FCT EDUCATION SECRETARIAT DEPARTMENT OF POLICY, PLANNING, RESEARCH & STATISTICS

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



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



c) <u>Materials to be Downloaded</u> are:

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



ii. <u>ASC Manual</u> that will aid in the proper filling of the form:



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

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4	4.0) Science and	d Vocational I	Education: 2022-2023		DOWNLOAD FILE	
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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 1st page to the last page.

STEP 2: ONLINE SCHOOL DATA ENTRY INTO THE NEMIS PORTAL

- 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



A	nnual School Census P	ortal	
634	School Code		Click Percet School Account
1997 P	Password		to Enter your PASSWORD (A new password)
	Submit		
	Reset Password! Reset School Acco	unt	

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





4. School Data Entry:

A. School Identification:

	Scho	naal Cade (27545509)
			NAVIGATION	PRIVATE SECONDARY SCHOOL		
			A. SCHOOL IDENTIFICATION			
			B. SCHOOL CHARACTERISTICS			
Clic	k Here to Enter	r Your	C. ENROLMENT			
Sch	ool Identification	on Data	C.2 ENROLMENT CONTINUED			
			C.3 SPECIAL NEEDS AND SSCE EXAMINATION			
			D. CLASSROOMS & FACILITES			
			D.2 FACILITIES CONTINUED			
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- ✓ You can use GPS App in your Handset to also take the GPS Coordinates inside your school and type it in.
- ✓ Select the <u>Census Year e.g. 2021/2022</u> and enter other school data as contained in the ASC hardcopy that you have initially completed.

A. School Identification

School Code	(370
School Name	
Number and street name:	
Village/Town	
Ward	
State	FCT
LGA	AMAC
School Telephone	
Email	

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B. School Characteristics

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



5. Complete all other Sections of the Form

6. <u>Enquiry:</u>

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.
- 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 2nd 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 5th April, 2023.

Thank you.

DPPR&S, FCT Education Secretariat