

INTERVIEW SCHEDULE

SCHOOL-LEVEL

Please note that the following sequence of interviews must be followed. Please prepare this interview schedule at the initial meeting with the principal and other school staff.

[Insert Time & Name]	ENUMERATOR 1	ENUMERATOR 2
Duration: 30 minutes Location: Principal's Office Starting time:	Initial Meeting with Principal and other School Staff (Enumerators 1+2)	
Duration: 30 minutes Location: Principal's Office Starting time:	Group Interview Principal, Accountant and Manager (Enumerators 1 + 2) Instrument: SCH-FACT	
Duration: 60 minutes Location: 2 separate rooms (room of principal and room of education manager) Starting time: ...	School Principal SCH-PRINC	Education Manager SCH-MANAG
Duration: 30 minutes Location: room of accountant Starting time:	Interview with School Accountant (Enumerator 1 + 2) Instrument: SCH-ACC	
20 minutes break	BREAK	BREAK
Duration: 30 minutes Location: 2 different classrooms Starting time: ...	8 th Grade Class Teacher (first in alphabet) SCH-CLTEACH8	8 th Grade Regular Teacher 1 (first in alphabet) SCH-TEACH8
Duration: 30 minutes Location: 2 different classrooms Starting time: ...	30 minutes 8 th Grade Teacher 2 (last in alphabet) SCH-TEACH8	30 minutes 8 th Grade Class Monitor (first in alphabet) SCH-MONIT8
20 minutes break	BREAK	BREAK
Duration: max. 30 minutes Location: 2 different classrooms	20-30 minutes Class Parent 1 SCH-CLPAR	20-30 minutes Class Parent 2 SCH-CLPAR

Starting time: ...		
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[to be inserted in Enumerator Manual]

Items to be discussed during the initial meeting (30 minutes):

- Orientation about purpose of the PETS study (refer to the official letters)
- Emphasize that
 - 1) the school was randomly and not purposefully selected
 - 2) this is not an audit but a tool to better understand the financial flow within the education system
 - 3) the Ministry of Education and the Ministry of Finance will use the findings from this study to improve the current finance system
- Select two rooms in which you can conduct the interviews without interruption: preferably in two empty classrooms – do not use the offices of administrative staff to conduct the interviews
- Selection of interviewees:
 - 1) Note all class teachers in alphabetical order, and select the class teacher who is first in the alphabet
 - 2) Note all regular 8th grade subject teachers in alphabetical order, and select the first and last name on that list
 - 3) Note all 8th grade class monitors in alphabetical order, and select the class monitor who is first in the alphabet
 - 4) The two class parents can be from any 8th grade class provided that they are elected class parents (not regular parents)
- Schedule the interviews, and let the 3 teachers, class monitor, and 2 parents know when their appointment for the interview is (this way, they do not have to wait)