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The Republic of Uganda  
Ministry of Education and Sports

Ministry of Education and Sports  
P.O. Box 7063  
Kampala, Uganda  
Embassy House  
King George VI Way

6<sup>th</sup> February 2025

The Chief Administration Officers  
The City/Town Clerks  
The Executive Director, KCCA

### **ROLL-OUT OF THE EMIS MODULE FOR LICENCING AND REGISTRATION OF PRIVATE EDUCATION INSTITUTIONS**

As you are aware, the Ministry has been redeveloping the EMIS progressively and has so far rolled out modules which are critical for basic statistics (Institutions, Learners, Human Resource and Infrastructure).

In January 2025, the Ministry completed development of the online Licensing & Registration module for private institutions. This implies that starting with the first term of this academic year, all schools shall be required to apply or update their licensing and registration status on the online system.

It is in this regard that the Ministry has deployed officials to support heads of institutions or responsible officers in the utilization of the licensing & registration module. This shall be done in selected private institutions, starting with the Eastern and Western region of the country to assist institutions that are in the process of renewing or applying for licenses or registration certificates.

This will also be an opportunity to boost uploads of selected schools which have shown limited uptake of the EMIS.

The purpose of this letter therefore is to request for your full collaboration and support for the successful implementation and co-ordination of the exercise which will commence on Monday, 10th February 2025.

Robert Bellarmine Okudi  
**FOR: PERMANENT SECRETARY**

Vision: Quality Education and Sports for All!

