

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 Teacher in Charge 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:

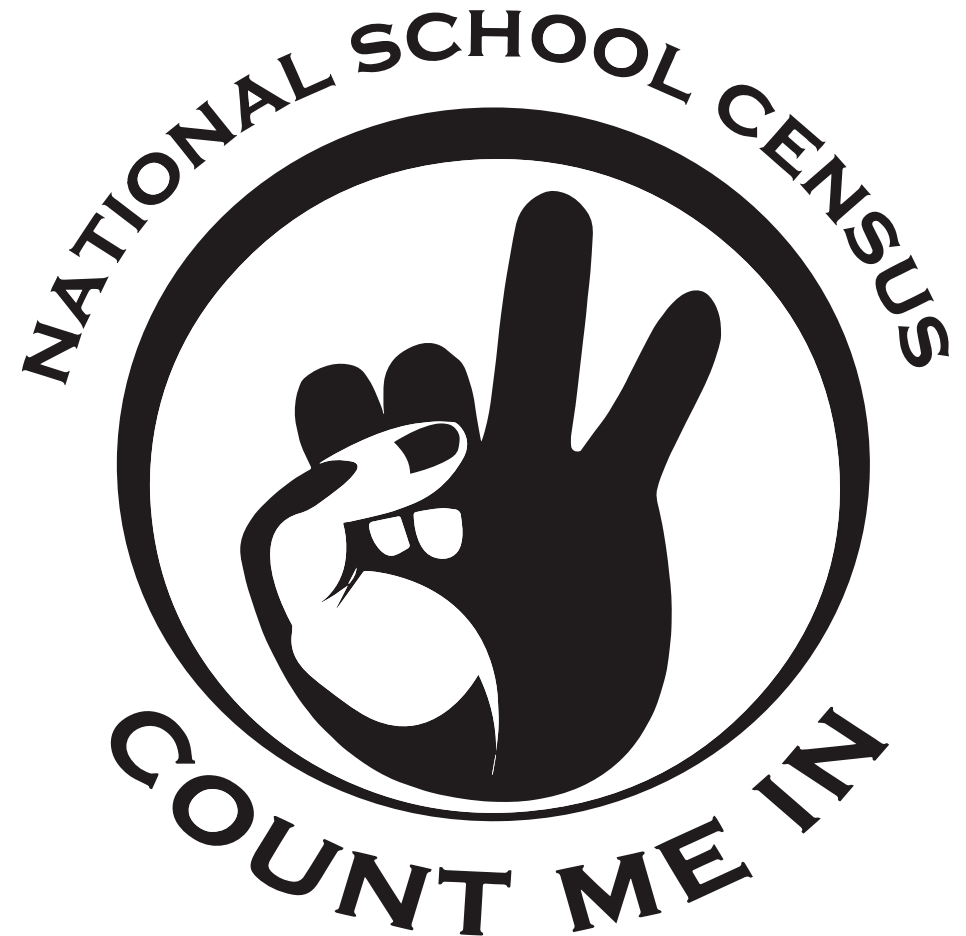
- 1) **Retain 1st Copy for your school**
- 2) **2nd Copy for the District Education Officer**
- 3) **3rd Copy for the Provincial Education Advisor**
- 4) **4th Copy for the National Department of Education**



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

Elementary Guide

Instructions for Elementary School Census Form



School Census Form Instructions

- 1) Read through the Teachers in Charge 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) Teachers in Charge (TIC) are responsible for completing the Census Forms even though in larger elementary schools, census duties could be delegated to the second or (equivalent). TIC must still ensure the Census Forms are completed and accurate.
- 5) Teachers in Charge need to sign off the Census Forms as being accurate and complete before sending to the appropriate education office (DEO, PEA, NDOE).
- 6) For elementary schools located within a primary school, TIC's must cross-check with your head teacher especially, with the school finance section.
- 7) National School Census Week is on the 4th - 8th March 2019. All schools must complete and return forms before 4:00pm Friday 8th March 2019.

Instructions and Examples for Answering Questions

SECTION 1

This section asks for basic school details. If you are not sure, clarify this with your Census Trainer at the Teacher in Charge meeting, or the nearest education office or LLG office.

Question 1 - 14 Refers to your basic school details.

Question 6 Refers to the district code which is the number allocated to the district. For example, Kerema and Kikori are districts of Gulf whose district code is 01 for Kerema and 02 for Kikori.

Questions 15 - 18 Asks for basic contact details for your school. If your school does not have any school contact details, then you should fill in your nearest district education office address.

SECTION 2

This section covers school finances, money your school received from other sources in the previous year (2018).

Appendix A: School Admission Register

This example shows the first four columns of the Record of Enrolment for EP, E1 and E2. 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 21**.

Record of Enrolment 2019

Teacher: Ms Brown | Grade: Elementary Prep | Class: EP A

Register No	Student Name	Gender	Date of Admission	Date of Birth
024	Jack Papo	M	03/02/19	19/11/2014
025	Lucy Mia	F	04/02/19	12/12/2014
026	John Bell	M	03/02/19	10/03/2013
027	Susan Kari	F	03/02/19	14/05/2012
028	Luis Muri	F	10/03/19	18/01/2010
029	Michael Poi	M	04/02/19	15/09/2013
030	Halen Sui	F	03/02/19	19/09/2012
031	Peter Bai	M	03/02/19	12/07/2011
032	Leanne Loi	F	03/02/19	14/04/2011
033	Mark Sawa	M	19/02/19	21/11/2009
034	Mary John	F	07/02/19	12/11/2013
035	Kay John	F	18/03/19	17/08/2013

Record of Enrolment 2019

Teacher: Ms Brown | Grade: Elementary 1 | Class: E1 C

Register No	Student Name	Gender	Date of Admission	Date of Birth
013	Paul Mai	M	03/02/19	12/11/2013
014	Ken Moi	M	04/03/19	19/06/2012
015	Lillian Chapman	F	03/02/19	15/03/2012
016	Matthew Yowa	M	07/03/19	13/08/2011
017	Freda Loi	F	04/02/19	10/02/2012
018	Luke Sai	M	04/02/19	16/03/2012
019	Janet Rama	F	03/02/19	07/07/2011
020	Jones Maha	M	12/03/19	17/05/2010
021	Jenny Paul	F	10/02/19	18/06/2001
022	Jack Bo	M	18/02/19	19/07/2011

Record of Enrolment 2019

Teacher: Ms Brown | Grade: Elementary 2 | Class: E2 C

Register No	Student Name	Gender	Date of Admission	Date of Birth
001	Lucy Jones	F	06/03/19	12/10/2011
002	Jimmy Max	M	03/02/19	09/06/2011
003	Paul Tokoma	M	03/02/19	11/03/2011
004	Caroline Kowa	M	25/02/19	15/09/2009
005	Rose Eddie	F	03/02/19	15/12/2008
006	Grey Nakawa	M	11/03/19	19/03/2011
007	Lina Poi	F	03/02/19	09/07/2007
008	Nobodi Here	M	04/03/19	13/10/2007
009	Roy Hola	M	04/02/19	15/08/2011
010	Larias Smith	F	05/03/19	13/09/2006
011	Steven Mata	M	03/02/19	18/09/2011
012	Helen Roma	F	03/02/19	09/09/2006

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	Elementary Teacher Certificate		
2	Grade 12 Certificate		
3	Grade 10 Certificate		
4	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
National Identity No. - Teacher's NID number **Gender** - Teacher's gender
Grade(s) - The grades that the teacher is taking/teaching.

No.	Status	Position No.	Title	File No.	National Identity No.	Gender	Grade(s)
1	Retain	xxxxxxxx	Teacher in Charge	xxxxxxxx	xxxxxxxx	Male/Female	Prep

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 certified.

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 indicate for each teacher

At the end of **Section 5** the person filling out the Census Forms whether the Teacher in Charge needs to or a delegated teacher must sign off the Census Forms as accurate and complete.

Question 19 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)

SECTION 3

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

Question 20 Asks you to provide the number of classes, students and teachers in each grade in the table of the Census Form.

The table below shows examples of how to divide a multi-grade teacher

Teacher	How to divide
One teacher teaching 2 grades	0.5 and 0.5
Once teacher teaching 3 grades	0.33, 0.33 and 0.34

The examples below shows how to fill out **Question 20** when having to divide multi-grade teachers.

In this first example, Wau Elementary School has 2 teachers teaching EP, E1, E2. Mrs Red teaches 1 class of EP and 1 class of E1 with 6 boys and 4 girls. Mr. Green teaches 1 class of E2.

Grade	No. of Classes	2019 Number of Students Enrolled			2019 Number of Teachers		
		M	F	Total	M	F	Total
EP	1	5	7	12		0.5	0.5
EP1	1	6	4	10		0.5	0.5
EP2	1	6	5	11	1		1
Total	3	17	16	33	1	1	2

In the second example, Wau Elementary School has 1 teacher teaching 3 classes in grades EP-E2. Mrs. Blue teaches 1 class of EP with 5 boys and 7 girls, 1 class of E1 with 9 boys and 6 girls and 1 class of E2.

Grade	No. of Classes	2019 Number of Students Enrolled			2019 Number of Teachers		
		M	F	Total	M	F	Total
EP	1	5	7	12		0.33	0.33
EP1	1	9	6	15		0.33	0.33
EP2	1	5	6	11		0.34	0.34
Total	3	19	19	38		1	1

