



## REGISTRATION FORM (2022 – 2023)

SCHOOL NAME .....	EMIS NO.....	CONTACT .....	ENROLLMENT.....
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[illegible]

PLEASE NOTE THE FOLLOWING

1. If you cannot access the template for capturing data, you can use local papers plucked out of a counter book or exercise book and follow the format above. No different format shall be accepted.
2. Names of pupils: Names of candidates should be arranged alphabetically (from A-Z)
3. Index number: when writing index numbers, don't include Emis Number e.g. 001, 002, 003 format should be used
4. Date of birth: the date format must be Day/Month/Year e.g. 10<sup>th</sup>/Jan/2004
5. Sex: abbreviations should be used e.g. F to mean Female, M to mean Male
6. Fund: abbreviations should be used e.g. G to mean government, P to mean Private.
7. Conduct, Diligence, Games, Leadership: You are required to appraise in this case using Good, Very Good, Fair, Poor
8. Choices. Codes are meant to be used to identify secondary schools or technical institutes that the learner would wish to join after primary level.
9. Telephone number: parent's or guardian's number should be captured