



**MINISTRY OF EDUCATION
STATE DEPARTMENT FOR EARLY LEARNING AND BASIC EDUCATION**

INSTRUCTIONS ON RECORDING AND SUBMITTING DATA

These instructions are to guide headteachers on how to prepare, record and submit data for the 2020 School Year which began in January 2020 and ended in March 2021 for Standard 8 and Form 4, and July 2021 for the rest of classes. The scope of the data to be submitted include number of teachers by sex, learners' enrolment per class disaggregated by sex, enrolment of learners with special needs per class disaggregated by sex, and basic infrastructure in the schools. It is required that headteachers capture the total number of eligible learners for pre-primary, primary and secondary respectively based on official age of schooling for the respective levels. That is learners aged 4 years to 5 years in pre-primary, pupils aged 6 years to 13 years for primary and students aged 14 years to 17 years for secondary schools.

Data shall be submitted (1) in signed and stamped hard copy forms to the SCDE and CDE, and (2) online to the national office.

The following steps shall be carried out in preparing, recording and submitting the data:

1. Preparation of a summary of the data by recording all required information in the questionnaires;
2. Confirming the completeness and accuracy of the provided information by headteacher by recording the official names, mobile contact and affixing the official school stamp;
3. Submitting the data online, based on the authenticated information
4. The link for the online questionnaire is <https://bit.ly/BasicEducationData2020>
5. All required information in the online questionnaire must be completed before submission;
6. In case of a required information that is not applicable, zero (0) in figures should be recorded;
7. Upon successful submission of the completed online questionnaire, the headteacher shall forward a hard copy of the officially signed and stamped completed questionnaire to the Sub-County Director of Education;
8. The Sub-County Director of Education shall sign the hard-copy questionnaire submitted by the headteacher, append an official stamp and forward a hard copy to the County Director of Education;
9. The County Director of Education shall sign the hardcopy completed questionnaire and append an official stamp;
10. County Director of Education and Sub-County Director of Education shall maintain records of institutional data for decision making and reference.

All inquiries on the submission of data for the 2020 School Year may be directed to the Director Planning, State Department for Early Learning and Basic Education.



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C: DATA CAPTURE FORM FOR SECONDARY SCHOOLS

1. Name of School:..... 2. NEMIS Code (UIC):

3.County:.....4.Sub-County:..... 5.Constituency:

6.Category of school (*tick appropriately*): **Public** [] **Private** []

7. Number of teachers

No. of TSC Teachers		No. of BOM Teachers	
Male	Female	Male	Female

8. Students enrolment (January 2020 to July 2021)

Form 1		Form 2		Form 3		Form 4		Total		Total Aged 14-17 Years	
Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls

9. SNE Students enrolment (January 2020 to July 2021)

Form 1		Form 2		Form 3		Form 4		Total		Total Aged 14-17 Years	
Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls

10. Basic infrastructure in Secondary Schools

No. of Classrooms		Toilets/ Pit Latrines			No of Other Facilities			ICT Learning	
Permanent	Temporary	Staff	Boys	Girls	Labs	Workshops	Libraries	No of Computer/ Tablets	Internet (Yes/No)

Recorded by Principal

Name: Mobile: Signature..... Date & Stamp.....

Received by Sub-County Director of Education

Name: Mobile: Signature..... Date & Stamp.....

Received by County Director of Education

Name: Mobile: Signature..... Date & Stamp.....