

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

**(For Public Schools)**

**NOTE:**

**All FCT Public Schools are to strictly abide by these guidelines**

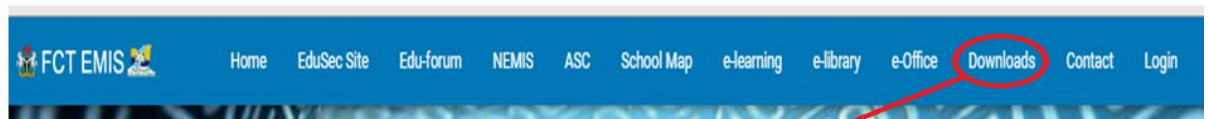
### STEP 1: VISIT FCT EMIS PLATFORM TO DOWNLOAD ASC MATERIALS

1. **Visit :**

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



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



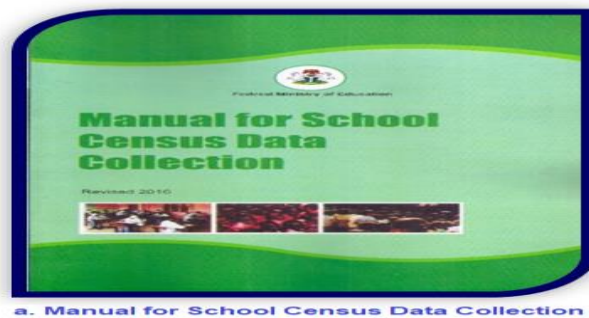
Click Download

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 Public Schools.

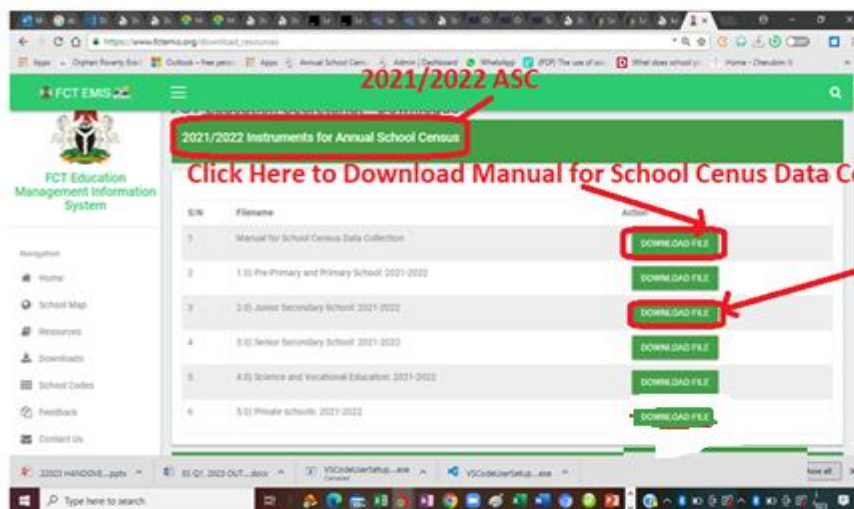


ii. **ASC Manual** that will aid in the proper filling of the form:

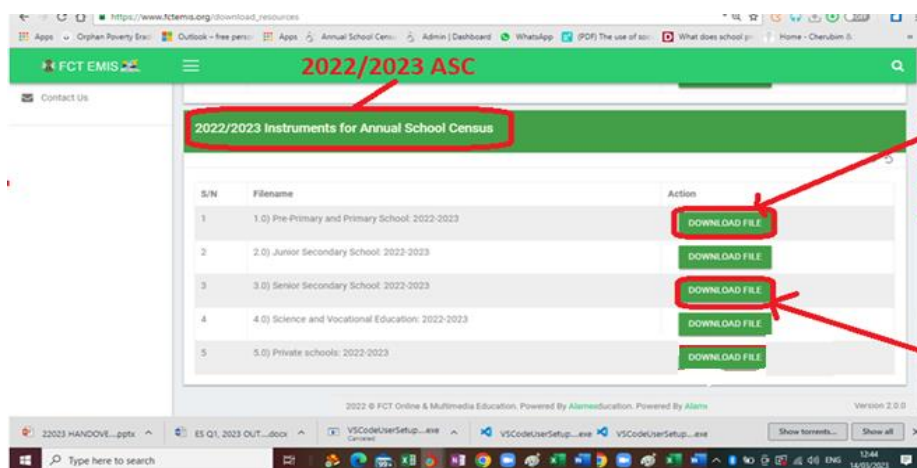


a. Manual for School Census Data Collection

iii. **2021/2022 ASC Form and 2022/2023 ASC Form** (as applicable to your school level of education).



**2021/2022 ASC Form**



**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.

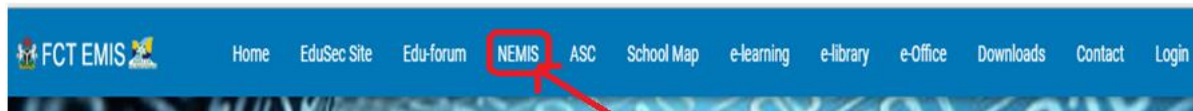
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## STEP 2: ONLINE SCHOOL DATA ENTRY INTO THE NEMIS PORTAL

1. You will use **the completed forms** to **enter your school data** into the **NEMIS Online Database applications** for the 2 academic sessions.

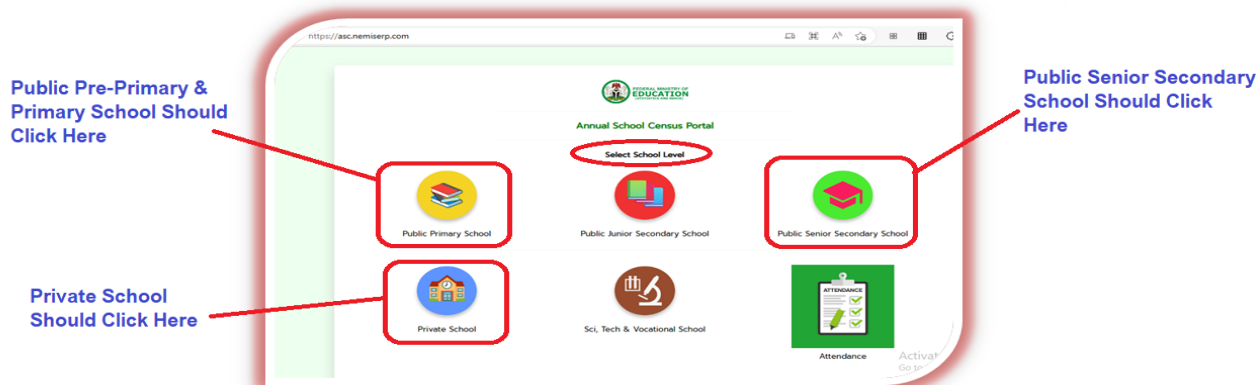
### 2. Visit NEMIS Platform for Direct School Data Entry

- On [www.fctemis.org](http://www.fctemis.org) Menu Tab **Click NEMIS**:



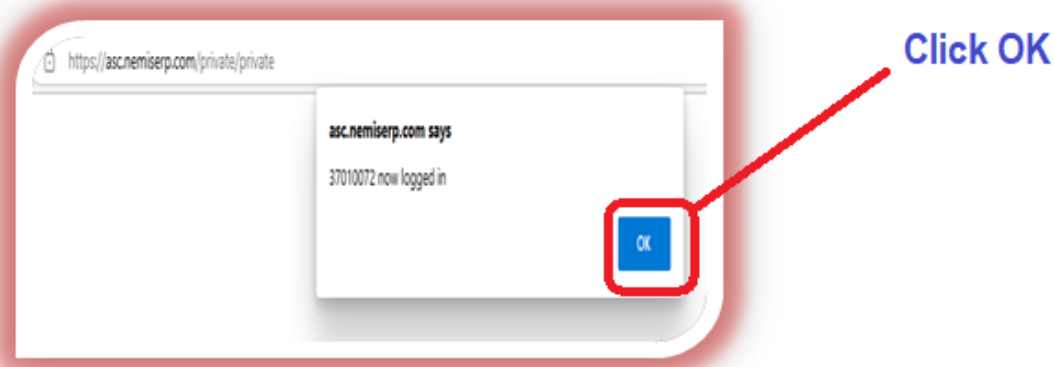
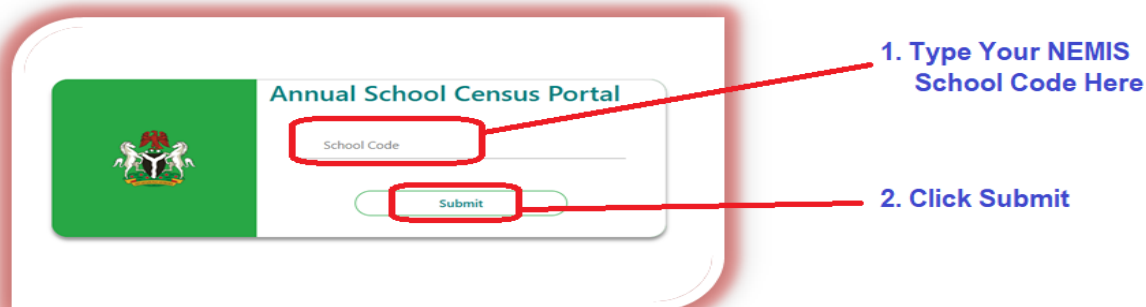
Click NEMIS

- This will take to this NEMIS link: <https://asc.nemiserp.com/>



- Click as applicable to your own school level of education for you to login

### 3. Enter your NEMIS School Code to login into the NEMIS Portal:





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

LOGOUT

## Annual School Census Portal

Welcome 3706

**START: PRE-PRIMARY AND PRIMARY SCHOOL CENSUS**

Click Here to Start Your School Data Entry

#### 4. School Data Entry:

##### A. School Identification:

Click Here to Enter Your School Identification Data

### NAVIGATION

- A. SCHOOL IDENTIFICATION
- B. SCHOOL CHARACTERISTICS
- C. ENROLMENT
- C3. ENROLMENT CONTINUED
- D. STAFF
- D2. STAFF CONTINUED
- E. CLASSROOMS
- E2. CLASSROOMS CONTINUED
- F. FACILITIES
- F2. FACILITIES CONTINUED
- G. PUPIL/TEACHER BOOKS
- H. TEACHERS QUALIFICATION
- I. FLHE
- J. UNDERTAKING
- DOWNLOAD REPORTS



Click Here While Inside Your School Compound to Take Your School GPS Coordinates

Geolocation

Click on the Geolocation button to capture your location

School Code: 370

Census Year: **Select Year**

Click Here to Select the ASC Academic Session You want to Enter (e.g. 2021/2022)

A. School Identification

School Code: 370

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

asc.nemiserp.com wants to know your location

Allow Block

Geolocation

Geolocation

Select Year

2022/2023

**2021/2022**

2020/2021

2019/2020




2018/2019

Census Year: Select Year

Click Here for 2021/2022 ASC

- ✓ 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

School Code	370  
School Name	LEA 
Number and street name:	<input type="text"/>
Village/Town	<input type="text"/>
Ward	<input type="text"/>
State	FCT
LGA	AMAC
School Telephone	<input type="text"/>
Email	<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 the Online data entry for other Sections of the Forms for 2021/2022 and 2022/2023 Academic sessions

## 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