

Step-by-Step Guidelines for Online Completion of 2021/2022 and 2022/2023  
Annual School Census (ASC) Forms

(For Private Schools)

NOTE:

All FCT Private Schools are to strictly abide by these guidelines

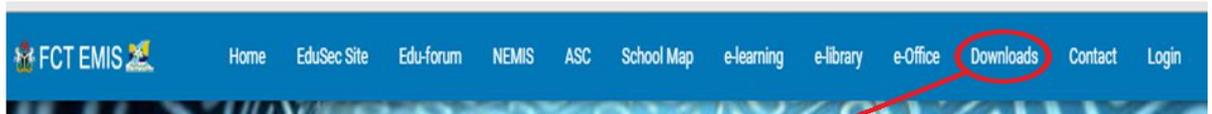
STEP 1: VISIT FCT EMIS PLATFORM TO DOWNLOAD ASC MATERIALS

1. Visit :

a) [www.fctemis.org](http://www.fctemis.org)



b) Click on **Downloads** on the Menu Bar



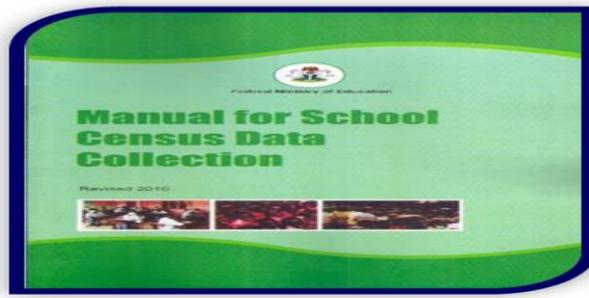
Click Download

c) **Materials to be Downloaded** are:

i. **Step-by-Step Guidelines** for Online Completion of 2021/2022 and 2022/2023 Annual School Census (ASC) Forms for Private Schools.



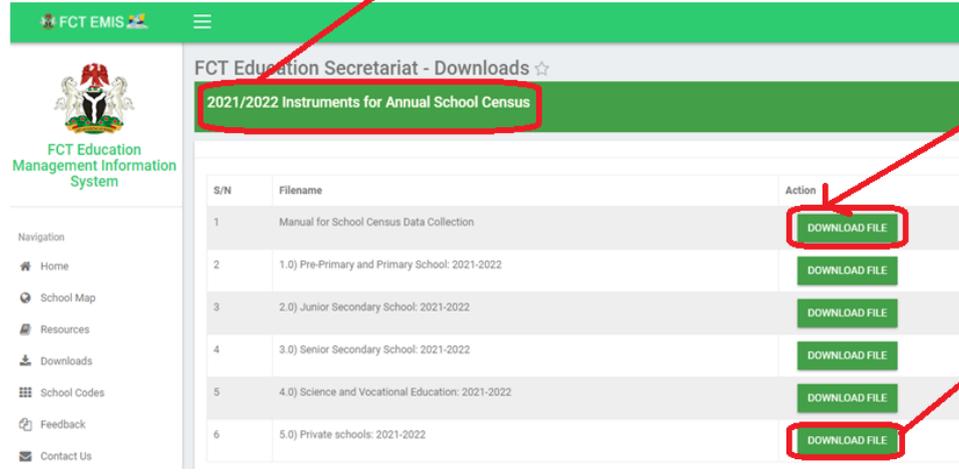
ii. **ASC Manual** that will aid in the proper filling of the form:



a. Manual for School Census Data Collection

iii. **2021/2022 ASC Form and 2022/2023 ASC Form (for Private Schools).**

**2021/2022 ASC**



Click Here to Download Manual for School Census Data Collection

Click Here to Download 2021/2022 Private School ASC Form

S/N	Filename	Action
1	Manual for School Census Data Collection	DOWNLOAD FILE
2	1.0) Pre-Primary and Primary School: 2021-2022	DOWNLOAD FILE
3	2.0) Junior Secondary School: 2021-2022	DOWNLOAD FILE
4	3.0) Senior Secondary School: 2021-2022	DOWNLOAD FILE
5	4.0) Science and Vocational Education: 2021-2022	DOWNLOAD FILE
6	5.0) Private schools: 2021-2022	DOWNLOAD FILE

**2021/2022 ASC Form**

**2022/2023 Annual School Census**



Click Here to Download 2022/2023 Private School ASC Form

S/N	Filename	Action
1	1.0) Pre-Primary and Primary School: 2022-2023	DOWNLOAD FILE
2	2.0) Junior Secondary School: 2022-2023	DOWNLOAD FILE
3	3.0) Senior Secondary School: 2022-2023	DOWNLOAD FILE
4	4.0) Science and Vocational Education: 2022-2023	DOWNLOAD FILE
5	5.0) Private schools: 2022-2023	DOWNLOAD FILE

**2022/2023 ASC Form**

2. **Filling of the two (2) Hardcopy ASC Forms Downloaded:**

Use your **school records (for 2021/2022 and 2022/2023 Academic sessions)** and the **ASC Manuals** in filling the downloaded forms from the 1<sup>st</sup> page to the last page.

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## STEP 2: ONLINE SCHOOL DATA ENTRY INTO THE NEMIS PORTAL

1. You will use **the completed forms** to **enter your school data** into the **NEMIS Online Database applications** for the 2 academic sessions.
2. **Use the link below for Online Data Entry on NEMIS Portal**
  - **All FCT Private Schools must use the link below to login into the NEMIS Online Web Database Application:**

<https://asc.nemiserp.com/private/loginpriv>

### NOTE:

**NO FCT Private School should click on NEMIS on the [www.fctemis.org](http://www.fctemis.org) Menu Tab.**

Annual School Census Portal

School Code

Password

Submit

Reset Password: [Reset School Account](#)

Click Reset School Account to Enter your PASSWORD (A new password)

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3. **Enter your NEMIS School Code to RESET YOUR SCHOOL ACCOUNT:**

Annual School Census Portal

Reset School Account

1. Enter Your NEMIS School Code Here

School Code

Enter School Code

2. Enter Your New PASSWORD Here

New Password:

Please Enter New Password

3. Retype Your New PASSWORD again Here

Confirm New Password:

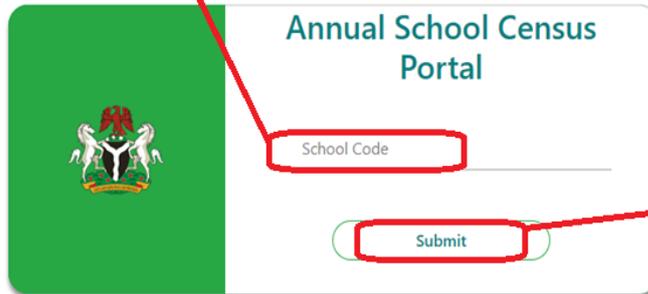
Please Confirm New Password

4. Click Here to Reset Your School Account

Reset School Account

Already have an account? [Login School Account](#)

Type in Your NEMIS School Code Here



Annual School Census Portal

School Code

Submit

Click To Login



Secure | https://asc.nemiserp.com/private/private

asc.nemiserp.com says:  
37040509 now logged in

OK

Click OK to Login



Secure | https://asc.nemiserp.com/private/private



LOGOUT

## Annual School Census Portal

Welcome 370 \_\_\_\_\_!

Click below for data entry form

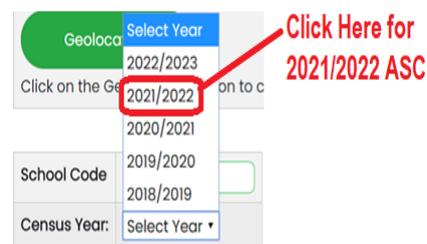
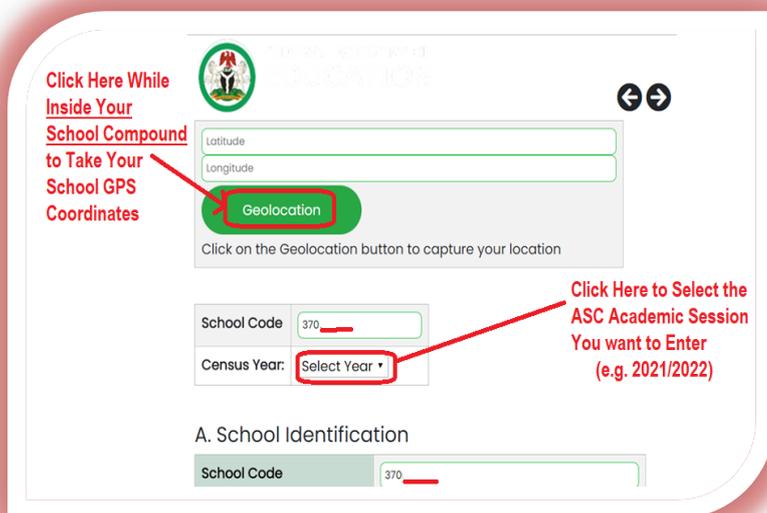
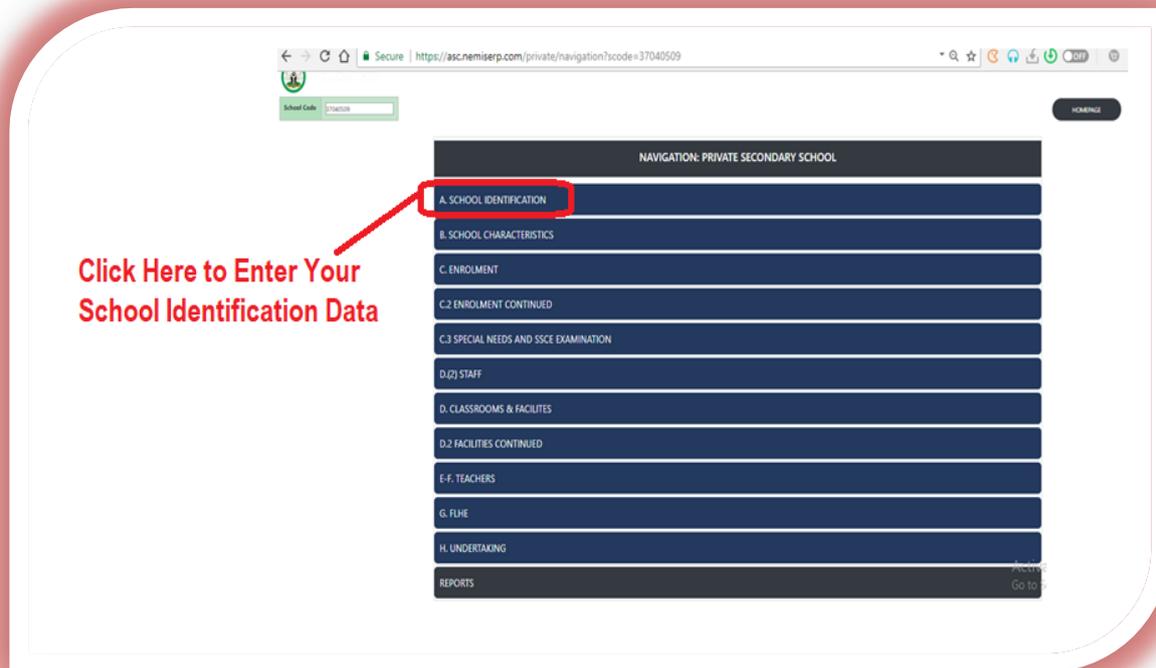
PRIVATE SCHOOL CENSUS

Click Here to Start Your School Data Entry



#### 4. **School Data Entry:**

##### A. **School Identification:**



- ✓ You can use GPS App in your Handset to also take the GPS Coordinates inside your school and type it in.
- ✓ Select the **Census Year** e.g. 2021/2022 and enter other school data as contained in the ASC hardcopy that you have initially completed.

## A. School Identification

<b>School Code</b>	370   
<b>School Name</b>	LEA 
<b>Number and street name:</b>	<input type="text"/>
<b>Village/Town</b>	<input type="text"/>
<b>Ward</b>	<input type="text"/>
<b>State</b>	FCT
<b>LGA</b>	AMAC
<b>School Telephone</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>



## B. School Characteristics



1. Year of Establishment	Select Year ▾
2. Location	<input type="radio"/> Urban <input type="radio"/> Rural
3. Levels of Education Offered	<input type="radio"/> Pre-Primary Only <input type="radio"/> Pre-Primary and Primary <input type="radio"/> Primary Only
4. Type of school: Tick only one to describe school	<input type="radio"/> Regular <input type="radio"/> Nomadic (Migrants) <input type="radio"/> Islamiyya Integrated <input type="radio"/> Special Needs
5. Shifts: Does the School operate shift system?	<input type="radio"/> Yes <input type="radio"/> No
6. Shared facilities Does the school share facilities/teachers/premises with any other school/level? If Yes . How many Schools are sharing facilities:	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/>
7. Multi-grade teaching Does any teacher teach more than one class at the same time?	<input type="radio"/> Yes <input type="radio"/> No
8. School Average Distance from Catchment Communities What is average distance of school from its catchment areas	<input type="text"/> kilometres (Enter 0 if within 1 km)
9. School Distance from LGA What is average distance of school from LGA HQ?	<input type="text"/> kilometres (Enter 0 if within 1 km)
10. Pupils: Distance from School	<input type="text"/>



## 5. Complete all other Sections of the Form

## 6. **Enquiry:**

Kindly contact the following Officers in each Area Council for any challenge in filling the 2021/2022 and 2022/2023 ASC forms or in the Online data entry:

S/N	Area Council	Officer	Phone Number
1	Abaji	Mr. Ndagi	08180190360
2	AMAC	Mr. Michael	08055220276
3	Bwari	Mr. Samuel	07031932086
4	Gwagwalada	Mr. Desmond	08115394079
5	Kuje	Mr. Abdul-Hafeez	08035864114
6	Kwali	Mr. Nuhu	08033745013

You can also contact these phone numbers:

- i. 08065655325
- ii. 08052587654
- iii. 08027108798; WhatsApp No: 08159332404
- iv. 08085912717

## 7. **Submission of the Completed ASC Hard Copy:**

- i. After the completion of your school Online Data Entry, each school will make photocopy of the 2021/2022 and 2022/2023 ASC hard copy forms.
- ii. **Submit one (1) of the completed hardcopy forms to your Zonal Coordinators** for onward submission to the Department of Policy, Planning, Research & Statistics, FCT Education Secretariat.
- iii. **Keep the 2<sup>nd</sup> hardcopy in your school** because independent verifiers from Federal Ministry of Education, Nigeria Bureau of Statistics, DPPR&S etc will later visit your school for verification of data submitted.

## 8. **Duration of the Online Data Entry:**

The **Online Data Entry for public and private schools will end on 5<sup>th</sup> April, 2023.**

Thank you.

DPPR&S, FCT Education Secretariat