



**SECTION 3: PRIMARY LEVEL**

**3.10 NEW ENTRANTS TO GRADE ONE BY AGE AND SEX**

Completely fill each roll with the number of in-coming or newly admitted Grade 1 pupils by age and sex.

Note: M = Male, F = Female

<6 years		6 years		7 years		8 years		9 years		10 years		11 years		12 years		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F

**3.11 PRIMARY SCHOOL ENROLMENT BY AGE, GRADE AND SEX**

AGE	GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		GRADE 6	
	M	F	M	F	M	F	M	F	M	F	M	F
<6												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
Above 20												

**3.12 REPEATERS BY GRADE AND SEX**

Note: Repeaters = Pupils failing to gain promotion to the next grade at the end of the school year

	GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		GRADE 6	
	M	F	M	F	M	F	M	F	M	F	M	F

**3.13 DROPOUTS BY GRADE AND SEX**

Note: Dropouts = pupils who leave the school before completion, either due to sickness, death, etc.

	GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		GRADE 6	
	M	F	M	F	M	F	M	F	M	F	M	F

**3.14 TRANSFER BY GRADE AND SEX**

Note: In-transfer = Pupils coming in from other schools. Out-transfer = Pupils moving out of the school.

	GRADE 1		GRADE 2		GRADE 3		GRADE 4		GRADE 5		GRADE 6	
	M	F	M	F	M	F	M	F	M	F	M	F
Out-transfer												
In-transfer												

<b>3.15 TEXT BOOKS</b>							
Indicate the number of text books available in the core subjects in each grade							
CORE SUBJECTS	GRADES						
	1	2	3	4	5	6	TOTAL
Language Arts							
Mathematics							
General Science							
Social Studies							
Total							

<b>3.16 ACCELERATED LEARNING PROGRAMME BY AGE, SEX AND LEVEL</b>													
Note: ALP combines grades of primary into levels. Level I = Grades 1 & 2; Level II = Grades 3 & 4; Level III = Grades 5 & 6													
AGE	Number of Pupils Per Level						Number of Children Associated with Fighting Forces (CAFF) (If known)						
	LEVEL I		LEVEL II		LEVEL III		LEVEL I		LEVEL II		LEVEL III		
	M	F	M	F	M	F	M	F	M	F	M	F	
< 12													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
> 24													
<b>3.17 Agency(ies) supporting ALP:</b>					<b>3.18 School Feeding?</b>  ( ) Yes                      ( ) No					<b>3.19 Agency(ies) supporting school feeding:</b>			

**SECTION 4: SECONDARY LEVEL**

**4.10 SECONDARY SCHOOL ENROLMENT BY AGE, GRADE AND SEX**

AGE	GRADE 7		GRADE 8		GRADE 9		GRADE 10		GRADE 11		GRADE 12	
	M	F	M	F	M	F	M	F	M	F	M	F
< 13												
13												
14												
15												
16												
17												
18												
19												
20												
> 20												

**4.11 REPEATERS BY GRADE AND SEX**

Note: Repeaters = Pupils failing to gain promotion to the next grade at the end of the school year

	GRADE 7		GRADE 8		GRADE 9		GRADE 10		GRADE 11		GRADE 12	
	M	F	M	F	M	F	M	F	M	F	M	F

**4.12 DROPOUTS BY GRADE AND SEX**

Note: Dropouts = pupils who leave the school before completion, either due to sickness, death, etc.

	GRADE 7		GRADE 8		GRADE 9		GRADE 10		GRADE 11		GRADE 12	
	M	F	M	F	M	F	M	F	M	F	M	F

**4.13 TRANSFER BY GRADE AND SEX**

Note: In-transfer = Pupils coming in from other schools. Out-transfer = Pupils moving out of the school.

	GRADE 7		GRADE 8		GRADE 9		GRADE 10		GRADE 11		GRADE 12	
	M	F	M	F	M	F	M	F	M	F	M	F
Out-transfer												
In-transfer												

**4.14 TEXT BOOKS**

Indicate the number of text books available in the core subjects in each grade

CORE SUBJECTS	GRADES						
	7	8	9	10	11	12	TOTAL
Language Arts							
Mathematics							
Sciences							
Social Studies							
Total							

**SECTION 5: SCHOOL PERSONNEL**

**5.10 TEACHING STAFF** Note: Complete the list of teachers according to their professional qualification, employment and training.

No.	Name	Sex	Age	Date employed	Teaching Level (check all applicable)				1 Trained/Untrained	If trained, type of certificate (C or B)	2 Academic qualification	Years of experience	3 Source of salaries	Status (tick the right choice)			4 Reactivated? Yes or No	5 Subject(s) (list all applicable)
					Pre-primary	Primary	Lower Secondary	Upper Secondary						Teacher	ALP	Volunteer		
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		

1 1 = **Trained** = Teaching certificates holders from recognized Teacher Training Institutes (TTIs), 2 = **Untrained** = Teachers without teaching certificates from recognized TTIs.  
 2 1 = Under High School, 2 = High School, 3 = Undergraduate, 4 = Graduate, 5 = Post Graduate  
 3 1 = public bodies (e.g. MOE, other ministries, local authorities), 2 = Private institutions (e.g. Business firms, religious bodies, NGOs), 3 = Household (e.g. Families, Parents Associations)  
 4 **Reactivated** = Teachers currently on government payroll.  
 5 1 = Self contained (All subjects – normally at primary level), 2 = Language Arts (English, Literature, Foreign Languages); 3 = Social Studies (Civics, History, Geography); 4 = Mathematics (Arithmetic, Algebra, Trigonometry); 5 = Sciences (General Science, Physical Education, Biology, Chemistry, Physics)

5.11 <b>NON-TEACHING STAFF</b>		Note: Complete the list of all staff in the school not involve in teaching, such as secretary, janitor, etc.				
No.	Name	Sex	Date of Birth	Qualification	Years of employment	Position
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						



8. Globes				
9. Other (Specify):				

<b>SECTION 7: SCHOOL INCOME AND EXPENDITURE FOR PREVIOUS AND CURRENT YEAR</b>		
<b>7.10 School Income for Previous and Current Year</b>		
<b>Income Source</b>	<b>Income of Previous Year</b>	<b>Income of Current Year</b>
1. Central Government		
2. Local Authorities		
3. School Fees		
4. Production Units		
5. PTA		
6. NGO (national/international)		
7. Donor/Funding Agency		
8. Other (specify):		
<b>7.11 School Expenditure for Previous and Current Year</b>		
<b>Type of Expenditure</b>	<b>Expenditure of Previous Year</b>	<b>Expenditure of Current Year</b>
1. Administrative staff salaries		
2. Teaching staff salaries		
3. Consumable materials related to labs, etc.		
4. Books & other reading materials		
5. Learning equipment		
6. Boarding equipment, food, etc.		
7. Transportation/vehicles		
8. Maintenance, construction		
9. Utilities, light, water, telephone, etc.		
10. Rent		
11. Other (specify):		