JSS1 with birth certificate issued by any of the following:</p> <ul style="list-style-type: none"> • National Population Commission (NPopC) • Others (Hospital, LGA and Court). <p>C.2. New entrants in JSS1: Find out from the Principal the number of students by gender newly admitted into JSS1 in the current academic year.</p> <p>C.3. Junior Secondary Enrolment by age for the current academic year: Confirm from the Principal and complete the number of streams and number of streams with multi-grade teaching. Also, check (i) the appropriate records and enter number of students enrolled by age, gender and class. (ii) Identify and record the number of repeaters by class and gender in the current academic year. (iii) Find out and record the number of students by gender that have completed JSS 3 in the previous academic year.</p> <p>C.4. Student Flow for the Current Academic Year Complete the student flow as follows: Dropout: Find out from the appropriate records the number of students by grade JSS1 – JSS3 and gender who left the school without transfer certificates for at least six continuous weeks and enter as dropout as appropriate. Transfer in: Find out from the appropriate records the number of students by class JSS1 – JSS3 and gender who transferred into the school from another school with/</p>	<p>without transfer certificates in the current academic year and enter as appropriate.</p> <p>Transfer out: Find out from the appropriate records the number of students by class JSS1 – JSS3 and gender who transferred out of the school with transfer certificates to another school after the current academic year and enter as appropriate.</p> <p>Promoted: Find out from the appropriate records the number of students by class (JSS2 – JSS3) and gender who were promoted to the next class within the school on completion of the Previous academic year and enter as appropriate.</p> <p>Attendance: Find out from the appropriate records the number of students by grade (JSS1 – JSS3) and gender that have attended school at least during the last three (3) weeks before the census exercise and enter as appropriate.</p> <p>C.5. Student with Special needs in the current academic year: Find out from the Principal and records, the number of students with special needs by class and gender in the following categories: blind and visually impaired, hearing/speech impaired, physically challenged, mentally challenged, albinism and autism.</p> <p>C.6. Junior Secondary Certificate Examination (JSCE) in the previous academic year: Find out from the school Principal, the records, of JSCE taken in the previous academic year and indicate the number of students by gender who registered; the number of students who sat for the examination and the number of students that passed.</p>
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C. Enrolment

C.1 Number of students with Birth Certificates in JSS1

How many children were enrolled with Birth certificates	JSS 1	
	Male	Female
National Population Commission		
Others		

C.2 New entrants in JSS1

	New entrants in JSS1	
Student age	Male	Female
Below 12 years		
12 Years		
13 Years		
14 Years		
Above 14 years		
Total		

C.3 Junior Secondary Enrolment by age for the Current Academic Year

	JS1		JS2		JS3	
No. of streams						
No. of streams with Multigrade teaching						
Student age	Male	Female	Male	Female	Male	Female
Below 12 years						
12 Years						
13 Years						
14 Years						
Above 14 years						
Total						
Repeaters						
No. Completed JSS 3 for previous year						

C.4 Students Flow for the Current Academic Year Junior Secondary School

Students Flow	JS 1		JS 2		JS 3	
	Male	Female	Male	Female	Male	Female
Dropout						
Transfer in						
Transfer out						
Promoted						

C.5 Students with Special Needs for the Current Academic Year

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	JS 1		JS 2		JS 3	
	Male	Female	Male	Female	Male	Female
Blind / visually impaired						
Hearing / speech impaired						
Physically challenged (other than visual or hearing)						
Mentally challenged						
Albinism						
Autism						

C.6 JSCE examination for the previous Academic Year

	Male	Female	Total
How many students were registered for JSCE?			
How many students took part in the JSCE?			
How many students passed JSCE?			

D. Staff

Instruction: Use the following instructions to complete D.1 to D2 and table 3

Read the instructions carefully and find out from the Principal information on staff to complete the table below using the appropriate codes as provided.

- *If the number of staff are more than the space*
- *provided, photocopy the additional staff list page and attach to the questionnaire.*
- *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 (D5) agrees with the number of non-teaching staff (D1) and the number of teachers (D2) reported above.*

D.1. How many non-teaching staff are working in the school? Ascertain from the Principal the number of staff who are non-teaching staff by gender and complete the Form as appropriate. Authenticate information by sighting appropriate records.

D.2. How many teachers are working at the school regardless of whether they are currently present or on course or absent? Ascertain from the Principal the number of staff who are teaching staff by gender and complete the Form as appropriate. Authenticate information by sighting appropriate records.

D.3. Information on all staff during the school year: To complete this section, obtain a comprehensive list of staff engaged in the school and fill accordingly showing serial number, staff file number, name of staff and other variables as required.

Below are the guidelines used for filling information on staff

Gender: Gender: Write M if the teacher is Male or F if the teacher is **Female**

Type of staff: Guided by the following codes for different types of staff, enter the corresponding code (number).

- 1 - Principal
- 2 - Vice Principal
- 3 - Teacher

Source of salary: Guided by the following codes for different sources of salary, enter the corresponding code.

- 1 - Federal Government e.g. FTS
- 2 - State Government - On this school's payroll
- 3 - State Government - On another school's payroll
- 4 - Others e.g. community, PTA
- 5 - No salary e.g. volunteer, NYSC

Present: Guided by the following codes for different categories of staff present or absent on the day of data collection, enter the corresponding code.

- 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: Guided by the following codes for different types of Teaching Qualification, enter the corresponding code for the Academic Qualification of the Teacher whose information you are recording.

- 1 - Below SSCE
- 2 - SSCE/WASC
- 3 - OND / Diploma
- 4 - NCE
- 5 – Degree / HND
- 6 - PhD/Master Degree

Teaching qualification: Guided by the following codes for different types of Teaching Qualification, enter the corresponding code for the Teaching Qualification of the Teacher whose information you are recording.

- 1 - NCE
- 2 - PGDE
- 3- B.Ed. or equivalent
- 4- M.Ed. or equivalent
- 5 - Grade II or equivalent
- 6 - None

Subject of qualification: Guided by the following codes for different types of subject of qualification, enter the corresponding code for the subject of qualification of the Teacher whose information you are recording.

- 1 - English
- 2 - Mathematics
- 3 - Social Studies
- 4- Basic Science
- 5 -Hausa/Igbo/Yoruba
- 8- Others
- 9 - None

Area of specialization: Guided by the following codes for different areas of specialization, enter the corresponding code for the area of specialization of the Teacher whose information you are recording.

- 1 - English
- 2 - Mathematics
- 3 - Social Studies
- 4 - Basic Science
- 5 - Hausa/Igbo/Yoruba
- 8 - Others
- 9 - None

Main Subject taught: Guided by the following codes for different Main subjects taught, enter the corresponding code for the Main subject taught by the Teacher whose information you are recording.

- 1 - English
- 2 - Mathematics
- 3 - Social Studies
- 4 - Basic Science
- 5 -Hausa/Igbo/Yoruba
- 8 - Others
- 9 - None

Teaching types: Guided by the following codes for teaching type, enter the corresponding code (number) for the Teaching type of the Teacher whose information you are recording.

- 1 - Full-time
- 2 - Part-time

D. Staff

D. STAFF			
		Male	Female
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 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
Source of salary	1 – Federal Government – FTS	2 – State Government – On this school's payroll
Present	1 – Present or temporarily absent	2 – Absent for more than 1 month – Maternity leave
Academic qualification	1 – Below SSCE	2 – SSCE/WASC
Teaching qualification	1 – NCE	2 – PGDE
Subject of qualification	1 – English	2 – Mathematics
Area of specialization	1 – English	2 – Mathematics
Main subject taught	1 – English	2 – Mathematics
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
E.g.	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"/>
3																	<input type="checkbox"/>
4																	<input type="checkbox"/>
5																	<input type="checkbox"/>

School Code																	
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E. Classrooms

Instruction: Use the following instructions to complete E.1 to E.2 and tables E.3 to E.4

Read the instructions carefully and complete the table using the appropriate codes as provided.

- *The data collector may need assistance to measure the width and the length of the classroom, regardless of whether in use or not. Request the Principal to provide a member of staff to assist in recording the details.*
- *Each row must carry information on each classroom (not a block of classrooms).*
- *Ensure that the total number of classrooms provided in E1 tallies with information in Table E3*
- *If the numbers of classrooms are more than the space provided, photocopy the additional classroom page and attach to the form.*

E.1. How many rooms are there in the school: (e.g. staff rooms, offices, library etc): Find out from the Principal the number of classrooms available in the school. Authenticate the number of classrooms by sighting and indicate as appropriate.

E.2. E.2. Are any classes held outside: Observe and also enquire from the Principal whether any classes are held outside, because classrooms are unusable or insufficient. Tick ☒

E.3. To complete this section, obtain comprehensive information about classrooms in the school and fill the table on classroom basis showing serial

number, year of construction, present condition and other variables as required

Below are the guidelines for filling information on classrooms

Present condition: Guided by the following codes for present condition of classroom, enter the corresponding code (number) as required.

- 1 - Good
- 2 - Needs minor repairs
- 3 - Needs major repairs
- 4 - Under construction
- 5 - Unusable

Floor material: Guided by the following codes for different types of floor material, enter the corresponding code (number) as required.

- 1 - Mud/Earth
- 2 - Concrete
- 3 - Wood
- 4 - Tile/Terrazzo

Wall material: Guided by the following codes for different types of wall material, enter the corresponding code (number) as required.

- 1 - Mud
- 2 - Cement/Concrete
- 3 - Wood/Bamboo
- 4 - Burnt bricks
- 5 - Iron sheets
- 6 - Stone
- 7 - No walls / dwarf walls

Roof material: Guided by the following codes for different types of roof material, enter the corresponding code (number) as required.

- 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 students in the classroom?

If there are enough seats for students in the classroom, **write 1 for “Yes”, 2 for “No”**

Good blackboard: Does the classroom have a good blackboard that students can read from?: If the classroom has a good blackboard **write 1 for “Yes” , 2 for “No”**

E. 4. Number of rooms other than classrooms in the school by types of room: Obtain from the Principal and record the number of other rooms apart from classrooms as required e.g staff rooms, office, Library, Laboratories, etc.

E. Classrooms

E.1	How many classrooms are there in the school?	-----	Number
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	Writing board
E.g.	1976	1	7	5	3	3	3	1	1
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

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

Instruction: Use the following instructions to complete tables F.1 to F.8

<p>F. 1 Source of safe drinking water: Enquire from school Principal and authenticate the main source of drinking water in the school. Tick the primary (<i>main</i>) source of water.</p> <p>F. 2 Facilities available: Check appropriate records, authenticate and enter the total <i>number</i> of usable/ not usable facilities available in the school. If any of the facilities is not available, simply write zero. Other facilities not listed on the form should be entered into the “Others” box.</p> <p>F. 3 Shared facilities: Find out from the Principal if the school shares any facility with other schools/level and specify the facilities by Ticking as many boxes as appropriate.</p> <p>F. 4 Toilet type: Count and enter the number of useable Pit, Bucket system, Water flush and other types of toilet units and indicate the number used by:</p> <ul style="list-style-type: none"> • male students only • female students only • both male and female students (Mixed) • male teachers only • female teachers only 	<ul style="list-style-type: none"> • male students and male teachers only • female students and female teachers only • students and teachers <p>Enter the total number of each type of toilets available</p> <p>F. 5 Sources of power: Find out from the Principal if there is any source of power available in the school and Tick the primary source.</p> <p>F.6 Health facility: Find out from the Principal the different health facilities in the school and Tick only one.</p> <p>F. 7 Fence/Wall: Observe if the school has a fence or wall around it. Indicate by Ticking the availability and condition of the school fence or wall.</p> <p>F.8 Additional Class Information: Confirm by counting the seats owned by the school by class, indicating the type of seat by seating capacity (only count seats where both a seat and a writing desk are available). Complete as appropriate the number of seats of different seating capacities by Class (JSS1 – JSS3).</p>
---	--

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 pupils? If there is more than one source, select only the primary source.</p>	<table border="1"> <tr> <td>1. Pipe borne Water</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. Borehole</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3. Well</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4. Other (Specify.....)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5. No Source of Safe Water</td> <td><input type="checkbox"/></td> </tr> </table>	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 Water	<input type="checkbox"/>
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 Water	<input type="checkbox"/>											

Instructions – Please enter the total number of facilities available in your School

F.2	Facilities available		Useable	Not useable
	How many useable facilities does the school have? (If the facilities are not available, write zero)	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.	<div> <input type="checkbox"/> Toilets <input type="checkbox"/> Classrooms </div> <div> <input type="checkbox"/> Computers <input type="checkbox"/> Library </div> <div> <input type="checkbox"/> Water Source(s) <input type="checkbox"/> Play Ground(s) </div> <div> <input type="checkbox"/> Laboratories <input type="checkbox"/> Wash hand facility </div> <div> <input type="checkbox"/> Others </div>

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

F.4	Number of useable toilets units by each type of toilet.									
	Used only by pupils			Used only by teachers			Used by pupils and teachers			
	Male only	Female only	Mixed	Male only	Female only	Mixed	Male only	Female only	Mixed	Total
Pit										
Bucket system										
Water flush										
Others										

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"/>

F.8 Additional Classrooms Information

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

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

Class	Total Seating available		
	1 Seater	2 Seater	3 Seater
JSS 1			
JSS 2			
JSS 3			

G. Number of Students by Subject

G.1. Number of students by subject: Find out from the Principal the number of students by class and gender enrolled per subject and fill the Table as appropriate (JSS1-JSS3).

G. Number of Students by Subject

G.1 Number of Students' by Subject in the current Academic Year

Class/Subject	Number of Students by Subject					
	JSS1		JSS2		JSS3	
	Male	Female	Male	Female	Male	Female
English						
Mathematics						
Social Studies						
Basic Science						
Civic Education						
Cultural & Creative Arts						
Physical & Health Education						
Computer						
Basic Technology						
Agriculture						
Home Econs						
Business Studies						
French Language						
Arabic						
Christian						
Islamic						
Igbo						
Hausa						
Yoruba						

H. Student/Teacher Book

Instruction: Use the following instructions to complete tables H.1 and H.2

H.1. Number of core subject textbooks available to Students: Find out from the Principal the number of core subject textbooks provided by Government available to students (from school, parents/guardians and other sources) per subject, by class (JSS1 to JSS3) and fill the Table as appropriate.

H. 2 Number of core subject teachers' textbooks available in the school in the current academic year: Find out from the Principal the number of teachers' core subject textbooks provided by Government and available to the teacher per subject and fill the Table as appropriate by class (JSS1-JSS3).

H. Student/Teacher Book

H.1. Number of core subject textbooks available to students provided by government.

Subject Area	Number of Students Book Made Available for each Subject		
	JSS1	JSS2	JSS3
English			
Mathematics			
Social Studies			
Basic Science			
Basic Technology			

H.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		
	JSS1	JSS2	JSS3
English			
Mathematics			
Basic Science			
Social Studies			
Basic Technology			

I. Undertaking

Public officers completing this form are reminded to note 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: The Enumerator is to ensure that the Principal of the school reads the attestation statement and attest in his/her personal handwriting on the following:

Name: The name of the Principal of the school in FULL BLOCK LETTERS.
No abbreviations allowed.

Telephone: Confirm that this number is reachable on the spot

Signature: The signature of the Head Teacher of the school.

Date: The date data was collected in the school

Attestation by Enumerator: The Enumerator MUST scrutinize the completed form, ensures attestation of the Principal and personally attest in his own handwriting to the following:

Name: The name of the Enumerator in FULL BLOCK LETTERS.
No abbreviations allowed.

Telephone: Confirm that this number is reachable on the spot.

Signature: The signature of the Enumerator.

Date: The date data was collected in the school

Attestation by Supervisor: The Supervisor is to ensure consistencies in the completed form and personally attest in his own handwriting to the following:

Name: The name of Supervisor in FULL BLOCK LETTERS.
No abbreviations allowed.

Telephone: This is the direct reachable telephone number of the Supervisor.

Signature: The signature of the Supervisor.

Date: The date data Supervisor attested.

FOR OFFICE USE ONLY:

This section is to help provide information on different checks that are done on the School Census form in the following order:

Field Coordinator check: The field coordinator should confirm the check of the validity of the data by providing his/her name under "Checked By" and date.

Pre-Data Check: An EMIS Officer should do another check of the validity of the data before commencing data processing. He/she should confirm the check by providing his/her name under "Checked By" and date.

Data Entry Completed: An EMIS Officer within the EMIS unit should confirm that data entry is completed for the school by providing his/her name under "Checked By" and date.

Verification Check: The Head of EMIS Unit should do a final verification of data and confirm this by providing his/her name under "Checked By" and date.

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 Enumerator

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		/ /

SECTION 3

Senior Secondary School

Senior Secondary School

The Senior Secondary School Education form contains the following sections:

- A. School Identification:** This contains background information on school name, number and street name, etc.
- B. School Characteristics:** This highlights information on year of establishment, location, ownership, etc.
- C. School Enrolment:** This deals with information on number of students with birth certificates, new entrants, enrolment by age, students' flow, special needs students, etc.
- D. Staff:** These deal with different categories of personnel engaged in the school including their qualifications, area of specialisation, main subject taught and teaching type.
- E. Classroom:** This deals with availability, quantities and conditions of classrooms, seats and blackboard etc.
- F. Facilities:** This section deals with available facilities in the school such as source of safe-drinking water, source of power, toilets, Library, Laboratory, ICT equipment, health facility etc.
- G. Number of Students By Subject:** This contains information on number of subjects offered by students for each class.
- H. Students/Teachers Book:** The information includes the number of books available and provided by government for students and teachers.
- I. Undertaking:** Under this section, the Head Teacher, Enumerator and Supervisor are to attest to the validity and accuracy of information provided, being mindful of the consequences of falsification of data made available.

Completing the Senior Secondary Public Schools Census Form

Instruction: Use the instructions below to complete the front page of the form

For Enumerator Only: Check if the school is on the school list provided and Tick ☒ the box **Yes** if the school is listed and **No** if it is not.

School Code: Enter the unique number that is assigned to this school. You can find this number on the school list. *Where the school is not on the list, leave the school code blank and enter the name of the school as a new school on the school list.*

School Coordinates: Obtain and record the school coordinates in the box provided on the front cover of the Census form. *Where the School coordinates are not available, use the **GPS** to capture and record.*

A. School Identification

A.1. School Name: Write the official name (in full) by which the school is known, identified or addressed. **No abbreviation.**

A.2. Number and Street Name: Write the exact school address indicating the number and the name of the street where the school is situated (Post Office Box **NOT** acceptable).

A.3. Village or Town: Write the name of village or town in which the school is physically located.

A.4. Ward: Write the name of the Ward where the school is located.

A.5. LGA: Write the name of the Local Government Area where the school is located.

A.6. State: Write the name of the State where the school is located.

A.7. School Telephone: Write the official telephone number of the school. *Where the school has no official telephone number, write the Principal's personal telephone number or any other*

A.8. Email Address: Write the school e-mail address. Where the school has no official e-mail, write the Principal's personal e-mail address or any other.

☐ Yes ☐ No

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



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

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

Instruction: Use the following instructions to complete B.1 to B.20

B.1 Year of Establishment: Check the school log book and enter the year in which the school was established. If not in the log book, ask the Principal to provide other records that show the year of establishment.

B.2 Location: Indicate whether the school is either **Rural** or **Urban**. The school is Urban if it resides in a population centre of more than 20,000 people or is in the headquarters of a local government or has been so designated by the state government in an official release. Tick the box as appropriate.

B.3 Levels of Education Offered: Tick whether the level of education is *Senior Secondary only* or *Junior and Senior Secondary*.

B.4 Type of School: Find out from the Principal the type of the school, whether it is Regular or Islamiyya Integrated. Tick only one as appropriate.

B.5 Shifts: Please find out whether the school operates single shift/ single session (morning only Tick NO) or Double shift (morning and afternoon session with different groups of students under the same administration, Tick YES). Please note: "Shift system" refer to double shift.

B.6 Shared Facilities: Find out from the Principal if the school shares facilities such as classroom blocks, laboratories, play fields, teachers etc. with any other school(s). Tick the

appropriate box **Yes** or **No**. If **Yes** write the total number of schools including your school.

B.7 Multi-grade Teaching: Find out from the Principal if any teacher teaches more than one class of different grades (classes) at the same time.

B.8 School Average Distance from Catchment Area(s): Find out from the Principal the farthest and the closest distances that the students cover from their homes to the school. Add the two distances in Kilometre and divide by two. The result is the average distance covered by the students from the catchment area or locality to the school. Indicate the approximate distance in kilometres (enter '0' if "less than or equal to 1km, otherwise write the actual average distance to two decimal places).

B.9 School; Distance from LGA: Find out from the Principal the distance of the school location from the Local Government Area Headquarters in kilometres. Indicate the approximate distance in kilometres (enter '0' if "less than or equal to 1km, otherwise write the actual distance).

B.10 Students; Distance from School: Find out from the Principal the number of students that live a distance more than 3 kilometres to the school; and indicate the number in the space provided.

B.11 Students Boarding: Find out from the Principal the number of boys and girls who live in the school's boarding house. Write the number in the space provided.

B.12 School Development Plan (SDP): Find out from the Principal if the school has a School Development Plan in the last school year. Tick as appropriate.

B.13 School Based Management Committee (SBMC): Find out from the Principal if the school has SBMC that met at least once in the last school year. Tick as appropriate.

B.14 Parent-Teacher Association (PTA)/ Parent Forum: Find out from the Principal if the school has PTA/Parent Forum that met at least once in the last school year. Tick as appropriate.

B.15 Date of Last Inspection Visit: Find out from the Principal when the school was last inspected and enter the day, month and year. Also, find out the number of times Inspectors visited the school in the last academic year and indicate.

B.16 Authority of Last Inspection: Confirm from the Principal which Authority (Federal, State or LGEA) carried out the last inspection visit. Tick the appropriate box.

B.17 Conditional Cash Transfer/Cash Transfer: Find out from the Principal how many students benefitted from Conditional Cash Transfer and indicate the number.

B.18 School Grants: Find out from the Principal if the school received grants in the last academic year and Tick as appropriate.

B.19 Security Guard: Find out from the Principal if the school has a security guard and Tick as appropriate.

B.20 Ownership: Find out from the Principal who owns the school (Federal, State, LGEA or Community) and Tick the appropriate box.

B. School Characteristics

Instructions		
Answer every question and Tick only one box in each section <input checked="" type="checkbox"/>		
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 only
B. 4	Type of school Tick only one to describe school	<input type="checkbox"/> Regular <input type="checkbox"/> Islamiyya integrated
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: 100px; 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	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 ____ 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 students 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"/> LGEA <input type="checkbox"/> Community

C. Enrolment

Instruction: Use the following instructions to complete tables C.1 to C.6

C.1. Number of Students with Birth Certificates: Confirm for appropriate record and fill in the number of students by gender (male and female) that enrolled into the SS1 class with birth certificate issued by any of the following:

- National Population Commission (NPopC)
- Others (Hospital, LGA, Court etc.)

C.2. New Entrants in SSS1: Find out from the Principal the number of students by age and gender newly admitted into SSS1 in the current academic year.

C.3. Senior Secondary Enrolment by Age for the Current Academic Year: Confirm from the Principal and complete the number of streams and number of streams with multi-grade teaching. Also, check (i) the appropriate records and enter the number of students enrolled by age, gender and class. (ii) Identify and record the number of repeaters by class and gender in the current academic year. (iii) Find out and record the number of students by gender that have completed (SSS 3) in the previous academic year.

C.4. Students Flow for the Current Academic Year in Senior Secondary

School: Complete the students flow as follows:

Dropout: Find out from the appropriate records the number of students by class (SSS1 – SSS3) and gender who left the school without transfer certificates for at least six continuous weeks and enter as dropouts.

Transfer in: Find out from the appropriate records the number of students by class (SSS1 – SSS3) and gender

who transferred into the school from another school with/without transfer certificates in the current academic year and enter as appropriate.

Transfer out: Find out from the appropriate records the number of students by class (SSS1 – SSS3) and gender who transferred out of the school with transfer certificates to another school in the current academic year and enter as appropriate.

Promoted: Find out from the appropriate records the number of students by class (SSS2 – SSS3) and gender who were promoted within the school on completion of the previous academic year and enter as appropriate.

Attendance: Find out from the appropriate records the number of students by grade (SSS1 – SSS3) and gender who have attended school at least during the last three (3) weeks before the census exercise. Enter as appropriate.

C.5. Student with Special needs in the current academic year: Find out from the Principal and record the number of students with special needs by class and gender in the following categories: blind and visually impaired, hearing/speech impaired, physically challenged, mentally challenged, albinism and autism.

C.6/ Senior Secondary Certificate Examination (SSCE) in the previous academic year: Find out from the school Principal, the records of SSCE examinations taken in the previous academic year and indicate the number of students by gender who registered; the number of students who sat for the examination and the number of students that passed.

C. Enrolment

C.1 Number of students with Birth Certificates in SSS1

How many children were enrolled with Birth certificates	SSS 1	
	Male	Female
National Population Commission		
Others		

C.2 New entrants in SSS1

	New entrants in SSS1	
Student age	Male	Female
Below 15 years		
15 Years		
16 Years		
17 Years		
Above 17 years		
Total		

C.3 Senior Secondary Enrolment by age for the Current Academic Year

	SS1		SS2		SS3	
No. of streams						
No. of streams with Multigrade teaching						
Student age	Male	Female	Male	Female	Male	Female
Below 15 years						
15 Years						
16 Years						
17 Years						
Above 17 years						
Total						
Repeaters						
No. Completed SSS 3 for previous year						

C.4 Students Flow for the Current Academic Year Senior Secondary School

Students Flow	SS1		SS2		SS3	
	Male	Female	Male	Female	Male	Female
Dropout						
Transfer in						
Transfer out						
Promoted						

C.5 Students with Special Needs for the Current Academic Year

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	
	Male	Female	Male	Female	Male	Female
Blind / visually impaired						
Hearing / speech impaired						
Physically challenged (other than visual or hearing)						
Mentally challenged						
Albinism						
Autism						

C.6 SSCE examination for the previous Academic Year

	Male	Female	Total
How many students were registered for SSCE?			
How many students took part in the SSCE?			
How many students passed SSCE?			

D. Staff

Instruction: Use the following instructions to complete D.1 to D.2 and table D.3

Read the instructions carefully and find out from the Principal information on staff to complete the table below using the appropriate codes as provided.

- *If the number of staff is more than the space provided, photocopy the additional staff list page and attach to the questionnaire.*
- *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 (D3) agrees with the number of non-teaching staff (D1) and the number of teachers (D2) reported below.*

D.1 How many non-teaching staff are working in the school? Ascertain from the Principal the number of staff who are non-teaching staff by gender and complete the Form as appropriate. Authenticate information by sighting appropriate records.

D.2 How many teachers are working in the school regardless of whether they are currently present, on course or absent? Ascertain from the Principal the number of staff who are teaching staff by gender and complete the Form as appropriate. Authenticate information by sighting appropriate records.

D.3 Information on all staff during the school year:

To complete this section, obtain a comprehensive list of staff engaged in the school and fill accordingly, showing serial number, staff file number,

name of staff and other variables as required.

Below are the guidelines used for filling information on staff.

Gender: Write **M** if the teacher is **Male** or **F** if the teacher is **Female**

Type of staff: Guided by the following codes for different types of staff, enter the corresponding code:

- 1 - Principal
- 2 - Vice Principal
- 3 - Teacher
- 4 – Other non-teaching staff

Source of salary: Guided by the following codes for different sources of salary, enter the corresponding code :

- 1 - Federal Government e.g. FTS
- 2 - State Government - On this school's payroll
- 3 - State Government - On another school's payroll
- 4 - Others e.g. community, PTA
- 5 - No salary e.g. volunteer, NYSC

Present: Guided by the following codes for different staff present or absent on the day of data collection, enter the corresponding code:

- 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: Guided by the following codes for different types of Teaching Qualification, enter the corresponding code for the Academic Qualification of the Teacher whose information you are recording:

- 1 - Below SSCE
- 2 - SSCE/WASC
- 3 - OND / Diploma
- 4 - NCE
- 5 - Degree / HND
- 6 - PhD/Master Degree

Teaching qualification: Guided by the following codes for different types of Teaching Qualification, enter the corresponding code for the Teaching Qualification of the Teacher whose information you are recording:

- 1 - NCE
- 2 - PGDE
- 3 - B.Ed. or equivalent
- 4 - M.Ed. or equivalent
- 5 - Grade II or equivalent
- 6 - None

Subject of Qualification: Guided by the following codes for different types of subject of qualification, enter the corresponding code for the subject of qualification of the Teacher whose information you are recording:

- 1 - English
- 2 - Mathematics
- 3 - Science
- 4 - Business
- 5 - Humanities
- 6 - Technology
- 8 - Others
- 9 - None

Area of Specialization: Guided by the following codes for Area of specialisation, enter the corresponding code for the Area of specialisation of the teacher whose information you are recording:

- 1 - English
- 2 - Mathematics
- 3 - Science
- 4 - Business
- 5 - Humanities
- 6 - Technology
- 8 - Others
- 9 - None

Main Subject taught: Guided by the following codes for different Main subject taught, enter the corresponding code for the Main subject taught by the Teacher whose information you are recording:

- 1 - English
- 2 - Mathematics
- 3 - Science
- 4 - Business
- 5 - Humanities
- 6 - Technology
- 8 - Others
- 9 - None

Teaching type: Guided by the following codes for Teaching type, enter the corresponding code for the Teaching type of the Teacher whose information you are recording:

- 1 - Full-time
- 2 - Part-time

D. Staff

D. STAFF			
		Male	Female
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 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
Source of salary	1 – Federal Government - FTS	2 – State Government - On this school's payroll
Present	4 – Other, for example: community, PTA	5 – No salary, for example: volunteer, NYSC
Academic qualification	1 – Present or temporarily absent	2 – Absent for more than 1 month – Maternity leave
Teaching qualification	4 – Absent for more than 1 month – Training	5 – Absent for more than 1 month – Unauthorised
Subject of qualification	1 – Below SSCE	2 – SSCE/WASC
Area of specialization	1 – NCE	2 – PGDE
Main subject taught	1 – English	2 – Mathematics
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
E.g.	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"/>
3																	<input type="checkbox"/>
4																	<input type="checkbox"/>
5																	<input type="checkbox"/>

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

E. Classrooms

Instruction: Use the following instructions to complete E.1 to E.2 and tables E. 3 to E.4

Read the instructions carefully and complete the table using the appropriate codes as provided.

- *The data collector may need assistance to measure the width and length of the classrooms regardless of whether in use or not. Request the Principal to provide a member of staff to assist in recording the details.*
- *Each row must carry information for each classroom (not a block of classrooms)*
- *Ensure that the total number of classrooms provided in E1 tallies with the information on table E3.*
- *If the number of classrooms is more than the space provided, photocopy the additional classroom page and attach to the form.*

E. 1. How many classrooms are there in the school? Find out from the Principal the number of classrooms available in the school. Authenticate the number of classrooms by sighting and indicate as appropriate.

E. 2. Are any classes held outside: Observe and also enquire from the Principal whether any classes are held outside because classrooms are unusable or insufficient. Tick ✓ the appropriate box.

E. 3. To complete this section, obtain comprehensive Information about classrooms in the school and fill the Table on classroom basis showing

serial number, year of construction, present condition and other variables as required.

Below are the guidelines for filling information on classrooms

Review these options and the corresponding codes for guidance in completing this section as presented below:

Present condition: Guided by the following codes for present condition of classroom, enter the corresponding code (number) as required.

- 1 - Good
- 2 - Needs minor repairs
- 3 - Needs major repairs
- 4 - Under construction
- Unusable

Floor material: Guided by the following codes for different types of floor material, enter the corresponding code (number) as required.

- 1 - Mud/Earth
- 2 - Concrete
- 3 - Wood
- 4 - Tile/Terrazzo

Wall material: Guided by the following codes for different types of wall material, enter the corresponding code (number) as required.

- 1 - Mud
- 2 - Cement/Concrete

3 - Wood/Bamboo

4 - Burnt bricks

5 - Iron sheets

6 - Stone

7 - No walls/dwarf walls

Roof material: Guided by the following codes for different types of roof material, enter the corresponding code (number) as required.

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 students in this classroom? If there are enough seats for children in the classroom, write 1 for “Yes”, otherwise 2 for “No”

Good blackboard: Does the classroom have a good blackboard that students read from? If the classroom has a good blackboard write 1 for “Yes” otherwise 2 for “No”

Refer to the Example in the form.

E. 4. Number of rooms other than classrooms in the school by type of room: Obtain from the Principal and record the number of other rooms apart from classrooms as required e.g. staff rooms, offices, library, laboratories, etc.

E. Classrooms

E.1	How many classrooms are there in the school?	----- Number
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	Writing board
E.g.	1976	1	7	5	3	3	3	1	1
6									
7									
8									
9									
10									

E. 4 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

Instruction: Use the following instructions to complete tables F.1 to F.7

<p>F.1 Source of safe drinking water: Enquire from school Principal and authenticate the primary source of drinking water in the school. Tick (the primary (main) source of water) as appropriate.</p> <p>F.2 Facilities available: Check appropriate records, authenticate and enter the total number of usable/not usable facilities available in the school. If any of the facilities is not available, simply write zero. Other facilities not listed on the form should be entered into the “Others” box.</p> <p>F.3 Shared Facilities: Find out from the Principal if the school shares any facility with other schools/levels and specify the facilities by Ticking as many boxes as appropriate.</p> <p>F.4 Toilet type: Count and enter the number of useable: Pit, Bucket system, Water flush and other types of toilet units and indicate the number used by:</p> <ul style="list-style-type: none"> • male students only • female students only 	<ul style="list-style-type: none"> • both male and female students (Mixed) • male teachers only • female teachers only • male students and male teachers only • female students and female teachers only • students and teachers <p>Enter the total number of each type of toilets available</p> <p>F.5 Sources of power: Find out from the Principal if there is any source of power available in the school and Tick the primary source.</p> <p>F.6 Health Facility: Find out from the Principal the different health facilities in the school and Tick only one</p> <p>F.7 Fence/Wall: Observe if the school has a fence or wall around it. Indicate by Ticking the availability and condition of the school fence or wall.</p>
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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 <input type="checkbox"/> (Specify.....)
		5. No Source of Safe Water <input type="checkbox"/>

Instructions – Please enter the total number of facilities available in your School				
F.2	Facilities available How many useable facilities does the school have? (If the facilities are not available, write zero) Please note only figure is required here		Useable	Not useable
		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

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

F.4 Number of useable toilets units by each type of toilet.										
	Used only by pupils			Used only by teachers			Used by pupils and teachers			
	Male only	Female only	Mixed	Male only	Female only	Mixed	Male only	Female only	Mixed	Total
Pit										
Bucket system										
Water flush										
Others										

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"/>

F.8 Additional Classrooms Information

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

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

Class	Total Seating available		
	1 Seater	2 Seater	3 Seater
SSS 1			
SSS 2			
SSS 3			

G. Number of Students by Subject

G.1. **Number of students by subject:** Find out from the Principal the number of students by class and gender enrolled per subject and fill the Table as appropriate (SSS1-SSS3).

G. Number of Students by Subject

G.1 Number of Students by Subject in the current Academic Year

Class/Subject	Number of Students by Subject					
	SSS1		SSS2		SSS3	
	Male	Female	Male	Female	Male	Female
English						
Mathematics						
Social Studies						
Basic Science						
Civic Education						
Cultural & Creative Arts						
Physical & Health Education						
Computer						
Basic Technology						
Agriculture						
Home Econs						
Business Studies						
French Language						
Arabic						
Christian						
Islamic						
Igbo						
Hausa						
Yoruba						

H. Student/Teacher Book

Instruction: Use the following instructions to complete tables H.1 and H.2

H.1. Number of core subject textbooks available to students:

Find out from the Principal the number of core subject textbooks provided by Government and available to students (from school, parents/guardians and other sources) per subject, class (SSS1 – SSS3) and fill in the Table as appropriate.

H.2. Number of core subject teachers' textbooks available in school in the current academic year:

Find out from the Principal the number of core subject textbooks and available to teachers per subject and fill the Table as appropriate by class (SSS1-SSS3).

H. Student/Teacher Book

H.1. Number of core subject textbooks available to students in the current Academic Year. (Both from school, parents /guardians and other sources)

Subject Area	Number of Students Textbooks		
	SSS1	SSS2	SSS3
English			
Mathematics			
Biology			
Civic Education			

H.2. Number of core subject Teachers' Textbooks available in the School in the current Academic Year

Subject Area	Number of STeachers' Textbooks		
	SSS1	SSS2	SSS3
English			
Mathematics			
Biology			
Civic Education			

I. Undertaking

Public officers completing this form are reminded to note 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: The Enumerator is to ensure that the Principal of the school reads the attestation statement and attest in his/her personal handwriting on the following:

Name: The name of the Principal of the school in FULL BLOCK LETTERS. No abbreviations allowed.
Telephone: Confirm that this number is reachable on the spot.
Signature: The signature of the Head Teacher of the school.
Date: The date data was collected in the school

Attestation by Enumerator: The Enumerator **MUST** scrutinize the completed form, ensure attestation of the Principal and personally attest in his own handwriting of the following:

Name: The name of the Enumerator in FULL BLOCK LETTERS. No abbreviations allowed.
Telephone: Confirm that this number is reachable on the spot.
Signature: The signature of the Enumerator.
Date: The date data was collected in the school

Attestation by Supervisor: The Supervisor is to ensure consistencies in the completed form and personally attest in his own handwriting of the following:

Name: The name of Supervisor in FULL BLOCK LETTERS. No abbreviations allowed.
Telephone: This is the direct reachable telephone number of the Supervisor.
Signature: The signature of the Supervisor.
Date: The date data Supervisor attested

FOR OFFICE USE ONLY:

This section is to help provide information on different checks that are done on the School Census form in the following order:

Field Coordinator check: The field coordinator should confirm the check of the validity of the data by providing his/her name under "Checked By" and date.

Pre-Data Check: An EMIS Officer should do another check of the validity of the data before commencing data processing. He/she should confirm the check by providing his/her name under "Checked By" and date.

Data Entry Completed: An EMIS Officer within the EMIS unit should confirm that data entry is completed for the school by providing his/her name under "Checked By" and date.

Verification Check: The Head of EMIS Unit should do a final verification of data and confirm this by providing his/her name under "Checked By" and date

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 Enumerator

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		/ /

SECTION 4

Science and Technical Colleges/ Vocational Education

Science and Technical Colleges/ Vocational Education

The Science and Technical Colleges/ Vocational Education form contains the following sections:

- A. School Identification:** This contains background information on School Name, number and street name, etc.
- B. School Characteristics:** This highlights information on year of establishment, location, ownership, etc.
- C. Enrolment:** This deals with information on number of students with birth certificates, new entrants, enrolment by age, students' flow, special needs students, etc.
- D. Staff:** This deals with different categories of personnel engaged in the school including their qualifications, Area of specialization, Main subject taught and Teaching Type.
- E. Classroom:** This deals with availability, quantities and conditions of classrooms, seats and blackboard etc.
- F. Facilities:** This deals with available facilities in the school such as source of safe drinking water, source of power, toilets, Library, Laboratory, ICT equipment, Health facility etc.
- G. Number of Students by Subject:** This contains information on number of subjects offered by students for each class.
- H. Students/Teachers Book:** The information includes the number of books available and provided by government for students and teachers.
- I. Undertaking:** Under this section, the Head Teacher, Enumerator and Supervisor are to attest to the validity and accuracy of information provided and be mindful of the consequences of falsification of data made available.

Completing the Science and Technical Colleges/ Vocational Schools Census Form

Instruction: Use the instructions below to complete the front page of the form

For Enumerator Only: Check if the school is on the school list provided

School Code: Enter the unique number that is assigned to this school. You can find this number on the school list. *Where the school is not on the list, leave the school code blank and enter the name of the school as a new school on the school list.*

School Coordinates: Obtain and record the school coordinates in the box provided on the front cover of the Census form. *Where the School coordinates are not available, use the **GPS** to capture and record.*

A. School Identification

- A.1 School Name:** Write the official name (in full) by which the school is known, identified or addressed. **No abbreviation.**
- A.2 Number and Street Name:** Write the exact school address indicating the number and the name of the street where the school is situated (Post Office Box **NOT** acceptable).
- A.3 Village or Town:** Write the name of village or town in which the school is physically located.
- A.4 Ward:** Write the name of the Ward where the school is located.
- A.5 LGA:** Write the name of the Local Government Area where the school is located.
- A.6 State:** Write the name of the State where the school is located.
- A.7 School Telephone:** Write the official telephone number of the school. *Where the school has no official telephone number, write the Principal's telephone number or any other.*
- A.8 Email Address:** Write the school e-mail address. *Where the school has no official e-mail, Write the Principal's personal e-mail address or any other.*

B. School Characteristics

Instruction: Use the instructions below to complete B.1 to B.20

<p>B.1 Year of Establishment: Check the school log book and enter the year in which the school was established. If not in the log book ask the Principal to provide other records that show the year of establishment.</p> <p>B.2 Location: Indicate whether the school is either Rural or Urban. The school is Urban if it resides in a population centre of more than 20,000 people or is in the headquarters of a local government or has been so designated by the state government in an official release. Tick the right box.</p> <p>B.3 Level of Education: Tick whether the level of education is <i>Junior Secondary</i>.</p> <p>B.4 Type of School: Find out from the Principal the type of the school, whether it is regular or Islamiyya integrated. Tick only one as appropriate.</p> <p>B.5 Shifts: Find out whether the school operates single shift/single session (morning only Tick No) or double shift (morning and afternoon sessions with different groups of student under the same administration, Tick YES). Please note: Shift system refers to double shift.</p> <p>B.6 Shared Facilities: Find out from the Principal if the school shares any facility such as classroom blocks, laboratories, play fields, teachers etc. with other school(s). Tick the appropriate box Yes or No. If yes write the total number of schools that share these facilities including your school.</p>	<p>B.7 Multi-grade Teaching: Find out from the Principal if any teacher teaches more than one class of different grades (classes) at the same time.</p> <p>B.8 School Average Distance from Catchment communities/areas: Find out from the Principal the farthest and the closest distances that the students cover from their homes to the school. Add the two distances in Kilometre and divide by two. The result is the average distance covered by the students from the Catchment area or locality to the school. Indicate the approximate distance in kilometres (enter "0 "if less than or equal to 1 otherwise write the actual average distance to 2 decimal places)</p> <p>B.9 School Distance from LGA: Find out from the Principal the distance of the school location from the Local Government Area Headquarters in kilometres. Indicate the approximate distance in kilometres (enter "0 "if less than or equal to 1 kilometre, otherwise write the actual distance)</p> <p>B.10 Students Distance from School: Find out from the Principal the number of students that live a distance more than 3 kilometres to the school; and indicate the number in the space provided.</p> <p>B.11 Students Boarding: Find out from the Principal the number of boys and girls who live in the school's boarding house. Write the number in the space provided.</p>
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B.12 School Development Plan (SDP):

Find out from the Principal if the school had a School Development Plan in the last school year. Tick as appropriate.

B.13 School Based Management Committee (SBMC): Find out from the Principal if the school has SBMC that met at least once in the last school year. Tick as appropriate.

B.14 Parent-Teacher Association (PTA)/ Parent Forum: Find out from the Principal if the school has PTA/ Parent Forum that met at least once in the last school year. Tick as appropriate.

B.15 Date of Last Inspection Visit: Find out from the Principal when the school was last inspected and enter the day, month and year. Also, find out the number of times Inspectors visited the school in the last academic year and indicate.

B.16 Authority of Last Inspection:

Confirm from the Principal which Authority (Federal, State or LGEA) carried out the last inspection visit. Tick the appropriate box.

B.17 Conditional Cash Transfer/Cash Transfer: Find out from the Principal how many students benefitted from Conditional Cash Transfer/ **Cash Transfer** and indicate the number.

B.18 School Grants: Find out from the Principal if the school received grants within the last academic sessions and Tick as appropriate.

B.19 Security Guard: Find out from the Principal if the school has a security guard and Tick as appropriate.

B.20 Ownership: Find out from the Principal who owns the school (Federal, State, LGEA or Community) and Tick the appropriate box

B. School Characteristics

Instructions		
Answer every question and Tick only one box in each section <input checked="" type="checkbox"/>		
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"/> Islamiyya integrated <input type="checkbox"/> Nomadic (Migrants) <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: 100px; 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	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 ____ 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"/> LGEA <input type="checkbox"/> Community

C. Enrolment

Instruction: Use the following instructions to complete tables C.1 to C.8

C.1. Number of Students with Birth

Certificates: Confirm for appropriate record and fill in the number of Students by gender (male and female) that enrolled into the JSS1 with birth certificate issued by any of the following:

- National Population Commission (NPopC)
- Others (Hospital, LGA and Court)

C.2. New entrants in JSS1: Find out from the Principal the number of students by gender newly admitted into JSS1 in the current academic year.

C.3. Junior Secondary Enrolment by age for the current school year: Confirm from the Principal and complete the number of streams and number of streams with multigrade teaching. Also, check (i) the appropriate records and enter number of students enrolled by age, gender and class. (ii) Identify and record the number of repeaters by class and gender in the current academic year. (iii) Find out and record the number of students by gender that completed JSS 3 in the previous academic year.

C.4. New entrants in SSS1: Find out from the Principal the number of students by gender newly admitted into SSS1 in the current academic year.

C.5. Senior Secondary Enrolment by age for the current school year: Confirm from the Principal and complete the number of streams and number of streams with multigrade teaching. Also, check the appropriate records and

enter number of students enrolled by age, gender and class.

C.6. Student Flow for the Current

Academ-ic Year: Complete the student flow as follows:

Dropout: Find out from the appropriate records the number of students by Class (JSS1 – JSS3, SSS1 – SSS3) by gender who left the school without transfer certificates for at least six continuous weeks and enter as dropout.

Transfer in: Find out from the appropriate records the number of students by Class (JSS1 – JSS3, SSS1 – SSS3) by gender who transferred into the school from another school with/without transfer certificates in the current academic year and enter as appropriate.

Transfer out: Find out from the appropriate records the number of students by Class (JSS1 – JSS3, SSS1 – SSS3) by gender who transferred out of the school with transfer certificates to another school after the current academic year and enter as appropriate.

Promoted: Find out from the appropriate records the number of students by Class (JSS2 – JSS3 and SSS2 – SSS3) by gender, that were promoted to the next class within the school on completion of the previous academic year and enter as appropriate.

Attendance : Find out from the appropriate records the number of students by Class (JSS1 – JSS3, SSS1 – SSS3) by gender that attended school at least during the last three (3) weeks before the census exercise and enter as appropriate.

C.7. Student with Special needs in the current academic year: Find out from the Principal and records the number of students with special needs by class and gender in the following categories: blind and visually impaired, hearing/speech impaired, physically

challenged, mentally challenged, albinism and autism.

C.8. NABTEB examination in the previous academic year: Find out from the school Principal the records of NABTEB examination taken in the previous academic year and indicate the number of students by gender that registered; the number of students who sat for the examination and the number of students that passed with five (5) credits and above including English and Mathematics.

C. Enrolment

C.1 Number of students with Birth Certificates in JSS1

How many children were enrolled with Birth certificates	JSS 1	
	Male	Female
National Population Commission		
Others		

C.2 New entrants in JSS1

	New entrants in JSS1	
Student age	Male	Female
Below 12 years		
12 Years		
13 Years		
14 Years		
Above 14 years		
Total		

C.3 Junior Secondary Enrolment by age for the Current Academic Year

	JS1		JS2		JS3	
No. of streams						
No. of streams with Multigrade teaching						
Student age	Male	Female	Male	Female	Male	Female
Below 12 years						
12 Years						
13 Years						
14 Years						
Above 14 years						
Total						
Repeaters						
No. Completed JSS 3 for previous year						

C.4 New entrants in SS1

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

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

	SS1		SS2		SS3	
No. of streams						
No. of streams with Multigrade teaching						
Student age	Male	Female	Male	Female	Male	Female
Below 15 years						
15 Years						
16 Years						
17 Years						
Above 17 years						
Total						
Repeaters						
No. Completed SS 3 for previous year						

C.6 Student Flow for the Current Academic Year

Student Flow	JS1		JS2		JS3		SS1		SS2		SS3	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Dropout												
Transfer in												
Transfer out												
Promoted												

C.7 Students with Special needs in the current school year

Instruction:

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		SS1		SS2		SS3	
	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.8 NABTEB examination in the previous school year

	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

Instruction: Use the following instructions to complete D.1 to D.2 and table D.3

Read the instructions carefully and find out from the Principal information on staff to complete the table below using the appropriate codes as provided.

- *If the number of staff is more than the space provided, photocopy the additional staff list page and attach to the questionnaire.*
- *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 (D5) agrees with the number of non-teaching staff (D1) and the number of teachers (D2) reported above.*

D.1. How many non-teaching staff are working in the school? Ascertain from the Principal the number of staff who are non-teaching staff by gender and complete the Form as appropriate. Authenticate information by sighting appropriate records.

D.2. How many teachers are working in the school regardless of whether they are currently present, on course or absent? Ascertain from the Principal the number of staff who are teaching staff by gender and complete the Form as appropriate. Authenticate information by sighting appropriate records.

D.3. Information on all staff during the current school year: To complete this section, obtain a comprehensive list of staff engaged in the school and fill accordingly showing serial number, staff file number, name of staff and other variables as required.

Below are the guidelines used for filling information on staff

Gender: Write **M** if the teacher is **Male** or **F** if the teacher **Female**

Type of staff: Guided by the following codes for different types of staff, enter the corresponding code:

- 1 - Principal
- 2 – Vice Principal
- 3 – Teacher
- 4 – Other non-teaching staff

Source of salary: Guided by the following codes for different sources of salary, enter the corresponding code :

- 1 - Federal Government e.g. FTS
- 2 - State Government - On this school's payroll
- 3 - State Government - On another school's payroll
- 4 – Others e.g. community, PTA
- 5 - No salary e.g. volunteer, NYSC

Teaching qualification: Guided by the following codes for different types of Teaching Qualification, enter the corresponding code for the Teaching Qualification of the Teacher whose information you are recording:

- 1 - NCE
- 2 - PGDE
- 3- B.Ed. or equivalent
- 4- M.Ed. or equivalent
- 5 - Grade II or equivalent
- 6 - None

Subject of qualification: Guided by the following codes for different types of subject of qualification, enter the corresponding code for the subject of qualification of the Teacher whose information you are recording:

- 1 - English
- 2 - Mathematics
- 3 - Science
- 4- Business
- 5 - Humanities
- 6- Technology
- 8- Others
- 9 - None

Area of specialization: Guided by the following codes for different areas of specialization, enter the corresponding code for the area of specialization of the Teacher whose information you are recording:

- 1 - English
- 2 - Mathematics
- 3 - Science
- 4- Business
- 5 - Humanities
- 6- Technology
- 8- Others
- 9 - None

Main Subject taught: Guided by the following codes for different Main subjects taught, enter the corresponding code for the

Main subject taught by the Teacher whose information you are recording:

- 1 - English
- 2 - Mathematics
- 3 - Science
- 4- Business
- 5 - Humanities
- 6- Technology
- 8- Others
- 9 - None

Teaching types: Guided by the following codes for teaching type, enter the corresponding code for the Teaching type of the Teacher whose information you are recording:

- 1 - Full-time
- 2 - Part-time

Teacher teaching both Junior & senior secondary classes in the school: Tick in the box provided if the teacher teaches both Junior & senior secondary classes in the school, otherwise leave the box blank.

Teacher attended Training workshop/ seminar in the last 12 months: Tick in the box provided if the teacher attended training workshop/seminar in the last 12 months, otherwise leave the box blank.

D. Staff

D. STAFF			
D.1	How many <u>non-teaching staff</u> are working at the school?	Male	Female
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 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	
	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	
	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	
Subject of qualification	1 – English		2 – Mathematics	
	3 – English		4 – Basic science	
Area of specialization	1 – English		2 – Mathematics	
	3 – English		4 – Basic science	
Main subject taught	1 – English		2 – Mathematics	
	3 – English		4 – Basic science	
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
E.g.	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"/>
3																	<input type="checkbox"/>
4																	<input type="checkbox"/>
5																	<input type="checkbox"/>

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

E. Classrooms/Workshops

Instruction: Use the following instructions to complete E.1 to E.2 and tables E. 3 to E.4

Read the instructions carefully and complete the table using the appropriate codes as provided.

- *The data collector may need assistance to measure the length and width of the classroom, regardless of whether in use or not. Request the Principal to provide a member of staff to assist in recording the details.*
- *Each row must carry information on each classroom (not a block of classrooms).*
- *Ensure that the total number of classrooms provided in E1 tallies with information in Table E3*
- *If the number of classrooms is than the space provided, photocopy this page and attach to the form.*

E.1. How many rooms are there in the school? (e.g. staff rooms, offices, library etc): Find out from the Principal the number of classrooms available in the school. Authenticate the number of classrooms by sighting and indicate as appropriate.

E.2. Are any classes held outside? Observe and also enquire from the Principal whether any classes are held outside, because classrooms are unusable or insufficient. Tick the appropriate box.

E.3. To complete this section, obtain comprehensive information about classrooms in the school and fill the table on classroom basis showing serial number, year of construction, present condition and other variable as required

Below are the guidelines for filling information on classrooms

Present condition: Guided by the following codes for present condition of classroom, enter the corresponding code (number) as required.

- 1** - Good
- 2** - Needs minor repairs
- 3** - Needs major repairs
- 4** - Under construction
- 5** - Unusable

Floor material: Guided by the following codes for different types of floor material, enter the corresponding code (number) as required.

- 1** - Mud/Earth
- 2** - Concrete
- 3** - Wood
- 4** - Tile/Terrazzo

Wall material: Guided by the following codes for different types of wall material, enter the corresponding code (number) as required.

- 1** - Mud
- 2** - Cement/Concrete
- 3** - Wood/Bamboo
- 4** - Burnt bricks
- 5** - Iron sheets
- 6** - Stone
- 7** - No walls / dwarf walls

Roof material: Guided by the following codes for different types of roof material, enter the corresponding code (number) as required.

- 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 students in the classroom?: If there are enough seats for students in the classroom, **write 1 for “Yes”, 2 for “No”**

Good blackboard: Does the classroom have a good blackboard that students can read from?: If the classroom has a good blackboard **write 1 for “Yes” , 2 for “No”**

E.4. Number of rooms other than classrooms in the school by type of room: Obtain from the Principal and record the number of other rooms apart from classrooms as required e.g staff rooms, office, Library, Laboratories, store room etc.

E. Classrooms/Workshops

E.1	How many classrooms are there in the school?	-----	Number
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	Writing board
E.g.	1976	1	7	5	3	3	3	1	1
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

E.4 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

Instruction: Use the following instructions to complete tables F.1 to F.8

<p>F.1 Source of safe drinking water: Enquire from school Principal and authenticate the primary source of drinking water in the school. Tick the primary (main) source of water.</p> <p>F.2 Facilities available: Check appropriate re-cords, authenticate and enter the total number of usable/not usable facilities available in the school. If any of the facilities is not available, simply write zero. Other facilities not listed on the form should be entered into the “Others” box.</p> <p>F.3 Shared Facilities: Find out from the Principal if the school shares any facility with other schools/level and specify the facilities by Ticking as many boxes as appropriate.</p> <p>F.4 Toilet type: Count and enter the number of usable: Pit, Bucket system, Water flush and other types of toilet units respectively and indicate the number used by:</p> <ul style="list-style-type: none"> • male students only • female students only • both male and female students (Mixed) • male teachers only 	<ul style="list-style-type: none"> • female teachers only • male students and male teachers only • female students and female teachers only • students and teachers <p>Enter the total number of each type of toilets available</p> <p>F.5 Sources of power: Find out from the Principal if there is any source of power available in the school and Tick the primary source.</p> <p>F.6 Health facility: Find out from the Principal the different health facilities in the school and Tick only one.</p> <p>F.7 Fence/Wall: Observe if the school has a fence or wall around it. Indicate by Ticking the availability and condition of the school fence or wall.</p> <p>F.8 Additional Class Information: Confirm by counting the seats owned by the school by class, indicating the type of seat by seating capacity (only count seats where both a seat and a writing desk are available). Complete as appropriate the number of seats of different seating capacities by class (JSS1– SSS3).</p>
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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 pupils? If there is more than one source, select only the primary source.</p>	<table border="1"> <tr> <td>1. Pipe borne Water</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2. Borehole</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3. Well</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4. Other (Specify.....)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5. No Source of Safe Water</td> <td><input type="checkbox"/></td> </tr> </table>	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 Water	<input type="checkbox"/>
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 Water	<input type="checkbox"/>											

Instructions – Please enter the total number of facilities available in your School

F.2	Facilities available		Useable	Not useable
	How many useable facilities does the school have? (If the facilities are not available, write zero)	Toilets		
	Please note only figure is required here	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

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

F.4	Number of useable toilets units by each type of toilet.									
	Used only by pupils			Used only by teachers			Used by pupils and teachers			
	Male only	Female only	Mixed	Male only	Female only	Mixed	Male only	Female only	Mixed	Total
Pit										
Bucket system										
Water flush										
Others										

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"/>

F.8 Additional Classrooms Information

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

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

Class	Total Seating available		
	1 Seater	2 Seater	3 Seater
SSS 1			
SSS 2			
SSS 3			

G. Number of Students by Subject

G.1. **Number of students by subject:** Find out from the Principal the number of students by class and gender enrolled per subject and fill the Table as appropriate (JSS1-SSS3).

G. Number of Students by Subject

G.1 Number of Students by Subject in the current Academic Year

Subject and trade Area	Number of Students by Subject											
	JS1		JS2		JS3		SS1		SS2		SS3	
	M	F	M	F	M	F	M	F	M	F	M	F
English												
Mathematics												
Biology												
Basic Science												
Physics												
Chemistry												
Health Science												
Agric Science												
Electrical installation												
Computer Operation												
Basic Computer Electronics												
Computer Programming												
Basic Technology												
Food and Nutrition												
Wood Metal Finishing												
Furniture Design and Construction												
History												
Geography												
Home Economics												
Economics												
Business Studies												
Technical Drawing												
Automechics												
Building Construction												
General Woodwork												
Electrical/Electronics												
Clothing & Textile Design												
PHE												
French												
Arabic												
Igbo												
Hausa												
Yoruba												
Upholstery												
Introduction to Building												
Walls, Floors and Ceiling Finishing												
Concreting												
Garment Construction												
Brick, Block Laying												
Refrigeration And Air Conditioning												
Fabrication And Welding												
Plumbing												
Other- please specify												

H. Student/Teacher Book

Instruction: Use the following instructions to complete tables H.1 and H.2

H.1 Number of core subject textbooks available to Students in the current academic year:

Find out from Principal the number of subject textbook provided by Government available to students (from school, parents/guardians and other sources) per subject, by class (JSS1 to SSS3) and fill the Table as appropriate.

H.2 Number of core subject teachers' textbooks available in school in the current academic year: Find out from Principal the number of core subject textbooks available to the teacher per subject and fill the Table as appropriate by class (JSS1-SSS3).

H. Student/Teacher Book

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

Subject Area	Number of Students Textbooks		
	JS1	JS2	JS3
English			
Mathematics			
Biology			
Physics			
Chemistry			
Basic Technology			

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

Subject Area	Number of Teachers' Textbooks		
	JS1	JS2	JS3
English			
Mathematics			
Biology			
Physics			
Chemistry			
Basic Technology			

I. Undertaking

Public officers completing this form are reminded to note that **Public 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: The Enumerator is to ensure that the Principal of the school reads the attestation statement and attests in his/her personal handwriting to the following:

Name: The name of the Principal of the school in FULL BLOCK LETTERS.
No abbreviations allowed.

Telephone: Confirm that this number is reachable on the spot.

Signature: The signature of the Head Teacher of the school.

Date: The date data was collected in the school

Attestation by Enumerator: The Enumerator MUST scrutinize the completed form, ensures attestation of the Principal and personally attest in his own handwriting of the following:

Name: The name of the Enumerator in FULL BLOCK LETTERS. No abbreviations allowed.

Telephone: Confirm that this number is reachable on the spot.

Signature: The signature of the Enumerator.

Date: The date data was collected in the school

Attestation by Supervisor: The Supervisor is to ensure consistencies in the completed form and personally attest in his own handwriting of the following:

Name: The name of Supervisor in FULL BLOCK LETTERS. No abbreviations allowed.

Telephone: This is the direct reachable telephone number of the Supervisor.

Signature: The signature of the Supervisor.

Date: The date data Supervisor attested

FOR OFFICE USE ONLY:

This section is to help provide information on different checks that are done on the school census form in the following order:

Field Coordinator check: The field coordinator should confirm the check of the validity of the data by providing his/her name under "Checked By" and date.

Pre-Data Check: An EMIS Officer should do another check of the validity of the data before commencing data processing. He/she should confirm the check by providing his/her name under "Checked By" and date.

Data Entry Completed: An EMIS Officer within the EMIS unit should confirm that data entry is completed for the school by providing his/her name under "Checked By" and date.

Verification Check: The Head of EMIS Unit should do a final verification of data and confirm this by providing his/her name under "Checked By" and date.

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 Enumerator

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		/ /

SECTION 5

Private Schools

Private Schools

The ECCDE, Pre-Primary, Primary, Junior Secondary and Senior Secondary Education form contains the following sections:

- A. School Identification:** This contains background information on school Name, Number and Street name, etc.
- B. School Characteristics:** This highlights information on year of establishment, location, ownership, etc.
- C. School Enrolment:** This section deals with information on number of students with birth certificate, new entrants, enrolment by age, pupils'/students' flow, special needs pupils/students, etc.
- D. Classroom and Facilities:** These deal with available classrooms and facilities, their quantity and their conditions in the school such as source of drinking water, source of power, toilets, Library, Laboratory, ICT equipment, etc.
- E. Teachers by Level of Main Teaching Input:** This deals with the different categories of personnel engaged in the school including their qualifications.
- F. Textbooks:** The information includes the number of books available to both pupils/students and teachers.
- G. Undertaking:** Under this section, the Head Teacher, Enumerator and Supervisor are to attest to the validity and accuracy of information provided and be mindful of the consequences of falsification of data made available.

Completing the Private Schools Census Form

INSTRUCTION: Use the Instructions below to complete the front page of the form.

A. For Enumerator Only: Check if the school is on the school list provided and Tick ☒ the box **Yes** if the school is listed and **No** if it is not.

B. School Code: Enter the unique number that is assigned to this school. You can find this number on the school list. *Where the school is not on the list, leave the school code blank and enter the name of the school as a new school on the school list.*

School Coordinates: Obtain and record the school coordinates in the box provided on the front cover of the Census form. *Where the School coordinates are not available, use the **GPS** to capture and record.*

A. School Identification

A.1 School Name: Write the official name (in full) by which the school is known, identified or addressed. **No abbreviation.**

A.2 Name Proprietor: Write full name of the Proprietor of the school.

A.3 Number and Street Name: Write the exact school address indicating the number and the name of the street where the school is situated (Post Office Box **NOT** acceptable).

A.4 Village or Town: Write the name of village or town in which the school is physically located.

A.5 Ward: Write the name of the Ward where the school is located.

A.6 LGA: Write the name of the Local Government Area where the school is located.

A.7 State: Write the name of the State where the school is located.

A.8 School Telephone: Write the official telephone number of the school. Where the school has no official Telephone number, write the Head Teacher's/Principal's personal Phone number or any other

A.9 Email Address: Write the school e-mail address. Where the school has no official e-mail, write the Head Teacher's/Principal's personal e-mail address or any other

A.1 School Name: Write the official name (in full) by which the school is known, identified or addressed. **No abbreviation.**

A.2 Number and Street Name: Write the exact school address indicating the number and the name of the street where the school is situated (Post Office Box **NOT** acceptable).

A.3 Village or Town: Indicate the name of village or town in which the school is physically located.

FOR Enumerator ONLY: Was this school in the school list?

☐ Yes ☐ No

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

School Code: Please enter the school code(s) in the box(es) below. For schools having more than one level in the same premises please provide year of establishment for each level. If you are not certain about your school code(s), leave the box(es) blank. Do not use abbreviations anywhere on this form.

Level										
PRE-PRY & PRY School Code										
JSS School Code										
SSS School Code										
School Coordinates	Elevation (Meter)									
	Latitude North									
	Longitude East									



FEDERAL MINISTRY OF EDUCATION

2015/2016 SCHOOL CENSUS FORM

PRIVATE 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.

A. School Identification

A.1 School Name																				
A.2 Name of Proprietor																				
A.3 Number and Street name																				
A.4 Village or Town																				
A.5 Ward																				
A.6 LGA																				
A.7 State																				
A.8 School Telephone																				
A.9 E-mail Address																				

B. School Characteristics

Instruction: Use the instructions below to complete B.1 to B.20

Year of Establishment: Check the school log book and enter the year in which the school was established. If not in the log book ask the Head Teacher/Principal to provide other records that show the year of establishment.

B.1. Pre-primary School: Indicate Year the school was Established

B.2. Primary School: Indicate Year the school was Established

B.3. Junior Secondary School: Indicate Year the school was Established

B.4. Senior Secondary School: Indicate Year the school was Established

B.5. Location: Indicate whether the school is either **Rural** or **Urban**. The school is Urban if it resides in a population centre of more than 20,000 people or is in the headquarters of a local government or has been so designated by the state government in an official release. Tick the box as appropriate.

B.6 Ownership Status: Find out from the Head Teacher/ Principal who owns or manages or controls the school and Tick as appropriate (e.g. faith-based, Community, cooperation, NGOs or individual)

B.7 Recognition Status: Find out from the Head Teacher/Principal if the school has approval to operate from the Government. Tick as appropriate.

B.8 Level of Education: Find out from the Head Teacher/Principal if the level of education is Pre-primary, Primary, Junior Secondary or Senior Secondary and Tick all that apply.

B.9 Shifts: Find out whether the school operates single shift/Single session (morning only Tick NO) Double shift (morning and afternoon session with different group of pupils/students Tick YES) Note: Shift system here refers to double shift.

B.10 Shared Facilities: Find out from the Head Teacher/Principal if the school shares facilities such as classroom blocks, laboratories, play fields etc. with any other school(s). Tick the appropriate box **Yes** or **No**. If Yes, write the total number of schools that share the facilities including your school.

B.11 Type of School: Find out from the Head Teacher/Principal the type of school, whether it is regular, Nomadic (Migrants), Islamiyya Integrated, Science and Technical College or Special Needs. Tick only one, as appropriate.

B.12 Is the School a member of Private Schools Association? Find out from the Head Teacher/Principal if the school is a member of any association, for example, the Private Schools Association and specify the name of the Association, if true.

B.13 School Average Distance from Catchment Communities/Area(s): Find out from the Head Teacher/ Principal the farthest and the closest distances that the Pupils/Students cover from their homes to the school. Add the two distances in kilometre and divide by two. The result is the average distance covered by the Pupils/Students from the area or locality to the school; indicate the

approximate distance in kilometres (enter 0 if it is less than or equal to 1km, otherwise write the actual average distance to two decimal places).

B.14 Students Boarding: Find out from the Head Teacher/Principal the number of boys and girls who live in the school's boarding house and write in the space provided.

B.15 School Development Plan (SDP): Find out from the Head Teacher/ Principal if the school had a School Development Plan in the last school year. Tick as appropriate.

B.16 School Based Management Committee (SBMC): Find out from the Head Teacher/ Principal if the school has SBMC that met at least once in the last school year. Tick as appropriate.

B.17 Parent-Teacher Association (PTA)/

Parent Forum: Find out from the Head Teacher/ Principal if the school has PTA/Parent Forum that met at least once in the last school year. Tick as appropriate.

B.18 Date of Last Inspection Visit: Find out from the Head Teacher/Principal when the school was last inspected and enter the day, month and year. Also, find out the number of times Inspectors visited the school in the last academic year and indicate.

B.19 Authority of Last Inspection: Confirm from the Head Teacher/Principal which Authority (Federal, State or LG/EA) carried out the last inspection visit. Tick the appropriate box.

B.20 Security: How many Security Guards does the school have?

B. School Characteristics

Year of establishment of:		
A. 1	Pre-primary	
A. 2	Primary	
A. 3	Junior Secondary School	
A. 4	Senior Secondary School	
A. 5	Location	<input type="checkbox"/> Urban <input type="checkbox"/> Rural
A. 5	Ownership status	<input type="checkbox"/> Community <input type="checkbox"/> Faith-based
		<input type="checkbox"/> NGO
		<input type="checkbox"/> Corporation <input type="checkbox"/> Individual
		<input type="checkbox"/> Other
A. 6	Recognition status	<input type="checkbox"/> Yet to be approved <input type="checkbox"/> In process of approval <input type="checkbox"/> Approved
A. 7	Levels of education offered Tick all that apply	<input type="checkbox"/> Pre-primary <input type="checkbox"/> Junior secondary
		<input type="checkbox"/> Primary <input type="checkbox"/> Senior secondary
A. 8	Shifts: Does the School operate shift system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A. 9	Shared Facilities: Does the school/level share facilities/ premises with any other school/level?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A. 10	Type of school Does your school fall into any of these special categories? Tick only one to describe school	<input type="checkbox"/> Regular School <input type="checkbox"/> Nomadic (Migrants) <input type="checkbox"/> Islamiyya integrated <input type="checkbox"/> Science and Technical College <input type="checkbox"/> Special Needs
A. 11	Is the School a member of Private Schools Association? If a member write name otherwise write None	<input type="checkbox"/> Yes <input type="checkbox"/> No
A. 12	School: Average Distance from Catchment Communities What is average distance of school from its catchment areas	___ kilometres (Enter 0 if within 1 km) <input type="text"/>
A. 13	Students/Pupils Boarding How many students/pupils board at the school premises	___ Male ___ Female
A. 14	School Development Plan (SDP) Did the school prepare SDP in the last school year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
A. 15	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
A. 16	Parents'-Teachers' 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
A. 17	Date of Last Inspection Visit When was the school last inspected? Number of inspection Visit in last academic year	/ / day/month/year ___ (Number).
A. 18	Authority of Last Inspection Which authority conducted the last inspection visit?	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> LGEA
A. 19	Security Guard How many employed Security Guards does the school have?	___ (Number).

C. School Enrolment

Instruction: Use the following instructions to complete tables C.1 to C.16

C.1 & C2: Number of Pupils/Students with Birth Certificates in pre-primary, primary 1, JSS 1 and SSS1:

Request for appropriate record and fill in the number of **Pupils/Students** by gender (male and female) that enrolled into the classes (Kindergarten1, Kindergarten 2, Nursery 1, Nursery 2, Nursery 3 ,Primary 1, **JSS 1 and SSS 1**) with birth certificate issued by any of the following:

- National Population Commission (NPopC)
- Others (Hospital, LGA, and Court)

Confirm from the available records the number of students who registered with birth certificate and the type of certificate.

C.3. Pre-primary by age for the current academic year: Confirm from the Head Teacher and complete the number of streams and number of streams with multi-grade teaching. Also, check the appropriate records and enter number of students enrolled by age, gender and class. Identify and record the number of repeaters by class and gender in the current academic year.

C.4. New Entrants in Primary 1 : Find out from the Head Teacher the number of the pupils by Age and by Gender newly admitted in Primary 1 and enter as appropriate. Find out also the number of new entrants

that attended any early childhood education.

C.5. Primary Enrolment by age for the current academic year: Confirm from the **Head Teacher** and complete the number of streams and number of streams with multi-grade teaching. Also, check (i) the appropriate records and enter number of students enrolled by age, gender and class. (ii) Identify and record the number of repeaters by class and gender in the current academic year. (iii) Find out and record the number of students by gender that has completed Primary 6 in the previous academic year.

C.6. Pupils with Special needs in the current academic year: Find out from the Head Teacher and record the number of pupils with special needs by class and gender in the following categories: blind and visually impaired, hearing/speech impaired, physically challenged, mentally challenged, albinism and autism.

C.7. Number of orphans by gender, grade/class: Find out from the school Head Teacher and record as appropriate the number of orphans by class/grade, and gender under the following categories: lost mother, lost father or lost both.

C.7b. Additional Class Information - Primary: Confirm by counting the seats owned by the school by class, indicating the type of seat by seating capacity (only count seats where both a seat and a writing

desk are available). Complete as appropriate the number of seats of different seating capacities by class for classes (PRY1 – PRY6)

C.8. Pupil Flow for the Previous Academic Year (PRIMARY):

Complete the pupil flow as follows:

Dropout : Find out from the appropriate records the number of pupils by grade (PRY1 – PRY6) and gender who left the school without transfer certificates for at least six continuous weeks. Enter as dropouts.

Transfer in: Find out from the appropriate records the number of pupils by class (PRY1 – PRY6) and gender who transferred into the school from another school with/ without transfer certificates in the current academic year and enter as appropriate.

Transfer out: Find out from the appropriate records the number of pupils by class (PRY1 – PRY6) and gender who transferred out of the school with transfer certificates to another school after the current academic year and enter as appropriate.

Promoted: Find out from the appropriate records the number of pupils by class (PRY2 – PRY6) and gender that were promoted to the next class within the school on completion of the Previous academic year and enter as appropriate.

Attendance: Find out from the appropriate records the number of students by grade (PRY1 – PRY6) and gender who have attended school at least during the last

three (3) weeks before the census exercise. Enter as appropriate.

C.9. New entrants in JSS: Find out from the Principal the number of students by Age and by Gender newly admitted into **JSS1** in the current academic year

C.10. Junior Secondary Enrolment by age for the current academic year: Confirm from the Principal and complete the number of streams and number of streams with multi-grade teaching. Also, check (i) the appropriate records and enter number of students enrolled by age, gender and class. (ii) Identify and record the number of repeaters by class and gender in the current academic year. (iii) Find out and record the number of students by gender that has completed JSS 3 in the previous academic year.

C.11. New entrants in SSS1: Find out from the Principal the number of students by Age and by Gender newly admitted into **SSS1** in the current academic year.

C.12. Senior Secondary Enrolment by age for the current academic year: Confirm from the Principal and complete the number of streams and number of streams with multi-grade teaching. Also, check (i) the appropriate records and enter number of students enrolled by age, gender and class. (ii) Identify and record the number of repeaters by class and gender in the current academic year. (iii) Find out and record the number of students by gender who completed SSS3 in the previous academic year.

C.13. Student Flow for the Current Academic Year (JSS & SSS):

Complete the student flow as follows:

Dropout: Find out from the appropriate records the number of students by grade (JSS1 – JSS3, SSS1 – SSS3) and gender who left the school without transfer certificates for at least six continuous weeks. Enter as dropouts.

Transfer in: Find out from the appropriate records the number of students by class (JSS1 – JSS3, SSS1 – SSS3) and gender who transferred into the school from another school with/without transfer certificates in the current academic year and enter as appropriate.

Transfer out: Find out from the appropriate records the number of students by class (JSS1 – JSS3, SSS1 – SSS3) and gender who transferred out of the school with transfer certificates to another school after the current academic year and enter as appropriate.

Promoted: Find out from the appropriate records the number of students by class (JSS2 – JSS3, SSS2 – SSS3) and gender who progressed (promoted into) within the school on completion of the Previous academic year and enter as appropriate.

Attendance: Find out from the appropriate records the number of students by grade (JSS1 – JSS3, SSS1 – SSS3) and gender who attended school at least during

the last three (3) weeks before the census exercise and enter as appropriate.

Find out from the appropriate records the number of students who completed JSS3 by gender and enter as appropriate.

C.14. Number of Students with Special needs in the current school year (Secondary) :

Find out from the Principal and records the number of students with special needs in the following categories: blind and visually impaired, hearing/speech impaired, physically challenged, mentally challenged, albinism and autism.

C.15. Junior Secondary Certificate Examination (JSCE) in the previous academic year:

Find out from the school Principal the records of JSCE taken in the previous academic year and indicate the number of students by gender who registered; the number of students who sat for the examination and the number of students that passed.

C.16. Senior Secondary Certificate Examination (SSCE) in the previous academic year:

Find out from the school Principal the records of SSCE taken in the previous academic year and indicate the number of students by gender who registered; the number of students who sat for the examination and the number of students who passed with 5 credits and above, including Maths and English

C. School Enrolment

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

How many children were enrolled with Birth certificates	Pre-primary										Primary 1	
	Kindergarten 1/ECCD		Kindergarten 2/ECCD		Nursery 1		Nursery 2		Nursery 3 / One Year pre-primary			
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
National Population Commission												
Others												

C.2 Number of Students with Birth Certificates in JSS 1 & SSS 1

How many children were enrolled with Birth certificates	JSS 1		SS 1	
	Male	Female	Male	Female
National Population Commission				
Others				

C.3 Pre-primary Enrolment by age for the Current Academic Year

	Kindergarten 1/ECCD		Kindergarten 2/ECCD		Nursery 1		Nursery 2		Nursery3 / One Year Pre-primary	
No of Streams										
Pupil age	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Below 3 Years										
3 Years										
4 Years										
5 Years										
Above 5 Years										
Total										

C.4 New entrants in Primary 1

	New entrants in Primary 1		How many of the new entrants attended any early childhood education programme	
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.5 Primary Enrolment by age for the Current Academic Year

	PRY1		PRY2		PRY3		PRY4		PRY5		PRY6	
No. of Streams												
No of streams with multigrade teaching												
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 Pry6 for previous year												

C. 6 Number of pupils with special needs in the current school year (Pre-primary & Primary)

Please enter the number of pupils by grade level with physical and mental challenges or special needs for the academic																		
Challenge that impacts the ability to learn	ECCD (KG1-KG2)		NURS (NR1-NR2)		NR3 / One Year Pre-primary		PRY1		PRY2		PRY3		PRY4		PRY5		PRY6	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Blind / visually impaired																		
Hearing / speech impaired																		
Physically challenged (other than visual or hearing)																		
Mentally challenged																		
Albinism																		
Autism																		

C. 7 Number of orphans by Grade

Vulnerability	ECCD (KG1- KG2)		NURS (NR1- NR2)		NR3 / One Year Pre- primary		PRY1		PRY2		PRY3		PRY4		PRY5		PRY6	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Lost Mother																		
Lost Father																		
Lost Both																		

C.8 Pupil Flow for the Current Academic Year (PRIMARY)

Pupil Flow	PRY 1		PRY 2		PRY 3		PRY 4		PRY 5		PRY 6	
	M	F	M	F	M	F	M	F	M	F	M	F
Dropout												
Transfer in												
Transfer out												
Promoted												

C.9 New entrants in JSS 1

	New entrants in JSS1	
Student age	Male	Female
Below 12 years		
12 Years		
13 Years		
14 Years		
Above 14 years		
Total		

C.10 Junior Secondary Enrolment by age for the Current Academic Year

	JS1		JS2		JS3	
No. of streams						
No of streams with Multigrade teaching						
Student age	Male	Female	Male	Female	Male	Female
Below 12 Years						
12 Years						
13 Years						
14 Years						
Above 14 years						
Total						
Repeaters						
Completed JS3 for previous year						

C.11 New entrants in SS1

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

C.12 Senior Secondary Enrolment by age for the Current Academic Year

	SS1		SS2		SS3	
No. of streams						
No. of streams with Multigrade teaching						
Student age	Male	Female	Male	Female	Male	Female
Below 15 years						
15 Years						
16 Years						
17 Years						
Above 17 years						
Total						
Repeaters						
No. Completed SS 3 for previous year						

C.13 Student Flow for the Current Academic Year (JSS & SSS)

Student Flow	JS1		JS2		JS3		SS1		SS2		SS3	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Dropout												
Transfer in												
Transfer out												
Promoted												

C.14 Number of Students with Special needs in the current school year (Secondary)

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		SS1		SS2		SS3	
	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												

D. Classrooms and Facilities

Instruction: Use the following instructions to complete tables D.1 to D.9

D. 1 Source of safe drinking water:

Enquire from school Head Teacher/ Principal and authenticate the primary source of drinking water in the school. Tick the primary (main) source of water.

D. 2 Toilet type:

Count and enter the number of usable: Pit, Bucket system, Water flush and other types of toilet units and indicate the number used by:

- male pupil/students only
- female pupil/students only
- both male and female students (Mixed)
- male teachers only
- female teachers only
- male pupil/students and male teachers only
- female pupil/students and female teachers only
- pupil/students and teachers

Enter the total number of each type of toilets available

D. 3 Facilities available:

Check appropriate records, authenticate and enter the total number of usable/not usable facilities available in the school. If any of the facilities is not available, simply write zero. Other facilities not listed on the form should be entered into the "Others" box.

D. 4 Shared Facilities:

Find out from the Head Teacher/Principal if the school shares facilities with other schools/ level and specify the facilities by Ticking as many boxes as appropriate.

D. 5 Sources of power:

Find out from the Head Teacher/Principal if there is any source of power available in the school and Tick as appropriate.

D. 6 Health Facility:

Find out from the Head Teacher/Principal the different health facilities in the school. Confirm and indicate by Ticking as appropriate.

D.7. Ownership status of school building:

Confirm from the school records if the school building is owned by the school, rented and granted for free and Tick one appropriate option.

D.8. Type of school building:

Be guided by the following definitions to Tick the appropriate type of building for the school.

- **Purpose-built:** This refers to the building that was purposefully built for the school originally.
- **Converted building, rooms holding multiple classes (no walls between):** This is a building that was not originally built for the purpose of school. This building also has space with no walls of partition separating the classes.
- **Converted building, one class per room (walls separating):** This is a building with separate rooms for classes but was not originally built for the purpose of school.
- **Space in house/apartment (residential):** This is a building where people are residing at the same time having a space for the school.
- **Mixed use building (school plus other commercial use):** This is a building that is used for school at the same time used for commercial purpose.

D.9. Additional Class Information:

Confirm by counting the seats owned by the school by class, indicating the type of seat by seating capacity (only count seats where both a seat and a writing desk are available). Complete as appropriate the number of seats of different seating capacities by class (Pre-primary, Primary 1- -- 6, JSS1 – JSS3, SSS1-SSS3).

D. Classrooms and Facilities

Instructions – Please Tick source of drinking water available in your school		
D.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 Water <input type="checkbox"/>

Instructions - Please enter the total number of useable toilets units by each type below. Count the number of toilet units, not toilet blocks.										
D.2	Number of useable toilets units by each type of toilet.									
	Used only by students			Used only by teachers			Used by students and teachers			
Toilet type	Male only	Female only	Mixed	Male only	Female only	Mixed	Male only	Female only	Mixed	Total
Pit										
Bucket system										
Water flush										
Others										

Instructions – Please enter the total number of facilities available in your School				
D.3	Facilities available How many useable facilities does the school have? (If the facilities are not available, write zero) Please note only figure is required here	Useable	Not useable	
		Toilets		
		Computers		
		Water Source(s)		
		Laboratories		
		Classrooms		
		Library		
		Play Ground(s)		
		Wash hand facility		
		Others		

Instructions – Please indicate shared facilities available in your School

D.4	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	

D.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"/>

D.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"/>

D.7	Ownership status of school building Are the school premises rented or owned?	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Granted for free
-----	--	--

D.8	Type of school building	<input type="checkbox"/> Purposely-built	
		<input type="checkbox"/> Converted building, rooms holding multiple classes (no walls between)	<input type="checkbox"/> Converted building, one class per room (walls separating)
		<input type="checkbox"/> Space in house/ apartment (residential)	<input type="checkbox"/> Mixed-use building (school plus other commercial use)

D.9 Additional Classrooms Information – Pre-Pry – Pry - JSS and SSS

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

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

Class	Total Seating available					
	1 Seater	2 Seater	3 Seater	4 Seater	5 Seater	6 Seater
Pre-Primary						
PRY 1						
PRY 2						
PRY 3						
PRY 4						
PRY 5						
PRY 6						
JSS 1						
JSS 2						
JSS 3						
SSS 1						
SSS 2						
SSS 3						

E. Teachers (By Level of Main Teaching Input)

Instruction: Use the following instruction to complete table E

E. Teachers (By level of main teaching input) in Current Academic Year: Find out from Principal/Head Teacher the total number of Teachers and their highest qualifications.

Where applicable, for each of level (Pre-Primary, Primary, JSS and SSS), group the teachers by gender and by their highest level of education and enter as outlined in table E..

E. Teachers (By Level of Main Teaching Input)

Level of Main Teaching Input	Pre PRY		Pry		JSS		SSS		Total	
Highest qualification	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Below SSCE										
SSCE/WASC										
OND / Diploma										
NCE										
PGDE										
B.Ed										
M.Ed										
Grade II										
B.A (Ed)										
B.Sc./HND										
B.Sc.(Ed)										
Other degree / graduate										
TOTAL										

F. Student/Teacher Textbooks

Instruction: Use the following instruction to complete tables F.1 to F.2

F.1. Number of Students' Textbooks available in the School: Find out from the Head Teacher/ Principal the number of core subject textbooks available to the Pupils/Students and fill the Table as appropriate (PRY1 - SS3).

F.2. Number of Teachers' Textbooks available in the School: Find out from Head Teacher/ Principal the number of core subject textbooks available to the teachers and fill the Table as appropriate (PRY1 - SS3).

F. Student/Teacher Textbooks

F.1 Number of Pupils'/Students' Textbooks available to Pupils on average in the Current Academic Year

	PRY1	PRY2	PRY3	PRY4	PRY5	PRY6	JS1	JS2	JS3	SS1	SS2	SS3
No.												

F.2 Number of Teachers' Textbooks available to teachers on average in the Current Academic Year

	PRY1	PRY2	PRY3	PRY4	PRY5	PRY6	JS1	JS2	JS3	SS1	SS2	SS3
No.												

G. Undertaking

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

Attestation by Headteacher/Principal: The Enumerator is to ensure that the Head Teacher/Principal of the school reads the attestation statement and attests in his/her personal handwriting to the following:

Name: The name of the Head Teacher/Principal of the school in FULL BLOCK LETTERS. No abbreviations allowed.

Telephone: Confirm that this number is reachable on the spot.

Signature: The signature of the Head Teacher/Principal of the school.

Date: The date data was collected in the school

Attestation by Enumerator: The Enumerator MUST scrutinize the completed form, ensure attestation of the Principal and personally attest in his own handwriting to the following:

Name: The name of the Enumerator in FULL BLOCK LETTERS. No abbreviations allowed.

Telephone: Confirm that this number is reachable on the spot.

Signature: The signature of the Enumerator.

Date: The date data was collected in the school

Attestation by Supervisor: The Supervisor is to ensure consistencies in the completed form and personally attest in his own handwriting to the following:

Name: The name of Supervisor in FULL BLOCK LETTERS. No abbreviations allowed.

Telephone: This is the direct reachable telephone number of the Supervisor.

Signature: The signature of the Supervisor.

Date: The date data Supervisor attested

FOR OFFICE USE ONLY

This section is to help provide information on different checks that are done on the School Census form in the following order:

Field Coordinator check: The field coordinator should confirm the check of the validity of the data by providing his/her name under "Checked By" and date.

Pre-Data Check: An EMIS Officer should do another check of the validity of the data before commencing data processing. He/she should confirm the check by providing his/her name under "Checked By" and date.

Data Entry Completed: An EMIS Officer within the EMIS unit should confirm that data entry is completed for the school by providing his/her name under "Checked By" and date.

Verification Check: The Head of EMIS Unit should do a final verification of data and confirm this by providing his/her name under "Checked By" and date

G. Undertaking

Attestation by Head Teacher / 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 Enumerator

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:____/____/____	

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Check	Checked By	Date
Field Coordinator Check		/ /
Pre-Data Entry Check		/ /
Data Entry Completed		/ /
Verification Check		/ /

[illegible]

[illegible]



Federal Ministry of Education

