



**ANNUAL SCHOOL CENSUS
2013/2014 ACADEMIC YEAR
BASIC SCHOOLS
REPUBLIC OF GHANA
MINISTRY OF EDUCATION**



The Annual School Census is the most important source of information regarding the situation at your school. The information collected will contribute to the Education Management Information System (EMIS) of the region and will be of value to the management, administration, supply of school resources and governing of schools.

Please read the headings and instructions carefully when completing the questionnaire.

I, the Head of
fully understand the provision made in the **GES Act No 778, 2008** regarding the duty of schools to provide information. This Act requires that every school must provide such information about the school as is reasonably required.

By signing, I certify that the information provided on this form is correct and completed to the best of my knowledge.

Head of School: _____
Mr/Mrs/Miss Initials Surname Signature Date

Checked by Circuit Supervisor
*By signing, I certify that the information provided on this form is **accurate and consistent** with my records about the school*
 Circuit Supervisor: _____
Mr/Mrs/Miss Initials Surname Signature Date

Checked by District Statistics Officer
By signing, I certify that the information provided on this form is thoroughly checked and meets the demand of the Questionnaire
 Dist. Stats Officer: _____
Mr/Mrs/Miss Initials Surname Signature Date

I. SCHOOL IDENTIFICATION

1.1 School Name (full name covering all levels offered) 1.2 Year Established

1.3 School Code

1.4 School Status (mark with a tick) Public Private registered Private, not registered

1.5 If private registered, what is your GES registration number?

1.6 Tick which levels are found in the school.
 Nursery/Creche Primary
 Kindergarten Junior High School

1.7 Location of School (in full)
 Region
 District
 Circuit Circuit Code
 Political Constituency
 Locality

1.8 Type of Locality Rural (less than 5000 people in community/locality) Urban (more than 5000 people living in your community)

1.9 School Address for Correspondence
 Telephone:
 Fax:
 Email:

1.10 Education Management Unit of the School (Refer to Code Page at back of Survey)

1.11 Summary Count	Nursery/Creche	Kindergarten	Primary	Junior High
	Pupils			
	Teachers			
	Classrooms			

Ensure that the totals for these summary counts correspond with the totals for tables 5.1, 9.5, and 11

2 SCHOOL PROFILE AND ORGANISATION

2.1 Indicate **NUMBER** of classes which are Multigrade by level

KG	<input type="text"/>
PRIM	<input type="text"/>
JHS	<input type="text"/>

Multigrade = These are classes where the same teacher teaches pupils in different grades in one classroom, eg. pupils in grade 1 and grade 2 are taught in the same classroom.

2.2 Which of these levels run shift system in your school?

KG	<input type="checkbox"/>
PRIM	<input type="checkbox"/>
JHS	<input type="checkbox"/>

These are schools where there are not enough classrooms to accommodate all pupils. The school day is divided into two sessions where the two groups of pupils are under same head or different heads

2.3 Is your school one of two **DIFFERENT** schools making use of the same building? Yes No

2.4 If YES, what is the name of the other school you are sharing with?

2.5 Is your school? Boys only Girls only Co-educational/mixed

2.6 Is your school a Special Education School? (see definition in manual) Yes No

2.7 Indicate **NUMBER** of physically challenged pupils by level whether or not your school is a Special School.

	Impairment			Challenges	
	Blind / Visual	Hearing & Speech	Blind & Hearing	Physically Challenged	Intellectually Challenged
KG	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
JHS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.8 Does your school have Ramps for physically challenged pupils? Yes No

2.9 What type of Support do you need for your physically challenged pupils? (Tick as applicable)

Ramps Hearing Aids Reading Glasses Wheel Chairs Braille Other

2.10 What Ghanaian language(s) are taught in your school? (Mark with a tick)

Asante Dagbani Ewe Ga Kasem Wale/Dagaare
 Akwapem Dangme Fante Gonja Nzema Other

2.11 How far away from the school is ?

A. the district education office Less than 5kms 5 - 10kms 11 -15kms More than 15kms
 B. the Head's house Less than 1kms 1 - 5kms 6 -10kms More than 11kms
 C. the next primary school Less than 5kms 5 - 10kms 11 -15kms More than 15kms

3 SCHOOL INFRASTRUCTURE

3.1 Can a vehicle access your school? Yes No

3.2 If YES, what is the road made of? (Tick one box)

Tar Earth Gravel

3.3 Does your school own a safe water facility? Yes No

3.4 What type of safe water facility is available? (Tick one box)

Pipe borne water Borehole Well Other

3.5 What is the MAIN water storage facility available in the school? (Tick one)

Tank Buckets/Pots None Other

3.6 Is your school wired for electricity? Yes No

3.7 If YES, is it functional? Yes No

3.8 Is your community on electricity? Yes No

3.9 If YES, please specify. National Grid Local Generator Other N/A

3.10 How MANY individual toilet seats are available? Boys Girls

3.11 How MANY individual toilet seats are functional? Boys Girls

3.12 Are urinals available and functional? Yes No

3.13 Which of these problems are experienced in your school? (Tick box only if answer is yes)

Drainage blockages Soil erosion Waste water and sewage Garbage disposal Other

- 3.14 Is your school 's land properly documented? Don't know Yes No
- 3.15 Are there boarding facilities at the school? (Dormetries / Hostels for the School) Yes No
- 3.16 If YES, how many pupils are BOARDERS? Boys Girls

4 SCHOOL MANAGEMENT

- 4.1 Does your school have an elected School Management Committee? Yes No
- 4.2 If yes how often does the School Management Committee meet?
 Does not meet Once a year Once a term Twice a term or more
- 4.3 Does your school have a School Performance Improvement Plan? Yes No
- 4.4 Did your school receive its capitation grant for the previous year?
 Don't know Yes No Only Partially N/A
- 4.5 Does your school have a bank account? Yes No
- 4.6 How often is your school visited by the Circuit Supervisor?
 Hardly ever Once a year Once a term Twice a term or more
- 4.7 Have you attended INSET Training for Head Teachers?
 Yes No
- 4.8 Has any teacher from your school had any in-service training on HIV/AIDs? Yes No
- 4.9 Does your school teach HIV/AIDS issues as integrated in the school curriculum? Yes No
- 4.10 Does your school have a School Free Meals scheme? (any type of free meals) Yes No
- 4.11 Was the school able to raise funds from other sources last year? Yes No
- 4.12 Does your school have a trained Curriculum Leader? Yes No
- 4.13 How MANY School Based INSET (SBI) and Cluster Based INSET (CBI) did your school organise on the following subjects this past academic year?

Science Maths English Others

- 4.14 Does your School have a set of INSET Sourcebooks (Module 3-6)? Yes No
- 4.15 Indicate with a tick any group(s) supporting your school in the following areas in the past year.

Active Group	Enrolment Drive	Building Classrooms	Supplying Furniture	Maintenanc e & repairs	Sports equipment	Textbooks	Staff housing	Vehicles	Teaching & Learning
PTA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Town Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GETfund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NGOs Donors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 SCHOOL BUILDING

5.1 Specify the GENERAL construction of the school building by indicating the NUMBER of rooms with the appropriate description. Count each room (even if in blocks) as separate rooms. Only for permanent ROOMS

Condition of the Building	Creche/Nursery Classrooms	KG Classrooms	Primary Classrooms	JHS Classrooms
Wall Type				
Mud/Clay				
Cement/Brick				
Wood				
Aluminium/Zinc				
Other				
No Walls				

Roof Type				
Thatch / Grass				
Aluminium/slate sheets				
Tile / Concrete				
Other				
No Roof				

Floor Type				
Earth				
Cement / Tile				
Wood				
Other				

5.2 How many rooms in each level does the school have?

Rooms	Creche/Nursery	KG	Primary	JHS
Total Number of Permanent Rooms Available				
Total Number of Temporary Rooms Available				

5.3 How many of your permanent rooms need REPAIR ? (Indicate NIL where none)

Number Needing Minor Repair				
Number Needing Major Repair				

5.4 What is the number and the state of repairs of the following structures?

Facilities	Number of Permanent Structures	Number of Temporary Structures	Number Needed	No. Needing Major Repair	No. Needing Minor Repair
Office (Room)					
Library (Room)					
Staff Room					
Storeroom					
Sick Bay					
Dormitory Block					
Workshop					
Science Laboratory					
Teachers Quarters / Bedrooms					
Other Staff Quarters					
Heads Quarters					

6 CHARACTERISTICS OF SCHOOL'S MATERIALS AND EQUIPMENT												
	General Class Furniture				Pupil Seating place by number of seats				Pupil Writing place by number of places			
	Teacher table	Teacher chair	Blackboard	Cupboard	1 place (Mono)	2 places (Dual)	3 places (bench)	4 or more places (bench)	1 place (Mono)	2 places (Dual)	3 places (bench)	4 or more places (tables)
6.1 Creche/Nursery Classroom Furniture												
Number. Available												
Additional Required												
6.2 Kindergarten Classroom Furniture												
Number. Available												
Additional Required												
6.3 Primary Classroom Furniture												
Number. Available												
Additional Required												
6.4 Junior High Classroom Furniture												
Number. Available												
Additional Required												
6.5 Does your school have the following record books? Indicate the number or NIL if none												
Admission Register	<input style="width: 50px;" type="text"/>			Inventory	<input style="width: 50px;" type="text"/>			Teacher Attendance	<input style="width: 50px;" type="text"/>			
Class Register	<input style="width: 50px;" type="text"/>			Logbook	<input style="width: 50px;" type="text"/>			Visitors Book	<input style="width: 50px;" type="text"/>			
6.6 Does your school have the following functional equipment/materials? Indicate the number or NIL												
Computers	<input style="width: 50px;" type="text"/>			Printers	<input style="width: 50px;" type="text"/>			Library Books	<input style="width: 50px;" type="text"/>			
6.7 Indicate the availability of Technical equipment in your school. (Tick one)												
Adequate <input type="checkbox"/>				Inadequate <input type="checkbox"/>				None <input type="checkbox"/>				
6.8 Indicate the availability of Laboratory Equipment in your school? (Tick one)												
Adequate <input type="checkbox"/>				Inadequate <input type="checkbox"/>				None <input type="checkbox"/>				
6.9 Indicate the extent of availability of Audio/Visual Aids in your school. (Tick one)												
Adequate <input type="checkbox"/>				Inadequate <input type="checkbox"/>				None <input type="checkbox"/>				

7 PUPILS AND TEACHER TEXTBOOKS

7.1 Indicate the NUMBER of Teaching Guides / HandBooks available by grade

	KG 1	KG 2	P1	P2	P3	P4	P5	P6	JH1	JH2	JH3
English											
Mathematics											
Environmental Studies											
Creative Activities/Arts											
Physical Education											
Natural / Integrated Science											
Music & Dance											
ICT											
Psycho social Studies/ RME											
Ghanaian Language/ Language Literacy											
Citizenship Education											
Social Studies											
French											
Basic Design & Tech											
Special Educ Only*											
Audio Therapy*											
Speech Therapy*											

7.2 How MANY Pupil Textbooks for each subject and grade is available ? (Indicate NIL if none are available)

	KG 1	KG 2	P1	P2	P3	P4	P5	P6	JH1	JH2	JH3
English											
Mathematics											
Environmental Studies											
Creative Activities/Arts											
Physical Education											
Natural / Integrated Science											
Music & Dance											
ICT											
Psycho Social Studies / RME											
Ghanaian Language/ Language Literacy											
Citizenship Education											
Social Studies											
French											
Basic Design & Tech											
Special Educ Only*											
Audio Therapy*											
Speech Therapy*											

7 PUPILS AND TEACHER TEXTBOOKS

7.3 Does your school offer these subjects and is a syllabus AVAILABLE? (Mark with a tick)

Core Subjects	Kindergarten		Primary		Junior High	
	Available	Being Taught	Available	Being Taught	Available	Being Taught
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Creative Activities/Arts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Physical Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural / Integrated Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Music & Dance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psycho Social Studies / RME	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ghanaian Language/ Language Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Citizenship Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Studies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Design & Tech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Educ Only*						
Audio Therapy*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech Therapy*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8 NON TEACHING STAFF INFORMATION

8.1 How MANY non-teaching staff does the school have?

Staff	Male	Female	Staff	Male	Female
Accounts Staff	_____	_____	Library Assistant	_____	_____
Administrative Staff	_____	_____	Security/Groundsman	_____	_____
School Attendants	_____	_____	Others	_____	_____

9 PRIMARY ONE FIRST-TIME ENROLMENT

9.1 How MANY New entrants are enrolled in Primary 1? (for the first time)

Age	Boys	Girls
Less than 6 years	_____	_____
6 years	_____	_____
7 years	_____	_____
8 years	_____	_____
9 years	_____	_____
10 years	_____	_____
older than 10 years	_____	_____
Total	_____	_____

9.2 Out of the NEW entrants to Primary 1, how many of them have attended some form of pre-primary education?

Age	Boys	Girls
Less than 6 years	_____	_____
6 years	_____	_____
7 years	_____	_____
8 years	_____	_____
9 years	_____	_____
10 years	_____	_____
older than 10 years	_____	_____
Total	_____	_____

9 ENROLMENT BY GRADE, BY SEX AND BY AGE

9.3	Grade	Creche/ Nursery	KG 1	KG 2	P1	P2	P3	P4	P5	P6	JH1	JH2	JH3
	No. of streams per grade	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

9.4	How <u>MANY</u> Streams have classes in the open air?												
No. of classes held in open air	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

9.5	Grade	Creche/ Nursery		KG 1		KG 2		P1		P2		P3		P4		P5		P6		JH1		JH2		JH3	
	Age	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
1 year or less																									
2 years																									
3 years																									
4 years																									
5 years																									
6 years																									
7 years																									
8 years																									
9 years																									
10 years																									
11 years																									
12 years																									
13 years																									
14 years																									
15 years																									
16 years																									
17 years or more																									
Total																									

10 PUPIL ATTENDANCE AND MOVEMENT

10 Indicate Pupil NUMBERS by Grade and by Sex

Creche/Nursery		KG 1		KG 2		P1		P2		P3		P4		P5		P6		JHS1		JHS2		JHS3			
Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls

10.1 How many pupils were Transferred in FROM other schools to your school this school year?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10.2 How many of your pupils were transferred TO other schools at the beginning of this school year?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10.3 How many of your pupils were not PROMOTED to the next grade last academic year?

(Please include all learners who were not promoted to the following grade at the end of the previous academic year even if they have since left the school.)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10.4 How many Pupils DROPPED out of the school last year (Known DropOut only)?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10.5 How many Pupils are REPEATING a grade this year ?

(Do a headcount of number of pupils who are in the same grade as last year. Make sure you include those who were in the same grade but in a different school last year)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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10.6 What was the total pupil attendance for the month of November? (Refer to your class registers)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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P4		P5		P6		JHS1		JHS2		JHS3	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10.7 How many Girls got Pregnant last academic Year?

<input type="text"/>

10.8 How many days was your school opened in the month of November?

11 TEACHER PROFILES																					
Note on Teacher	N°	Surname / Family Name	First Name & Initials	Staff number (IPPD) <small>(if govt employee)</small>	SSF Number	Level	Year of Birth	Sex	Service	Rank	Type of Teacher	Status	Function	Academic Qualification	Professional Qualification	Professional teaching qualification <small>(Indicate code otherwise leave blank if not applicable)</small>	Who pays the salary? (tick box)				
						N-Nursery P-Primary K-Kindergarten J-JHS	Provide last two digits 19____	M=Male F=Female	Year posted to present station <small>(last 2 digits)</small>	Current Rank (Enter Code : Ref. to back page)	Year Appointed to Rank (last 2 digits)	C-Class Teacher S-Subject H-Head	F-Fulltime P-Parttime N-NSS Y-NYEP V-Volunteer R-Retired CTA-Community Teaching Assistant	T- Teaching A-Administration O-Other	Enter Code (Refer to back page)	Enter Code (Refer to back page)		Year completed (last 2 digits)	Passed -1 Awaiting results-2 Referred-3 Failed-4		
	1																<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	12																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11 TEACHER PROFILES																					
Note on Teacher	N°	Surname / Family Name	First Name & Initials	Staff number (IPPD) <small>(if govt employee)</small>	SSF Number	Level	Year of Birth	Sex	Service	Rank	Type of Teacher	Status	Function	Academic Qualification	Professional Qualification	Professional teaching qualification <small>(Indicate code otherwise leave blank if not applicable)</small>	Who pays the salary? (tick box)				
						N-Nursery P-Primary K-Kindergarten J-JHS	Provide last two digits 19__	M=Male F=Female	Year posted to present station (last 2 digits)	Current Rank (Enter Code : Ref. to back page)	Year Appointed to Rank (last 2 digits)	C-Class Teacher S-Subject H-Head F-Fulltime P-Parttime N-NSS Y-NYEP V-Volunteer R-Retired CTA-Community Teaching Assistant	T-Teaching A-Administration O-Other	Enter Code (Refer to back page)	Enter Code (Refer to back page)	Year completed (last 2 digits)	Passed -1 3 Failed-4	Referred-	Ministry of Education	District Assembly	Private
	13	LIST NAMES OF TEACHERS WHO WERE IN THE SCHOOL LAST ACADEMIC YEAR (2012/2013) BUT HAVE NOW LEFT														<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	14																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	15																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	20																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	21																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	22																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	23																	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12 TEACHER PERIODS AND SUBJECTS TAUGHT

(State actual periods of teaching PER WEEK for each teacher)

N°	Surname / Family Name (list teachers in same order with exact spelling of name as previous page)	First Name or Initial	Creche/Nursery	Number of Periods taught per week																								
				KG		PRIMARY						JUNIOR HIGH SCHOOL																
				KG1	KG2	P1	P2	P3	P4	P5	P6	English	Mathematics	Environmental Studies	Creative Activities / Arts	Physical Education	Natural / Integrated Science	Music & Dance	ICT	Religious & Moral Ed.	Ghanaian Language / Language Literacy	Citizenship Education	Social Studies	French	Basic Design & Tech	Other		
1																												
2																												
3																												
4																												
5																												
6																												
7																												
8																												
9																												
10																												
11																												

12 TEACHER PERIODS AND SUBJECTS TAUGHT

(State actual periods of teaching PER WEEK for each teacher)

N°	Surname / Family Name (list teachers in same order with exact spelling of name as previous page)	First Name or Initial	Creche/Nursery	Number of Periods taught per week																						
				KG		PRIMARY						JUNIOR HIGH SCHOOL														
				KG1	KG2	P1	P2	P3	P4	P5	P6	English	Mathematics	Environmental Studies	Creative Activities / Arts	Physical Education	Natural / Integrated Science	Music & Dance	ICT	Religious & Moral Ed.	Ghanaian Language / Language Literacy	Citizenship Education	Social Studies	French	Basic Design & Tech	Other
12																										
13																										
14																										
15																										
16																										
17																										
18																										
19																										
20																										
21																										
22																										
23																										
24																										

13 PUPIL AND TEACHER INFORMATION

13.1 How many pupils died in the previous year?

(GES needs to monitor changes in overall mortality trends for planning purposes. Information is needed on the number of deaths amongst pupils according to cause of death, age group and gender).

Cause of death	Protracted illness		Other	
	Boys	Girls	Boys	Girls
Age Group				
1 – 3				
4 – 5				
6 – 11				
12 – 14				
15 – 19				
20 & Older				
Total				

13.2 How many pupils have deceased parent(s) ?

Level	Boys			Girls		
	Only Mother died	Only Father died	Both Parents	Only Mother died	Only Father died	Both Parents
Creche						
KG						
Primary						
JSS						
Total						

13.3 How many teachers died in the previous year?

(GES needs to monitor changes in overall mortality trends for planning purposes. Information is needed on the number of deaths amongst teachers according to cause of death, age group and gender).

Cause of death	Protracted illness		Other	
	Males	Female	Males	Female
Age Group				
24 or less				
25 – 29				
30 – 34				
35 – 39				
40 – 44				
45 – 49				
50 – 54				
55 & Older				
Total				

14 STAFF MOVEMENT

14.1 How Many Staff have taken leave in the past school year? What kind of leave and for a total number of teachers?

Type of Leave	Creche/Nursery		Kindergarten		Primary		JHS		Administration	
	Total Number of teachers who have taken leave to date		Total Number of teachers who have taken leave to date		Total Number of teachers who have taken leave to date		Total Number of teachers who have taken leave to date		Total Number of staff who have taken leave to date	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Sick Leave										
Extended Sick Leave										
Annual leave										
Maternity leave										
Bereavement leave										
Study leave with pay										
Study leave without pay										
Casual leave										
Leave of absence										
Other										

14.2 How Many Staff have left your school for the following reasons in the past school year?

Reasons for leaving	Creche/ Nursery		Kindergarten		Primary		JHS		Administration	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Retirement										
Illness										
Transferred										
Dismissed										
Vacation of Post										
Death										
Other										

14.3 Number of teachers who have been trained in HIV/AIDS based education

14.4 Number of teachers teaching HIV/AIDS based education this year

14.5 Of those teaching this subject, how many received INSET in this subject?

Male		Female	

Part 1: Income and Expenditures of the school in 2012-2013

Type	Description	Amount In Ghana Cedis
Income	Capitation Grant	
	Examination Fees	
	Internally generated Fund	
	Total Income	
Expenditures	Recurrent expenditure for the school	
	Purchase of equipment/Tools	
	Total Expenditure	

Part 2: Activities of PTAs in 2012/2013

Type	Description	Amount In Ghana Cedis
Income	Contribution from Parents	
	Other Income	
	Total Income	
Expenditures	Recurrent expenditure for the school	
	Purchase of equipment / Tools	
	Total Expenditure	

Part 3: Resources received in kind in 2012/2013

Source	Type of Work/Donation/Funds	Estimated costs in Ghana Cedis
<i>Example: NGO</i>	<i>Construction of a fence</i>	<i>150</i>

ACADEMIC Qualifications		CODE	PROFESSIONAL Qualifications		CODE
MSLC		01	CERT 'A'		01
BECE		02	DIPLOMA		02
GCE O'LEVEL		03	DEGREE		03
SSCE		04	POST GRADUATE CERTIFICATE		04
GCE A'LEVEL		05	POST GRADUATE DIPLOMA		05
DIPLOMA		06	MASTERS DEGREE		06
DEGREE		07	PHD		07
POST GRADUATE CERTIFICATE		08	NO DATA		99
POST GRADUATE DIPLOMA		09			
MASTERS DEGREE		10			
PHD		11			
TECHNICIAN		12			
HND		13			
NO DATA		99			
RANKS		CODE	MANAGEMENT Unit		CODE
MSLC/BECE		01	A.M.E. ZION		01
GCE 'O' LEVEL		02	ANGLICAN		02
SSCE		03	ROMAN CATHOLIC		03
GCE 'A' LEVEL		04	EVANGELICAL PRESBYTERIAN		04
CLASS TEACHER (Unconfirmed)		05	GARRISON		05
SNR. SUPERVISOR INSTRUCTOR		06	ISLAMIC		06
SUPERVISOR INSTRUCTOR		07	L.A/D.A/M.A/BODY CORPORATE		07
PRIN. TECHNICAL INSTRUCTOR		08	METHODIST		08
SRN. TECHNICAL INSTRUCTOR		09	PRESBYTERIAN		09
SENIOR INSTRUCTOR		10	SALVATION ARMY		10
TECHNICAL INSTRUCTOR GD. I		11	SEVENTH DAY ADVENTIST		11
TECHNICAL INSTRUCTOR GD. II		12	T.I. AHMADIYYA		12
SUPT. II		13	BAPTIST		13
SUPT. I		14	PRIVATE		14
SNR. SUPT. II		15	D.A/R.C		15
SNR. SUPT. I		16	ASSEMBLIES OF GOD		16
PRINCIPAL SUPT.		17	L.A/SALVATION ARMY		17
ASST. DIRECTOR		18	L.A/ANGLICAN		18
DIRECTOR II		19	L.A/SDA		19
DIRECTOR I		20	POLICE		20
ASST. DIRECTOR II		22	L.A/PRESBY		21
DEPUTY DIRECTOR		23	L.A/METHODIST		22
CLASS TEACHER CONFIRMED		24	L.A/E.P		23
NO DATA		99	PENTECOST		24
			OTHER MANAGEMENT TYPE		25
			NO DATA		99