

NOTE

Make sure all School Census Forms and Teacher's information are thoroughly and correctly completed before the Census Forms are signed. A checklist is provided at the back of the Census Forms for the Principal or person filling out the form to thoroughly check if all the questions in the Census Form are answered and completely filled before the form is sent back to the National Department of Education. Remember that all copies of the Census Forms must be delivered to:

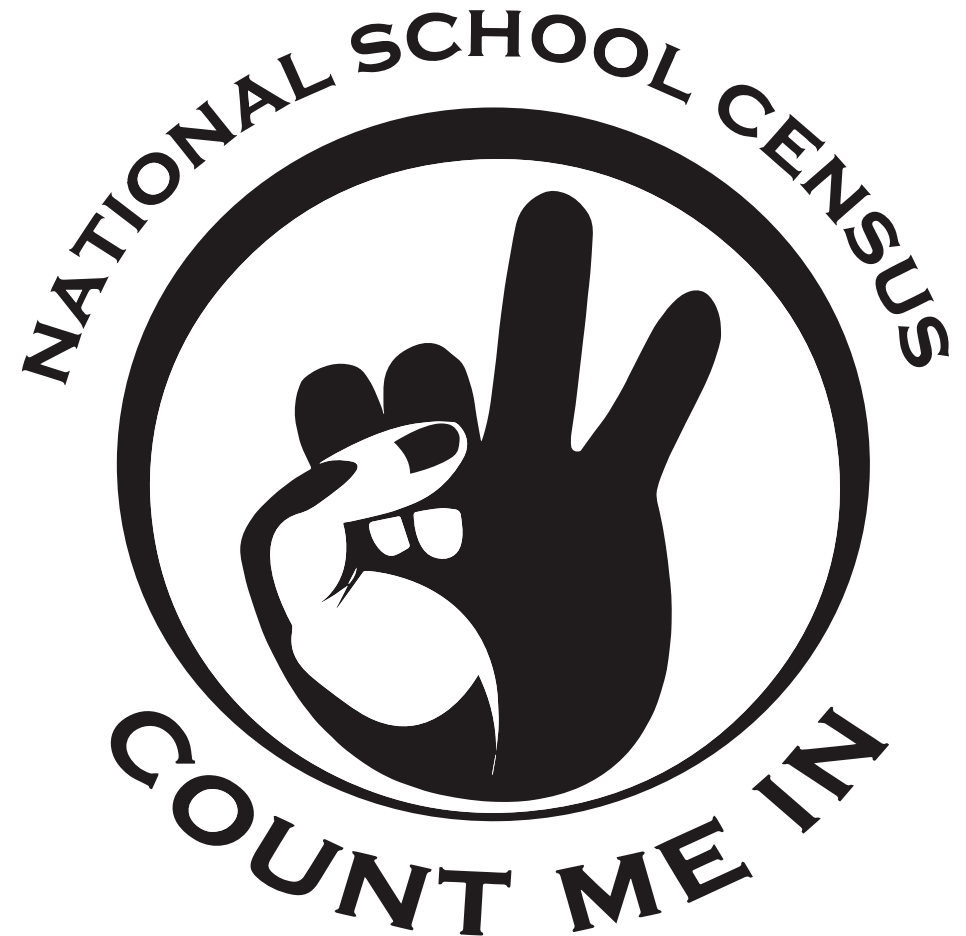
- 1) **Retain 1st Copy for your school**
- 2) **2nd Copy for the District Education Officer**
- 3) **3rd Copy for the Provincial Education Advisor**
- 4) **4th Copy for the National Department of Education**



For more information about the School Census Forms
or help in completing the forms,
Please contact your Provincial Education Advisor (PEA) or
Mr. James Agigo - Assistant Secretary - RED: Department of Education
Phone: 301 3384 Fax: 301 3496

High and Secondary Guide

Instructions for High and Secondary School Census Form



School Census Form Instructions

- 1) Read through the Principals' Census Guide.
- 2) Use a pen to neatly fill in the Census Forms (it is not necessary to type your responses on the form)
- 3) Use block letters when writing and clearly indicate your spelling of words when filling the Census Forms so that it is clearly understood and read.
- 4) All Principals are responsible for completing the Census Forms even though in larger schools, census duties could be delegated to the Deputy Principal or (equivalent). Principals must ensure that the Census Forms are completed accurately and sent to the appropriate education office (DEO, PEA, NDOE).
- 5) Principals or Teachers need to sign off the Census Forms as being accurate and complete before sending them on to the Department.
- 6) National School Census Week is on the 6th - 10th March 2017. All schools must complete and return forms before 4:00pm Friday 10th March 2017.

Instructions and Examples for Answering Questions

SECTION 1

This sections asks for basic school details. If you are not sure, clarify this with your Census Trainer at the Principals' meeting, nearest education office or LLG office.

Question 1 - 20 Refers to your basic school details.

Questions 3 - 8 Are asking where your school is located. If you are not sure, clarify this with your nearest education office, LLG office or Local Council.

SECTION 2

This section covers school finances, money your school received from other sources in the previous year (2016).

Question 21 Asks you to give the amount of funds from various sources in the table and spaces provided in the Census Form.

The table below defines the other sources

Sources of School Funds	Definition
National Government subsidies	Funds provided by the Department of Education
Provincial Government subsidies	Funds provided by the Provincial Government
Local Level Government	Funds provided by the Local Level Government
Fees collections	Fees paid by student(s) transferring in school
School fund raising event	Income raised through fundraising activities
Parents donations	Funds provided by parents/guardians
Politicians	Funds provided by Politicians or MPs
Project fees	Funds given by parents/guardians for school project
Overseas Donors	Fund provided by foreign donors such as AusAid, UNICEF etc
Others	Other income sources not mentioned above (NGOs, Donor Agencies etc)

Appendix A: School Admission Register

This example shows the first four columns of the Record of Enrolment for Grades 9, 10, 11 and 12. It indicates the students by gender and date of birth etc when they were first admitted or enrolled at the school. This information was used to calculate the number of students by year of birth and gender for **Question 27**.

Record of Enrolment 2017

Record of Pupils Enrolled in: Grade 9 | School: Wau Secondary | Year: 2017

Register No	Student Name	Gender	Date of Admission or Registration	Date of Birth
RE001	Tom Jones	M	12/02/17	26/02/1997
RE002	Paul Lari	M	17/02/17	13/01/1997
RE003	Mary Johns	F	06/02/17	02/02/1998
RE004	Mathew Karo	M	12/02/17	02/08/1995
RE005	Rupa Geno	M	12/02/17	10/11/1996
RE006	James Ali	M	24/02/17	05/08/1996
RE007	Selly Topa	F	24/03/17	05/07/1998
RE008	Loren Hau	F	13/04/17	06/12/1995
RE009	Ketty Johns	F	06/03/17	19/12/1994

Record of Pupils Enrolled in: Grade 10 | School: Wau Secondary | Year: 2017

Register No	Student Name	Gender	Date of Admission or Registration	Date of Birth
RE010	James Kaisava	M	12/02/17	19/02/1997
RE011	Kenny Jones	M	17/02/17	01/01/1995
RE012	Lauri Aua	F	06/02/17	23/01/1996
RE013	Lucy Mai	F	12/02/17	28/04/1995
RE014	Loren Hida	F	12/02/17	16/04/1993
RE015	Helen Watoku	F	24/02/17	13/05/1998
RE016	Denny Kostelo	M	24/03/17	09/10/1997
RE017	Mikes Mero	M	13/04/17	12/12/1993

Record of Pupils Enrolled in: Grade 11 | School: Wau Secondary | Year: 2017

Register No	Student Name	Gender	Date of Admission or Registration	Date of Birth
RE018	Shelly Letou	F	12/02/17	15/02/1995
RE019	Freda Mari	F	17/02/17	12/04/1993
RE020	Esther Taimo	F	06/02/17	23/05/1996
RE021	Herry Karo	M	12/02/17	20/01/1994
RE022	Melinda Haro	F	12/02/17	02/04/1990
RE023	Priscilla Bernard	F	23/02/17	03/04/1992
RE024	Charles Makai	M	12/03/17	26/02/1995
RE025	Henry Paul	M	17/02/17	09/01/1991
RE026	Philip Sabok	M	06/02/17	08/10/1991
RE027	Chris Jones	M	12/02/17	08/05/1997
RE028	Roan Metus	F	12/03/17	07/05/1992

Record of Pupils Enrolled in: Grade 12 | School: Wau Secondary | Year: 2017

Register No	Student Name	Gender	Date of Admission or Registration	Date of Birth
RE029	Wally Boston	M	12/02/17	02/07/1992
RE030	Merry Sailo	F	17/02/17	12/12/1995
RE031	Edward Charles	M	06/02/17	12/06/1992
RE032	Betty Costa	F	12/02/17	05/02/1991
RE033	Julian Sawa	F	12/02/17	02/07/1994
RE034	Jennifer Helen	F	23/02/17	05/06/1996
RE035	Elsie Vitou	F	12/02/17	08/04/1997
RE036	Patrick Fosta	M	17/02/17	18/02/1994
RE037	Leo Folando	M	06/02/17	18/08/1991
RE038	Brenda Mark	F	12/02/17	18/08/1997
RE039	Nick Yase	M	12/02/17	25/04/1994
RE040	Pots Mill	M	17/02/17	20/03/1995

SECTION 5

This teacher information section must have information of your teachers in your school.

The table requires you to fill the number of teachers posted in your school with their highest qualification by gender.

No	Qualification	Male	Female
1	Bachelor in Education		
2	Diploma in Secondary Teaching		
3	Others (Specify)		
Total			

The table requires you to fill teacher information for **registered teachers only**.

Status - Teacher having the status **Retain**. **Position No.** - Teacher's position number.

Title - Teacher's position title

File No. - Teacher's file number

Gender - Teacher's gender

Grade(s) - The grades that the teacher is taking/teaching.

No.	Status	Position No.	Title	File No.	Gender	Grade(s)
1	Retain	xxxxxxxxxx	Principal	xxxxxxxxxx	Male/Female	9, 10

Surname and **First Name** that is used on the teacher's fortnightly pay slip.

Gender, Date of Birth, Nationality - Make sure you fill in this information for each teacher.

File Number - The number the TSC provides to every teacher.

Teacher Registration Type - "Full" means the teacher has undergone inspection and is a fully registered teacher. Tick "Provisional" if the teacher is still in the process of being inspected. Tick "Training" if the teacher is yet to graduate.

Teacher Registration Number - Refers to the Number on the provisional or full teaching registration certificate received after completing inspection.

Type of Employee - Tick if the teacher is a "TSC Employee", "Non TSC Employee", "TSC Contract" or "TSC Volunteer". If you tick "Non TSC Employee", state who pays the teacher's salary. For example, Board of Management (BOM).

What year did the teacher start teaching? - The year the teacher started teaching students in class.

What is the highest teaching qualification obtained? - Refers only to the highest teaching qualifications obtained.

Certificate Number - Refers to the number of the highest qualifications obtained.

Year of Issue - The year the teacher graduated and received an Elementary Teaching Certificate or other highest qualification certificate.

Issuing Institution - The institution the teacher got the teaching certificate from.

Is the teacher teaching more than one class or grade? - It is critical to tick and indicate for each teacher.

At the end of **Section 5** the person filling out the Census Forms either the Principal or a delegated teacher must sign off the Census Forms as accurate and complete.

SECTION 3

This section covers the enrolment, number of classes, number of teachers and age ranges for each grade at your school.

Question 22 Asks you to indicate the number of Grade 10 and 12 students who graduated last year with a High or Higher School Certificate on the table provided in the Census Form. See the example below.

2016 Grade 10		
Male	Female	Total
45	50	90

2016 Grade 12		
Male	Female	Total
35	42	77

Question 23 Asks you to provide the number of students currently boarding at your school in each grade by gender in the table of the Census Form. See example below.

(Enter the number of boarding students only if you ticked "boarding school or mixed" in **Question 16** of Section 1)

2017 Number of Boarding Students (only) at each level							
Gender	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
Male	15	9	7	10	9	2	52
Female	12	5	8	8	8	3	44
Total	27	14	15	18	17	5	96

Question 24 Asks you to provide the number of classes in each grade this year 2017 in the table of the Census Form. See example below.

Question 25 Asks you to provide the number of students by gender in each grade this year 2017 in the table of the Census Form. See example below.

2017 Student enrolment by Grade and Gender at each level							
Gender	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
Male	2	4	14	13	9	10	52
Female	3	9	9	11	10	9	51
Total	5	13	23	24	19	19	103

Question 26 Is one of the most important questions in the entire census. It is asking for the student enrolment for each grade by year of birth and gender. You need to find out the date of birth for each student. If you have students born in years not indicated, then fill in those years in the blank spaces provided below 1991.

Number of Students Enrolled (by year of Birth)															
Year of Birth	Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		Total		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
2004															
2003		1												1	1
2002	1			1									1	1	2
2001		1	1	2	3								4	3	7
2000	1	1	1	1	4	3							6	5	11
1999				3	2	2	4	3					6	8	14
1998				1	2	3	6	2	4	3			12	9	21
1997			2	1	3	1	1	4	2	2	4	3	12	11	23
1996							2	2	2	3	2	2	6	7	13
1995									1	2	3	3	4	5	9
1994											1	1	1	1	2
1993															
1992															
1991															
Total	2	3	4	9	14	9	13	11	9	10	10	9	52	51	103

When filling **Question 27**, make sure you refer to the School Admission Register Book. This book has the records of students' gender and date of birth and other information etc. When they were first admission or registered at the start of their school year.

An example of the School Admission Register Book is shown at the table on page 7 in reference to the table above.

Question 27 Asks for the number of students repeating this year 2017 at your school by grade and gender.

The table below shows a figure example of repeating students by grade and gender this year

2017 Number of Students Repeating							
Gender	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
Male	1	1	0	5	1	0	8
Female	2	1	3	2	2	0	10
Total	3	2	3	7	3	0	18

These students are either repeating because of lack of academic performance or the capability of not continuing last year due to environmental factors and are repeating the same grades this year 2017.

Question 28 Asks you to indicate the number of students with special needs or *disabilities at your school by grade and gender.

* Disability students are students that have physical, emotional and body functional (such as sight and hearing) problems. They were either born with these disabilities or possess them after birth through accidents or sickness.

2017 Number of students with Special Needs or Disabilities								
	Gender	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Total
Registered with Special Resource Centre (SERC)	Male	1						1
	Female							
Not Registered with Special Resource Centre (SERC)	Male			1			1	2
	Female		1					1
	Total	1	1	1			1	4

SECTION 4

This section covers the existing school infrastructure.

Question 29 Asks you to indicate the number of classrooms, storerooms, staff-rooms, staff houses and other buildings at the school in the spaces provided on the Census Form.

Question 30 Asks you to indicate the number of classrooms of each type and condition they are currently in.

Question 31 Asks you to indicate the number of the type of toilets the students use on the spaces provided in the Census Form.

Example:

Toilet Types	Permanent		Semi-Permanent		Bush Material	
	M	F	M	F	M	F
Septic Toilets (Flush/Pour)	2	2				
Shore Toilets (Solwara)						
Pit Toilets						
<i>Pit with Cover</i>						
<i>Pit without</i>						
<i>Composting Toilets</i>						
None						
Total Toilets	2	2				

*If the school has no toilets, please circle none and do not enter any data.

Question 32 Asks you to only indicate the number of usable toilets if your school meets the definition of usable.

*Usable means toilets main doors are unlocked, the toilet is not broken, the toilet hole is not blocked, and water is available for flush/pour toilets, and there are closable doors that lock from the inside and no large gaps in the structure at the time of the questionnaire or survey.

For example; in question 26, there are two permanent toilets and two semi-permanent toilets. Out of the four toilets, only two meets the definition of usable toilets.

Total Toilets	Male Toilets	Female Toilets	*Common (Shared) Toilets
2	1	1	

*Common (Shared) Toilets refers to when a school does not have separate toilets for male and female students and just use the same toilet(s) for all students.

Question 33 Asks you to indicate where the school gets most of its drinking water from on spaces provided in the Census Form.

Question 34 Asks if the drinking water from the main source is currently available.

Question 35 Asks you to indicate if the school has any hand washing facilities with both soap and water.

Question 36 Asks you to indicate the type of power supply that the school uses.