EMIS - EDUCATION MANAGEMENT INFORMATION SYSTEM

MINISTRY OF EDUCATION

SCHOOL CENSUS DATA ENTRY

USER MANUAL

Version 1.0

SYNERGY
INTERNATIONAL SYSTEMS

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INTRODUCTION

This document describes the *School Censuses* data entry module in the *Education Management Information System (EMIS)* developed for the Ministry of Education of the Government of Ghana. It provides the necessary instructions that users should follow during the data provision and data update processes. The document is addressed to those who will use the *EMIS* application to collect school census data for the current academic year and submit them for revision on the district and regional levels.

OVERVIEW

The *Education Management Information System (EMIS)* is a web-based monitoring, evaluation, and communication system that has been developed under the auspices of the USAID Partnership for Education: Evaluating Systems, a five-year project in support of and in collaboration with the Ministry of Education (MOE) of the Government of Ghana and the Ghana Education Service (GES). The system is designed as part of the USAID's commitment to assess, analyse, recommend, and roll out an improved *EMIS* for MOE-GES to promote effective and harmonized M&E practices.

EMIS aims at streamlining the current business processes within the Ministry of Education and providing a unified platform for school census data collection, data analysis, and sharing. Moreover, the system serves as the main information hub for all school census data and provides remote access to the data to all the stakeholders and other interested parties involved in the process of shaping education strategies in Ghana.

The main objective of *EMIS* is to improve the school census data collection and analysis processes. In addition to this, the system is intended for improving and automating the business processes of all units within MOE – GES, from the school to the national level, and enhancing data sharing among them. With *EMIS*, MOE-GES administration has the ability of monitoring the efficiency of the census data collection process, performing indicator analysis for the current and previous years, and building projections for the future. Another distinct feature of the system that the MOE-GES users can take advantage of is the ability to track performance standards and compliance with the government regulations, thus, increasing accountability and public confidence in the education sector of Ghana.

The *School Census* module in *EMIS* provides a convenient and easy way of collecting and updating school census data on the annual basis and submit them for review at the district and regional offices

and divisions. Once you have accessed this module, you are able to add new and modify existing school census records, as well as keep track of the changes made to them. Moreover, the *School Census* module is incorporated with a built-in online data entry sub-system designed to allow entering the school censuses related data remotely via the Internet.

In the current design, the *School Census* data entry form consists of the following sections:

- The **Identification** section is used to display read-only information about the school reporting its annual census data. The information displayed in this section includes the school name and type, year of establishment, location, etc.

- The **Profile and Organisation** section is used to provide school profile information. The information to be provided in this section includes listing of the classes involved in mutigrade, information on whether the school is adjusted to house physically challenged pupils, number of pupils with special needs, etc.

- The **Infrastructure** section is used to provide information about the facilities and installations that help the school to run. The information to be provided in this section includes description of roads to access the school, electrification issues, environmental problems existing at school, etc.

- The **Management** section is used to provide information about the methods that are applied by the school management to govern it. The information to be provided in this section includes visits carried out by the circuit supervisor, HIV/MHE training organised at school, number of graduated pupils, etc.

- The **Building** section is used to enter information about the construction of the school building. This information includes the number of permanent classrooms, rooms that need repair, and rooms that are still in construction.

- The **Water and Sanitation** section is used to provide information about the water facilities available at school, quality of potable water and how often it flows. Information on the number of functional toilets and urinals available, as well as handwashing facilities should also be recorded in this section.

- The **Materials and Equipment** section is available for basic and secondary schools only and used to provide information about the type of equipment present at school. The information

to be provided in this section includes description of the furniture and ICT equipment. Information on the student textbooks, teacher handbooks, and curriculum can also be registered in this section.

- The **Enrolment** section is used to provide detailed information about the pupil enrolment in different grades available at school. Information on the programs that pupils are involved in is also recorded in this section.

- The **Textbooks** section is used to provide listing of pupil textbooks, teaching guides, and handbooks available for each grade.

- The **Non-teaching Staff Information** is used to provide information about all non-teaching staff enrolled in school.

- The **Pupil / Student Attendance and Movement** section is available for basic and secondary schools only. It is used to provide information about the pupil/student transferred from or to the given school and number of pupils/students who were promoted, dropped out, or repeated their grade. Moreover, information on the number of girl pupils/students who got pregnant during the current academic year is also captured in this section.

- The **Teachers** section is used to provide information about all teachers enrolled in school. The information to be provided for each teacher enrolled includes the teacher's name, IPPD and SSF numbers, registration number, year of birth, sex, etc.

- The **Professional Stuff Workload** section is used to capture information on the amount of academic hours taught by a teacher / tutor per week.

- The **Pupil and Teacher Information** section is used to provide information about the pupils/students and teachers who died in the previous year because of an illness or other causes. It also records information on the number of students in different grades who lost their parents, etc.

- The **Staff Movement** section is used to record factual information on staff transfer, i.e. movement of both teaching and non-teaching staff to a different job. Information on the leaves taken by the staff in the past academic year is also provided in this section.

- The **Targeting** section is available for the secondary schools only and is used to provide information about the students who are unable to pay the study fees, students who cannot attend school for financial reasons, students who work to take care of themselves, etc.

- The **Finances** section is used to provide general information about the estimated school incomes and expenditure. Information on the income and expenditure related to the activities carried by the PTAs and the resources received in-kind should also be recorded in this section.

- The **History (Audit Trail)** section displays historical data on the actions taken by users in relation to the given school census record starting from its creation date and up to the current version.

- The **Notes and Attachments** section is used to provide additional notes and comments relevant to the school census record. Additional documents and images may also be uploaded and attached in this section.

EMIS provides a web-based user interface and requires the end user to have a web browser pre-installed.

NAVIGATING FROM SECTION TO SECTION

The *School Census* data entry form is comprised of a number of sections intended for capturing different types of information on the academic institution reporting annual census data. This makes the form hard to use. However, to overcome the challenges that the form may present to its users, it has been incorporated with navigation controls that make switching from one section to another an easy job.

Figure 1: Selection of a Section

There are two methods of navigating from section to section in the *School Census* form. The first one implies selection of the respective section from the menu located in the left upper corner of the form. Upon a mouse click event, the menu will open displaying the entire list of sections available in the form. This method is most useful when you want to surf between sections at random order.

The second method of navigation implies moving from one section to the adjacent ones. To move from one section to the previous or next one, you can use the arrows located in the respective left and right top corners of the form. It should be noted that these arrows become available after the form is saved for the first time.

IDENTIFICATION

The *Identification* section of the *School Census* form (Figure 2) is used to display read-only information about the school reporting its annual census data. The information displayed in this section includes the school name and type, year of establishment, location, etc.

Note: The information in this field is derived from the *School Profile* form. For more details on how to establish school profiles and what information you are requested to provide for each academic institution, see the *EMIS School Profile Data Entry User Manual* in REFERENCES.

Figure 2: Identification Section

For more details on how to provide the information requested in the *Identification* section, refer to the table below.

Field Name	Description
School Type	This field indicates the type of school reporting annual census data. The following school types are available: • Basic School • Secondary School • Technical and Vocational Institute (TVET)
School Name	This field displays the name of the school as registered at the Ministry of Education.
Year Established	This field shows the year when the school was established.
School Code	This field displays an automatically generated code assigned to the given school and used as an identifier for it. Note: School codes are generated by the system in accordance with the following formula: **A-BB-CC-DDDD**, where: **A** – represents the school type (basic=1, secondary=2, TVET=3); **BB** – represents the ID of the region where the school is located (according to the database designations); **CC** – represents the ID of the district where the school is located (according to the database designations); **DDDD** – represents the school ID in the corresponding district.
School Status	This field indicates the status that the school currently has. The following options are available: • Public • Private registered • Private not registered

	Note: If the school has a *Private registered* or *Private not registered* status, this field will additionally display the GES Registration Number for it.
School Levels	This field is available for basic schools only and is used to display information on the education levels present at school.
Location of School	This field provides school location details. More specifically, it points to the Region, District, Circuit, Circuit Code, Political Constituency, and Locality of the school location.
Type of Locality	This field indicates whether the school is located in a rural or urban area.
School Address for Correspondence	This field displays the postal address that the school uses for correspondence. Among other details, the field shows the P.O. Box number, the phone number of the school head, fax number, email, etc.
Geo-coordinates	This field displays the geographical coordinates, i.e. Longitude and Latitude, of the school location.
Education Management Unit of School (Refer to the Code Legend)	This field displays the name of the Education Management Unit in charge of supervising the activities at the given school.
Summary Count	This field is available for basic and secondary schools only and is used to show the count of pupils, teachers, and classrooms at school according to the school levels and grades.

PROFILE AND ORGANISATION

The *Profile and Organisation* section of the *School Census* form (Figure 3) is used to provide school profile information. The information to be provided in this section includes listing of the classes involved in mutigrade, information on whether the school is adjusted to house physically challenged pupils, number of pupils with special needs, etc.

Figure 3: Profile and Organisation Section

For more details on how to provide the information requested in the *Profile and Organisation* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Indicate classes involved in Multigrade by level	This field is available for basic schools only and is used to indicate what classes contain pupils of combined grades in the same class. *This field is mandatory*. Note: You can select all classes that apply.
Which of these levels run shift system in your school?	This field is available for basic schools only and is used to indicate which of the selected class levels run a shift system. *This field is mandatory*. Note: You can select all cases that apply.
Is your school one of two DIFFERENT schools making use of the same building? (Co-hosting)	This field is available for basic schools only and is used to specify whether the school building is used by more than one school. *This field is mandatory.* If the school building is co-hosted, you will be required to provide the names of all schools using the building.
Select your school / Institution type	Specify whether the given school is a gender-based institution or a mixed one. *This field is mandatory*. The following values are available: • Boys / Male only • Girls / Female only • Co-educational/mixed
Category of School / Institution	Specify what category the school or educational institution falls under. *This field is mandatory.* The following values are available: • Segregated • Inclusive • Integrated

Is your Institution a Special Education Institution?	This field is available for the technical and vocational institutes and is used to specify whether the institution is made for a special education purpose. *This field is mandatory*.
If ANY at all, indicate the NUMBER of special pupils in your school.	In case the school/institution has any special needs pupils, then indicate the number of boys and girls who are disabled or handicapped. *This field is mandatory*. Please, note that the information in this field should be disaggregated according to the school levels in basic and secondary schools and disability type.
Does your school have Ramps for physically challenged pupils?	Specify whether the school building contains ramps for physically challenged pupils. *This field is mandatory.* If it does, you will be requested to indicate whether the ramps lead to classrooms or to toilets.
Does your school have Rails for visually impaired pupils?	Specify whether the school building contains rails for visually impaired pupils. *This field is mandatory.* If it does, you will be requested to indicate whether the rails lead to classrooms or to toilets.
What type of Support / Government Support do you need for your impaired / physically challenged pupils / students?	Select the types of support that school needs for the impaired and physically challenged pupils at school. *This field is mandatory*.
What Ghanaian language(s) are taught in your school?	This field is available for basic schools only and is used to select the Ghanaian language(s) that are taught at school. *This field is mandatory*.
How far away from the school is ...?	Indicate how far the school is from the district education office, the head's house, and the next primary school. *This field is mandatory*.

INFRASTRUCTURE

The *Infrastructure* section of the *School Census* form (Figure 4) is used to provide information about the facilities and installations that help the school to run. The information to be provided in this section includes description of roads to access the school, electrification issues, environmental problems existing at school, etc.

Figure 4: Infrastructure Section

For more details on how to provide the information requested in the *Infrastructure* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Can a vehicle access your school?	Specify whether the school can be accessed by a vehicle. *This field is mandatory.* If it can, you will be requested to indicate what material the road is made from. The following values are available for the what the road is made of: - Tar - Earth - Gravel
Is your school wired for electricity?	Specify whether the school is wired for electricity. *This field is mandatory.* If it is, you will be requested to specify whether it is functional or not.
Is your community on electricity?	Specify whether the community where the school is located is on electricity. *This field is mandatory.* If it is, you will be requested to specify the electricity source. The following values are available: - National Grid - Local Generator - Other
Which of these environmental problems are experienced in your institution?	Indicate what environmental problems the academic institution is currently experiencing. *This field is mandatory*.
Is your school/institution's land properly documented?	Indicate whether the school land is properly documented. *This field is mandatory*.
Are there boarding facilities at the school?	Specify if there is a boarding facility at the school, if the yes option is selected then provide information about the number of the pupils

	it can be have on board for both genders. *These fields are mandatory.*
Which of the following apply to your school?	This field is available for secondary schools and technical and vocational institutes only and is used to specify the type of the institution. *This field is mandatory.* The following values are available: - Day School only - Day School with Hostel Facilities - Mainly Boarding - Boarding with Day & Hostel Facilities - Day and Boarding School
If your institution has boarding/hostel facilities, how MANY students are?	This field is available for secondary schools and technical and vocational institutes only and is used to specify the number of students the school / institution can hostel / board in its facilities. *This field is mandatory.*
Is your institution's property walled or fenced?	This field is available for technical and vocational institutes only and is used to specify whether the institution property is walled or fenced. *This field is mandatory.*

MANAGEMENT

The *Management* section of the *School Census* form (Figure 5 and Figure 6) is used to provide information about the methods that are applied by the school management to govern it. The information to be provided in this section includes visits carried out by the circuit supervisor, HIV/MHE training organised at school, number of graduated pupils, etc.

Figure 5: Management Section (Part 1)

4.8 Does your school have a trained Curriculum Leader? * ⓘ

○ Yes ○ No

4.9 Indicate the NUMBER of School Based INSET (SBI) and Cluster Based INSET (CBI) your school organised on the following subjects this past academic year ⓘ

Science	Maths	English	Others
3	2	1	0

4.10 Does your School have a set of INSET Sourcebooks (Module 3-6)? * ⓘ

○ Yes ○ No

4.11 How many pupils are Complementary Basic Education (CBE) graduates? ⓘ

Boys	Girls
350	125

4.12 How many pupils/students are needy in your school? ⓘ

Boys	Girls
200	75

4.13 How many pupils/students are bright but needy in your school? ⓘ

Boys	Girls
100	55

4.14 How many of the following Incentives from Government have your school received to date? ⓘ

Sandals	Uniforms	Laptops
12,500	12,500	30

4.15 How many of your pupils/families are beneficiaries of the following? ⓘ

	Boys	Girls
SEIP	0	0
GIRLS PASS	0	20
CAMFED	0	0
LEAP	0	0
District Assembly Support	2	5
Scholarship Secretariate	15	30
Other	0	0

4.16 Indicate any group(s) supporting your school in the following areas in the past year. ⓘ

Active Group	Enrolment Drive	Building Classrooms	Supplying Furniture	Maintenance & repairs	Sports equipment	Textbooks	Staff housing	Vehicles	Teaching & Learning
PTA	☐	✔	✔	☐	☐	☐	☐	☐	✔
School Management/Board of Governors	☐	☐	☐	☐	✔	✔	☐	☐	✔
District Assembly	☐	☐	☐	☐	☐	✔	☐	☐	✔
Town Development/Unit Committee	☐	☐	☐	☐	☐	☐	☐	☐	☐
GET Fund	☐	☐	☐	☐	☐	☐	✔	✔	☐
NGOs Donors	☐	☐	☐	☐	☐	☐	☐	✔	☐
Others	✔	☐	☐	☐	☐	☐	☐	☐	☐

Figure 6: Management Section (Part 2)

For more details on how to provide the information requested in the *Management* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Does your school have an elected School Management Committee/ selected Board of Governors?	This field is available for basic and secondary schools only ansd is used to specify whether the school is run by an elected school committee / selected Board of Governors. If it does, you will requested to indicate how often the committee meetings are held. *These fields are mandatory*.
How is this institution governed?	This field is available for technical and vocational institutes only and is used to indicate how the institute is governed. *This filed is mandatory*. The following options are available: • Board of Governors • Head of Institution • Management Council/Committee • Other
Please indicate the composition of management council / board of governors	This field is available for technical and vocational institutes only and is used to specify the composition of management council / board of governors. *This field is mandatory*.
How often does the School's Board of Governors meet?	This field is available for secondary schools only and is used to indicate how often the school board of governors meet. *This field is mandatory*. The following options are available: • Does not meet • Once a year • Once a term • Twice a term or more
Did your school receive its capitation grant for the previous year?	This field is available for basic schools only and is used to indicate whether the school received the capitation grant from the previous

	academic year. *This field is mandatory.* The following values are available: • Received • Not Received • Partially Received • Don't Know
How is your institution funded?	This field is available for technical and vocational institutes only and is used to indicate the type of funding the institution receives. *This field is mandatory.*
How often is your school visited by the Circuit Supervisor/ GES Inspectors?	This field is available for basic and secondary schools only and is used to indicate how often the Circuit Supervisor/ GES Inspectors visit the school. *This field is mandatory.* The following values are available: • Hardly ever • Once a year • Once a term • Twice a term or more
Have you attended INSET Training for Head Teachers?	This field is available for basic schools only and is used to indicate whether the head teachers at school attended In-Service Training of Teachers (INSET). *This field is mandatory.*
How often did teachers in your school receive in-service training this past year?	This field is available for secondary schools only and is used to specify how often the teachers received in-service training in the school during the previous academic year. *This field is mandatory.*
Has any teacher from your school had any in-service training on?	This field is available for basic and secondary schools only and is used to indicate if any school teacher attended in-service training on HIV, MHE, or both. *This field is mandatory.*
Does your school teach HIV/AIDS issues as integrated in the school curriculum?	This field is available for basic and secondary schools only and is used to specify whether the school curriculum contains HIV/AIDS related subjects or topics. *This field is mandatory.*

Was the school able to raise funds from other sources last year?	This field is available for secondary schools only and is used to indicate whether the school was able to raise funds from different sources during the previous academic year.
Are ANY of your technical and vocational programmes accredited by an Examining Body?	This field is available for technical and vocational institutes only and is used to define whether any of the technical and vocational programmes in school are accredited by an Examining Body. *This field is mandatory*.
Which, if any, authority prepares the curricula that is being followed in your TVET programmes?	This field is available for technical and vocational institutes only and is used to define the authority in charge of preparing the curricula followed in the TVET programmes. *This field is mandatory*.
Indicate the type of School Free Meals scheme available	This field is available for basic schools only and is used to specify the type of the free meals scheme available at school. *This field is mandatory*. The following values are available: • World Food Programme • School Feeding • Catholic Relief • Other
Does your school have a trained Curriculum Leader?	This field is available for basic schools only and is used to specify whether the school has a trained curriculum leader. *This field is mandatory*.
Indicate the NUMBER of School Based INSET (SBI) and Cluster Based INSET (CBI) your school organised on the following subjects this past academic year	This field is available for basic schools only and is used to indicate the number of School Based INSET (SBI) and Cluster Based INSET (CBI) trainings the school organised on *Science*, *Maths*, *English*, and *Other* subjects in the previous academic year.
Does your School have a set of INSET Sourcebooks (Module 3-6)?	This field is available for basic schools only and is used to define whether the school has a set of INSET Sourcebooks (Modules 3-6). *This field is mandatory*.

How many pupils are Complementary Basic Education (CBE) graduates?	This field is available for basic schools only and is used to specify the number of the pupils who are Complementary Basic Education (CBE) graduates.
How many pupils/students are needy in your school?	Indicate the number of needy pupils / students at school.
How many pupils/students are bright but needy in your school?	Indicate the number of bright but needy pupils / students at school.
How many of the following Incentives from Government have your school received to date?	Provide a description of the governmental incentives that the school has received to the date.
How many of your pupils/families/students are beneficiaries of the following?	Indicate the number of pupils/families/students who benefit from the different types of grants, funds, scholarships ,etc.
Indicate any group(s) supporting your school in the following areas in the past year.	Indicate what groups supported the school in the previous academic year. Also, specify the areas of their support.

BUILDING

The *Building* section of the *School Census* form (Figure 7 and Figure 8) is used to enter information about the construction of the school building. This information includes the number of permanent classrooms, rooms that need repair, and rooms that are still in construction.

Figure 7: Building Section (Part 1)

Figure 8: Building Section (Part 2)

For more details on how to provide the information requested in the *Building* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Specify the GENERAL construction of the institution's buildings by indicating the NUMBER of permanent classrooms with the appropriate description	Specify the number of permanent classrooms available at school. Also, indicate what materials the classroom walls, roofs, and floors are made from. *This field is mandatory.*
How many classrooms need REPAIR?	Indicate how many classrooms are in need of minor / major repair. *This field is mandatory.*
How many uncompleted rooms do you have?	This field is available for basic and secondary schools only and is used to define the total number of uncompleted rooms in the school building, if any. *This field is mandatory.*
How many rooms in each level does the school have?	This field is available for basic schools only and is used to specify the number of permanent and temporary rooms available at each school level. *This field is mandatory.*
How many of your permanent rooms need REPAIR?	This field is available for basic schools only and is used to specify the number of permanent classrooms in need of minor / major repair at each school level. *This field is mandatory.* Note: This field appears only for the basic schools.
How many permanent classrooms does the school / institution have?	This field is available for secondary schools and technical and vocational institute and is used to specify the number of the permanent classrooms available at school / institution. *This field is mandatory.*
How many temporary classrooms does your institution have?	This field is available for secondary schools and technical and vocational institute and is used to specify the number of the temporary classrooms available at school / institution. *This field is mandatory.*

What is the number and the state of repairs of the following structures?	Specify the number of permanent and temporary structures (e.g. office, library, sick bay, dormitory block, etc.) available in the school building. Also, indicate how many of these structures are in need of minor / major repair. *This field is mandatory*.

WATER AND SANITATION

The *Water and Sanitation* section of the *School Census* form (Figure 9, Figure 10, and Figure 11) is used to provide information about the water facilities available at school, quality of potable water and how often it flows. Information on the number of functional toilets and urinals available, as well as handwashing facilities should also be recorded in this section.

Figure 9: Water and Sanitation Section (Part 1)

Figure 10: Water and Sanitation Section (Part 2)

6.2.13 Where does the effluent from the urinal discharge to? *

effluent tanks

6.2.14 How is solid waste from the school disposed off? *

by special trucks

6.2.15 Does your school have a School Performance Improvement Plan? *

◉ Yes ◯ No

6.2.16 Does the SPIP include how you can improve / sustain WASH facilities in the school? *

◉ Yes ◯ No

6.2.17 Does the school have an operational and maintenance plans for WASH facilities in the school? *

◉ Yes ◯ No

6.3 HEALTH AND HYGIENE EDUCATION

6.3.1 Is Hygiene taught in the school? *

◉ Yes ◯ No

6.3.2 How is Hygiene taught in the school? *

special session by video tutorials

6.3.3 Does the school have a changing room for girls during menstruation? *

◉ Yes ◯ No

6.3.4 Teacher's Hygiene Education *

	Male	Female
How many teachers are trained in Hygiene Education?	10	10
How many teachers were trained in Hygiene Education last academic year?	8	8
How many teachers are trained in Menstrual Hygiene Management / Education?	0	10
How many teachers were trained in Menstrual Hygiene Management / Education last academic year?	0	8

6.3.5 Does the school have a functional school health club? *

◉ Yes ◯ No

6.3.6 Does the school organise outreach activities on sanitation and hygiene to the communities? *

◉ Yes ◯ No

6.3.7 Does the school have a School Based Health Co-ordinator? *

◉ Yes ◯ No

Figure 11: Water and Sanitation Section (Part 3)

For more details on how to provide the information requested in the *Water and Sanitation* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
WATER FACILITIES	Indicate whether the school owns a safe water facility. *This field is mandatory.* If the school has a water facility, you will be requested to provide the following information: • Proximity of the safe water facility to school • Types of safe water facility and their state in terms of functioning at the time of the survey • Number of days the facility wat out of use in the previous year • Weekly frequency of water flow from the water source • Types of main water storage facilities available at school • Types of vessels normally used by children to drink • Rating of the quality of water in the school water facility If the school does not have a water facility near the school compound, you will be requested to indicate the source for potable water available at school. Note: If the source for drinking water is not included in the list of options, you can select the *Other* option and enter the source name in the text field that appears.
TOILET AND URINAL FACILITIES	Provide information about the toilet and urinal facilities available at school by indicating the following: • Types of toilets that he school has • Whether urinals were functional at the time of the survey • Whether toilets were functional at the time of the survey • Number of individual toilet seats available • Number of functional individual toilet seats • Number of available and functional urinals

	• Whether the toilets were in use at the time of the survey • Whether the toilets were clean at the time of the survey • People responsible for cleaning the toilet facilities • Availability of hand washing facilities in/by the toilet, at the eating area, and by the classroom • Availability of handwashing soap n/by the toilet, at the eating area, and by the classroom at the time of the survey • Availability of water n/by the toilet, at the eating area, and by the classroom at the time of the survey • Place the effluent from the urinal is discharged to • Ways of disposing from solid waste • Whether the school has a School Performance Improvement Plan (SPIP) • Whether SPIP includes strategies for improving / sustaining WASH facilities • Whether the school has an operational and maintenance plans for WASH facilities *These fields are mandatory.*
HEALTH AND HYGIENE EDUCATION	Provide information about the health and hygiene education taught in the school by indicating the following: • Whether Hygiene is taught at school • How Hygiene is taught at school • Whether the school has a changing room for girls during menstruation • Number of teachers trained in hygiene education • Whether the school has a functional school health club • Whether the school organises outreach activities on sanitation and hygiene to the communities • Whether the school has a School Based Health Co-ordinator *These fields are mandatory.*

MATERIALS AND EQUIPMENT

The *Materials and Equipment* section of the *School Census* form (Figure 12 and Figure 13) is available for basic and secondary schools only and used to provide information about the type of equipment present at school. The information to be provided in this section includes description of the furniture and ICT equipment. Information on the student textbooks, teacher handbooks, and curriculum can also be registered in this section.

Figure 12: Materials and Equipment Section (Part 1)

Figure 13: Materials and Equipment Section (Part 2)

For more details on how to provide the information requested in the *Materials and Equipment* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Indicate the number of equipment at your school.	Indicate the number of school furniture and equipment (e.g. teacher's desk, chair, blackboard, etc.) available at school. *This field is mandatory*. Please, note that the information in this field should be disaggregated according to the school levels.
Does your school have the following record books?	Specify the quantity of each type of record books (e.g. admission register, logbook, visitors book, etc.) available at school. *This field is mandatory*.
Does your school have the following functional equipment/materials?	Specify the quantity of each type of functional equipment/materials (e.g. laptops, desktop computers, etc.) available at school. *This field is mandatory*.
Do you have the following equipment in your school?	Provide information on the availability of such equipment, as playground and kindergarten equipment, audio/visual aids, lab equipment, etc. *This field is mandatory*.
How many textbooks, syllabi and Teacher Handbooks does your school have?	This field is available for secondary schools only and is used to record the number of teacher handbooks, student textbooks, and curricula/syllabi that the school possesses. *This field is mandatory*. Please, note that the information is this field should be disaggregated according to the school subjects and school levels.
Do you have the following infrastructure in place for ICT?	Indicate whether the appropriate ICT infrastructure is available at school. *This field is mandatory*.

ENROLMENT

The *Enrolment* section of the *School Census* form (Figure 14 and Figure 15) is used to provide detailed information about the pupil enrolment in different grades available at school. Information on the programs that pupils are involved in is also recorded in this section.

Figure 14: Enrolment Section (Part 1)

8.4 How MANY Streams have classes in the open air? *

Grade	Nursery/Creche	KG1	KG2	P1	P2	P3	P4	P5	P6	J1
Number of classes held in open air	10	6	8	12	12	15	15	10	10	9

8.5 Enrolment by sex and age *

Grade	Nursery/Creche		KG1		KG2		P1		P2
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys
1 year or less	10	15							
2 years	20	20							
3 years	15	10	10	15					
4 years			6	8	10	10			
5 years			10	12	12	15	15	15	
6 years			20	20	15	15	10	10	10
7 years					15	20	20	20	15
8 years							25	25	20
9 years							10	10	12
10 years									10
11 years									
12 years									
13 years									
14 years									
15 years									
16 years									
17 years or more									
TOTAL									

Figure 15: Enrolment Section (Part 2)

For more details on how to provide the information requested in the *Enrolment* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
How MANY pupils did you admit to Primary 1 this academic year (do not include repeaters)?	This field is available for basic schools only and is used to indicate the number of pupils admitted to Primary 1 in the current academic year. *This field is mandatory*. Please, note that the number provided in this field should not include pupils repeating the grade.
Out of the NEW Pupils admitted to Primary 1, how many of them are from KG?	This field is available for basic schools only and is used to indicate the number of pupils admitted to Primary 1 from the kindergarten. *This field is mandatory*.
Enrolment by Grade	This field is available for basic schools only and is used to indicate the number of pupils admitted to different grades in the current academic year. *This field is mandatory*.
How MANY Streams have classes in the open air?	This field is available for basic schools only and is used to specify the number of streams in each grade that have classes in the open air. *This field is mandatory*.
Enrolment in Programme	This field is available for secondary schools only and is used to specify the number of pupils involved in different programmes that the school offers. *This field is mandatory*. In order to provide the information requested in this field, select the subject/programme taught from the drop-down list and click the **Add** button. Note: In the event that the desired programme cannot be found in the list, you can create a new one. To create a new programme, enter the programme code and name in the respective fields and click the **Create New** button. Next, enter the number of boy and girl pupils enrolled into the programmes taught at school.

Summary of Enrolment by Programme	This field is available for secondary schools only and is used to specify the number of boy and girls students taking the subjects presented in the field. *This field is mandatory*. Please, note that the information in this field should be disaggregated according to the type of students (boarders and day) and school levels.
Enrolment by Age	This field is available for secondary schools and technical and vocational institutes only and is used to indicate the number of male and female pupils/students of different ages admitted to school. *This field is mandatory*. Please, note that for secondary schools, you will have to additionally indicate the number of streams in each school grade. For technical and vocational institutes, you will have to break down this information according to the school levels (proficiency, certificate, intermediate, and advance) available at school.
	Note: To make this field more informative and make it serve its purpose better, the *Enrolment by age* table displays the total number of male and female pupils/students admitted to different school levels. The totals are automatically calculated by the system in accordance with the figures provided.
Enrolment by Programmes (Full-Time students)	This field is available for technical and vocational institutes and is used to indicate the number of full-time students involved into different programmes that the institute offers. *This field is mandatory*. Please, note that the information in this field should be disaggregated according to the academic years (proficiency, certificate, intermediate, and advance) taught at school.
	In order to provide the information requested in this field, select the subject/programme taught from the drop-down list and click the **Add** button.
	Note: In the event that the desired programme cannot be found in the list, you can create a new one. To create a new programme, enter the programme code and name in the respective fields and click the **Create New** button.

	Next, enter the number of male and female students enrolled into the programmes taught at school. Note: To make this field more informative and make it serve its purpose better, the *Enrolment by programmes (Full-Time students)* table displays the total number of male and female students admitted to different school programmes. The totals are automatically calculated by the system in accordance with the figures provided.
Enrolment by Programmes (Part-Time Students)	This field is available for technical and vocational institutes and is used to indicate the number of part-time students involved into different programmes that the institute offers. *This field is mandatory*. Please, note that the information in this field should be disaggregated according to the academic years (proficiency, certificate, intermediate, and advance) taught at school. In order to provide the information requested in this field, select the subject/programme taught from the drop-down list and click the **Add** button. Note: In the event that the desired programme cannot be found in the list, you can create a new one. To create a new programme, enter the programme code and name in the respective fields and click the **Create New** button. Next, enter the number of male and female students enrolled into the programmes taught at school. Note: To make this field more informative and make it serve its purpose better, the *Enrolment by programmes (Part-Time students)* table displays the total number of male and female students admitted to different school programmes. The totals are automatically calculated by the system in accordance with the figures provided.
Enrolment by sex and age	This field is available for basic schools only and is used to indicate the number of boy and girl pupils of different ages admitted to school. *This field is mandatory*. Please, note that the information in

| | this field should be disaggregated according to the school levels available. |
| | Note: To make this field more informative and make it serve its purpose better, the *Enrolment by sex and age* table displays the total number of boy and girl pupils admitted to different school levels. The totals are automatically calculated by the system in accordance with the figures provided. |

TEXTBOOKS

The *Textbooks* section of the *School Census* form (Figure 16 and Figure 17) is available for basic schools only and is used to provide listing of pupil textbooks, teaching guides, and handbooks available for each grade.

Figure 16: Textbooks Section (Part 1)

Figure 17: Textbooks Section (Part 2)

For more details on how to provide the information requested in the *Textbooks* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Indicate the NUMBER of Teaching Guides / HandBooks available by grade	Specify the number of teaching guides and handbooks available for each subject taught at school. *This field is mandatory*. Please, note that the information in this field should be disaggregated according to the grades available in a basic school.
How MANY Pupil Textbooks for each subject and grade is available?	Specify the number of pupil textbooks available for each subject taught at school. *This field is mandatory*. Please, note that the information in this field should be disaggregated according to the grades available in a basic school.
Does your school offer these subjects, and is a syllabus AVAILABLE?	Indicate what core subjects are taught at school. Also, specify whether a syllabus is available for the subjects taught.

NON-TEACHING STAFF INFORMATION

The *Non-teaching Staff Information* section of the *School Census* form (Figure 18) is available for basic schools only and is used to provide information about all non-teaching staff enrolled in school.

Figure 18: Non-teaching Staff Information Section

For more details on how to provide the information requested in the *Non-teaching Staff Information* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
How MANY non-teaching staff do you have in your school?	Indicate the number of male and female non-teaching staff members who are enrolled in school in different capacities. *This field is mandatory*.

PUPIL / STUDENT ATTENDANCE AND MOVEMENT

The *Pupil / Student Attendance and Movement* section of the *School Census* form (Figure 19) is available for basic and secondary schools only and is used to provide information about the pupil/student transferred from or to the given school and number of pupils/students who were promoted, dropped out, or repeated their grade. Moreover, information on the number of girl pupils/students who got pregnant during the current academic year is also captured in this section.

Figure 19: Pupil / Student Attendance and Movement Section

For more details on how to provide the information requested in the *Pupil / Student Attendance and Movement* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
How many pupils / students were TRANSFERRED FROM other schools to your school this school year?	Define the number of boy and girl pupils/students who were transferred from different schools to the given one in the current academic year. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist.
How many of your pupils / students were TRANSFERRED TO other schools at the beginning of this school year?	Specify the number of boy and girl pupils/students who were transferred to a different school at the beginning of the current academic year. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist.
How many of your pupils / students were not PROMOTED to the next grade last academic year?	Indicate the number of boy and girl pupils/students who failed to get promoted to the next grade in the previous academic year. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist.
How many pupils / students DROPPED OUT of the school last year (known drop outs only)?	Specify the number of boy and girl pupils/students who are known to have dropped out of school in the previous academic year. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist.
How many pupils / students are REPEATING a grade this year?	Indicate the number of boy and girl pupils/students who are required to repeat a grade in the current academic year. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist.

What was the total pupil / student attendance for the month of November?	Define the total number of boy and girl pupils/students who attended school in the month of November. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist.
How many Girls got Pregnant last academic Year?	Specify the number of girls who got pregnant in the previous academic year. *This field is mandatory.* Please, note that the information is this field should be disaggregated according to the school levels that apply.
How many days was your school opened in the month of November / January?	Indicate how many days the given school stayed open in the month of November / January. *This field is mandatory.*

TEACHERS

The *Teachers* section of the *School Census* form (Figure 20) is used to provide information about all teachers enrolled in school. The information to be provided for each teacher enrolled includes the teacher's name, IPPD and SSF numbers, registration number, year of birth, sex, etc.

Figure 20: Teachers Section

For more details on how to provide the information requested in the *Teachers* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Teachers	Make a list of all teachers employed at the given academic institution. *This field is mandatory*. For more details, see Managing Teachers.

Managing Teachers

This chapter outlines how to add, edit, and remove teacher records.

Adding a Teacher Record

In order to add a teacher record, follow the steps below:
1. Click the **Add** button at the bottom of the *Teachers* field. An *Add Teacher Information* form will appear (Figure 21).
2. Provide the information requested in the form as described in the table below:

Field Name	Description
Note on Teacher	Indicate whether the teacher is a new staff member or was acting as the school head in the past academic year.
Surname / Family Name	Enter the teacher's surname or family name. *This field is mandatory*.
First Name / Initials	Enter the teacher's first name or initials. *This field is mandatory*.
Staff Number (IPPD) (for government employee)	This field is available for the government employees only and is used to indicate the number that the employee has been assigned in the Integrated Payroll and Personnel Database (IPPD).
SSF Number	Enter the teacher's Social Security number. *This field is mandatory*.
Registration Number	Indicate the number that the teacher has received during registration.
Level	This field is available for basic schools only and is used to indicate the school levels the teacher is qualified to teach. Note: You can select all levels that apply.
Year of Birth	Specify the teacher's year of birth.
Sex	Indicate whether the teacher is male or female.

Year of First Appointment	Specify the year when the teacher was first appointed to the rank.
Year Posted to Present Station	This field is available for basic schools only and is used to specify the year when the teacher was posted to the present station.
Experience in TVET	This field is available for the technical and vocational institutes and is used to outline the teacher's previous experience in Technical Vocational Education and Training (TVET).
Current Rank	Indicate what the teacher's current rank is.
Year Appointed to Rank	Specify the year when the teacher was appointed to the current rank.
Type of Teacher	This field is available for basic schools only and is used to specify the capacity in which the teacher will act. The following options are available: • Class Teacher • Subject • Head
Status	Specify the teacher's current status.
Function	Specify what functions the teacher will have at school. The following options are available: • Teaching • Administration • Other
Academic Qualification	Indicate what academic qualification the teacher currently has.
Professional Qualification	Indicate what professional qualification the teacher has.
Teaching Qualification - Year Completed	Indicate the year when the teacher received teaching qualification.
Qualification Status	Indicate what the teacher's qualification status is. The following options are available:

	- Passed - Awaiting Results - Referred - Failed
Relevant Industrial Experience	This field is available for the technical and vocational institutes and is used to indicate whether the teacher has any experience in the relevant industry.
Who pays the salary?	Indicate the organisation or entity that pays the teacher's salary.

3. Click the **Ok** button to save the information input. The new record will appear in the *Teachers* table.

Figure 21: Adding a Teacher Record

Editing Teacher Records

In order to edit a teacher record, follow the steps below:
1. Click the ✎ **(Edit)** button to the left of the teacher record that you want to edit. The *Add Teacher Information Form* will appear.
2. Make the required changes in the data displayed.
3. Click the **Ok** button to save the changes made. Or, click **Cancel** to discard them.

Removing Teacher Records

In order to remove a teacher record, click the 🗑 **(Remove)** button to the left of the record.

PROFESSIONAL STAFF WORKLOAD

The *Professional Staff Workload* section of the *School Census* form (Figure 22) is used to capture information on the amount of academic hours taught by a teacher / tutor per week.

Figure 22: Professional Staff Workload Section

For more details on how to provide the information requested in the *Professional Staff Workload* section, refer to the table below.

Field Name	Description
State actual periods of teaching PER WEEK for each teacher	Indicate how many hours per week each teacher or tutor teaches their subject.
	To provide the information requested, first indicate the subject taught. For this, select the appropriate instance from the drop-down list and click the **Add** button.
	Next, indicate the weekly workload for each teacher listed in this section according to the subjects taught by them. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist. However, for technical and vocational institutes, no data disaggregation is available.

	Note: The list of teachers / tutors presented in this section is derived from the information provided in the TEACHERS section.

PUPIL / STUDENT AND TEACHER INFORMATION

The *Pupil and Teacher Information* section of the *School Census* form (Figure 23 and Figure 24) is used to provide information about the pupils/students and teachers who died in the previous year because of an illness or other causes. It also records information on the number of students in different grades who lost their parents, etc.

Figure 23: Pupil and Teacher Information Section (Part 1)

14.3 How many teachers died in the previous year?

Age Group	Death through illness		Death through other causes	
	Male	Female	Male	Female
24 or less	2	0	0	1
25-29	5	0	0	0
30-34	2	1	0	0
35-39	0	0	0	0
40-44	2	1	0	0
45-49	0	0	0	0
50-54	0	0	0	0
55 and older	0	0	0	0
TOTAL				14

14.4 ICT Trainings

	Primary		Junior High School	
	Male	Female	Male	Female
How many teachers are teaching Basic Computer Skills or Computing?	2	0	2	0
How many teachers are using ICTs to teach?	0	0	0	0
How many teachers are trained to teach Basic Computer Skills?	0	0	0	0
How many teachers are trained in using ICTs to teach?	0	0	0	0
How many teachers attended a training on ICTs in the last 2 years?	0	0	0	0

14.5 Number of teachers who have been trained in HIV/AIDS based education (Refer to the application)?

Male	Female
1	2

14.6 Number of teachers teaching HIV/AIDS based education this year

Male	Female
2	2

14.7 Of those teaching this subject, how many received INSET in this subject?

Male	Female
2	2

Figure 24: Pupil and Teacher Information Section (Part 2)

For more details on how to provide the information requested in the *Pupil and Teacher Information* section, refer to the table below.

Field Name	Description
How many pupils /students died in the previous year?	Specify the number of boy and girl pupils/students who died in the previous year from illness or any other cause. Please, note that the information in this field should be disaggregated according to the different age groups.
How many pupils have deceased parent(s)?	This field is available for basic and secondary schools only and is used to specify the number of boy and girl pupils/students who have either one or both parents deceased. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist.
How many teachers died in the previous year?	Specify the number of teaching staff members (male and female) who died in the previous year from illness or any other cause. Please, note that the information in this field should be disaggregated according to the different age groups.
ICT Trainings	This field is available for basic and secondary schools only and is used to provide information about the teachers teaching basic computer skills.
	To provide the information requested, indicate the following:
	• **How many teachers are teaching Basic Computer Skills or Computing?** - indicate the number of male and female teachers who teach ICT in primary / junior grades.
	• **How many teachers are using ICTs to teach?** - indicate the number of male and female teachers who use information and communication technologies (ICTs) to teach in primary / junior grades.
	• **How many teachers are trained to teach Basic Computer Skills?** - indicate the number of male and female teachers trained to teach ICT in primary / junior grades.

	• **How many teachers are trained in using ICTs to teach?** - indicate the number of male/ female teachers who are trained in using ICTs to teach for the primary / junior grades. • **How many teachers attended a training on ICTs in the last 2 years?** - indicate the number of male/ female teachers who are attended a training on ICT in the last 2 years for the primary / junior grades.
Number of teachers who have been trained in HIV/AIDS based education (Refer to the application)?	This field is available for basic schools only and is used to specify the number of male and female teachers trained in HIV/AIDS based education.
Number of teachers teaching HIV/AIDS based education this year	This field is available for basic schools only and is used to specify the number of male and female teachers teaching HIV/AIDS based education in the current academic year.
Of those teaching this subject, how many received INSET in this subject?	This field is available for basic schools only and is used to specify the number of male and female teachers who teach HIV/AIDS based education in the current academic year and who have received In-Service Training of Teachers (INSET) on the subject.

STAFF MOVEMENT

The *Staff Movement* section of the *School Census* form (Figure 25) is used to record factual information on staff transfer, i.e. movement of both teaching and non-teaching staff to a different job. Information on the leaves taken by the staff in the past academic year is also provided in this section.

Figure 25: Staff Movement Section

For more details on how to provide the information requested in the *Staff Movement* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
How many staff have taken leave in the past school year and what kind of leave it was?	Specify how many teaching and non-teaching staff members (male and female) took leave in the past academic year. Also, indicate what types of leave they were. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist.
How Many Staff have left your school for the following reasons in the past school year?	Specify how many teaching and non-teaching staff members (male and female) left school in the past academic year. Also, indicate what reason stood behind the move. Please, note that the information in this field should be disaggregated according to the different types of academic institutions that exist.
How often did your teachers receive in-service training in the past year?	This field is available for technical and vocational institutes and is used to specify how often the teachers received in-service training in the past year. *This field is mandatory.*
Has your institution had any in-service training on HIV/AIDS?	This field is available for technical and vocational institutes and is used to provide information about the availability of in-service training on HIV/AIDS in the establishment. *This field is mandatory.*
Does your institution teach HIV/AIDS issues as integrated in the curriculum?	This field is available for technical and vocational institutes and is used to specify whether the school curriculum intends teaching HIV/AIDS related issues. *This field is mandatory.*

TARGETING

The *Targeting* section of the *School Census* form (Figure 26) is available for the secondary schools only and is used to provide information about the students who are unable to pay the study fees, students who cannot attend school for financial reasons, students who work to take care of themselves, etc.

Figure 26: Targeting Section

For more details on how to provide the information requested in the *Targeting* section, refer to the table below.

Field Name	Description
How many students were unable to pay all fees last term?	Specify the number of boy and girl students who were not able to pay school fees for the last school term. Please, note that the information in this field should be disaggregated according to the three levels of the Senior High School.
How many students are you aware did not return to school this term due to non-payment of school fees?	Specify the number of boy and girl students who have not attended school in the current term because they were unable to pay school fees in the previous school term. Please, note that the information in this field should be disaggregated according to the three levels of the Senior High School.

How many students are you aware, work to take care of themselves and to pay part/all school fees?	Specify the number of boy and girl students who reportedly work to take care of themselves and to pay school fees, either partially or in full. Please, note that the information in this field should be disaggregated according to the three levels of the Senior High School.
How many students have owed the school for more than two terms?	Specify the number of boy and girl students who have not paid school fees for more than two terms. Please, note that the information in this field should be disaggregated according to the three levels of the Senior High School.
How many students picked up admission forms but did not report for SHS1?	Specify the number of boy and girl students who have requested admission forms for senior high school, but who have not turned them in. Please, note that the information in this field should be disaggregated according to the three levels of the Senior High School.

FINANCES

The *Finances* section of the *School Census* form (Figure 27) is used to provide general information about the estimated school incomes and expenditure. Information on the income and expenditure related to the activities carried by the PTAs and the resources received in-kind should also be recorded in this section.

For more details on how to provide the information requested in the *Finances* section, refer to the table below.

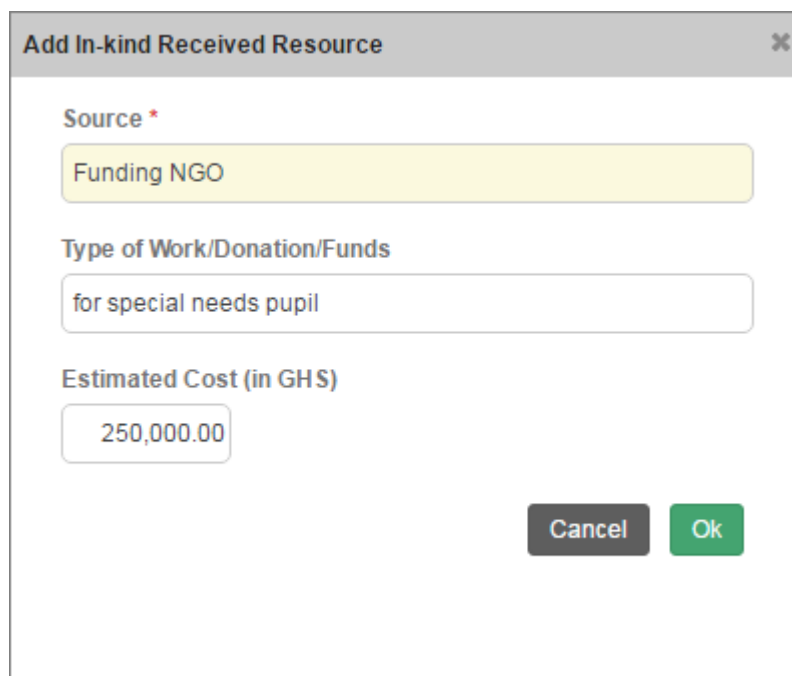| Field Name	Description
Income and Expenditure of the School	Provide information about the total income made by the school. Additionally, capture information on all instances of expenditure associated with running the school. Please, note that all amounts in this field should be provided in the Ghanaian cedi (GHS). **Note:** To make this field more informative and make it serve its purpose better, the *Income and Expenditure of the School* table displays totals for both the income and expenditure amounts. The totals are automatically calculated by the system in accordance with the figures provided for each income/expenditure category.
Activities of PTAs	Provide information about the PTA activities that have been carried out to generate income. Additionally, record all expenditure related to the implementation of the PTA activities. Please, note that all amounts in this field should be provided in the Ghanaian cedi (GHS). **Note:** To make this field more informative and make it serve its purpose better, the *Activities of PTAs* table displays totals for both the income and expenditure amounts. The totals are automatically calculated by the system in accordance with the figures provided for each income/expenditure category.
Resources Received In-kind	Provide a listing of all in-kind resources received by the school. For more details, see Managing In-kind Resources.

Figure 27: Finances Section

Managing In-kind Resources

This chapter outlines how to add and remove in-kind resource records.

Adding an In-kind Resource Record

In order to add an in-kind resource record, follow the steps below:
1. Click the **Add** button at the bottom of the *Resources Received In-kind* field. An *Add In-kind Received Resource* form will open (Figure 28).
2. Indicate the source the resource has been received from. *This field is mandatory.*
3. Specify the type of work/donation/funds that the resource is intended for.
4. Enter the estimated cost of the resource received in the Ghanaian cedi (GHS).
5. Click the **Ok** button to save the information input. Or, click **Cancel** to terminate the operation.

Figure 28: Adding an In-kind Resource Record

Removing In-kind Resource Records

In order to remove an in-kind resource record, click the 🏛 **(Remove)** button to the left of the record.

HISTORY (AUDIT TRAIL)

The *History (Audit Trail)* section of the *School Census* form (Figure 29) stores historical data on changes made to the form and is intended for keeping track of the modifications introduced to the form and associated school census records. Each saved version provides detailed information about the corresponding record, including its creation and management history, information on the date/time when modifications were introduced to it, the modifier details, etc.

Figure 29: History (Audit Trail) Section

For more details on what information can be viewed in the *History (Audit Trail)* section, see the table below.

Field Name	Description
Audit Trail	Provides information about the recent changes made to the application form. Identifies the user who performed the changes and the date/time when the modifications were made.

Comparing Two Versions of the Form

The *Audit Trail* section is integrated with an easy-to-use tool for comparing different versions of the school census form stored in the system with the aim of detecting and tracking the modifications and updates made to the recent data. It also provides detailed information about each saved version, including the creation and management history, modifications date and time, etc.

In order to compare two versions of a school census form, follow the steps below:

1. Select the two versions that you want to compare by ticking the checkboxes to the left of the records.
2. Click the **Compare** button to start auditing the selected versions. A new window will appear displaying the selected versions of the school census form (Figure 30).
3. Expand the fields by clicking the '+' sign next to the name of the field to see how the fields differ in the selected versions. Please, note that the ≠ sign displayed to the left of the field as well as different background and font colours denote the fields that have been modified or updated.

Figure 30: Comparing School Census Form Versions

NOTES AND ATTACHMENTS

The *Notes and Attachments* section of the *School Census* form (Figure 31) is used to provide additional notes and comments relevant to the school census record. Additional documents and images may also be uploaded and attached in this section.

Figure 31: Notes and Attachments Section

For more details on how to provide the information requested in the *Notes and Attachments* section, refer to the table below.

Field Name	Description
Notes	Provide any additional notes and comments that are relevant to the school census form. For more details, see <u>Managing Notes</u>.
Attachments	Attach documents and images that may contain relevant information. For more details, see <u>Managing Attachments</u>.

Managing Notes

This chapter outlines how to add notes, edit and remove them.

Adding a Note

In order to add a note or comment, follow the steps below:
1. Click the **Add** button in the *Notes* field. A *Notes* form will appear (Figure 32).
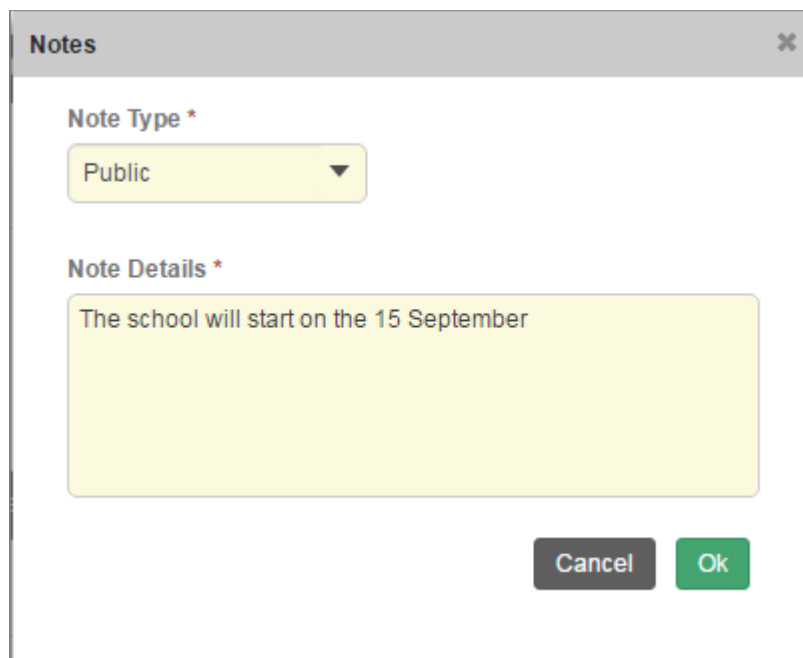
Figure 32: Adding a Note

2. Indicate whether the note or comment should be private or public. *This field is mandatory*.
3. Provide the **Note Details** in the respective field. *This field is mandatory*.
4. Click the **Ok** button to save the information input. The new note will appear in the *Notes* table.

Editing Notes

In order to edit a note, follow the steps below:
1. Click the ✏ **(Edit)** icon to the left of the record that you want to edit. The *Notes* form will appear.
2. Make the required changes in the data displayed.

3. Click the **Ok** button to save the changes made. Or, click **Cancel** to discard them.

Removing Notes

In order to remove a note, click the 🗑 **(Remove)** button to the left of the record.

Managing Attachments

This chapter outlines how to attach documents and images, edit, view, and remove them.

Adding an Attachment

In order to attach a document or image, follow the steps below:
1. Click the **Add** button in the *Attachments* field. An *Attachments* form will appear (Figure 33).
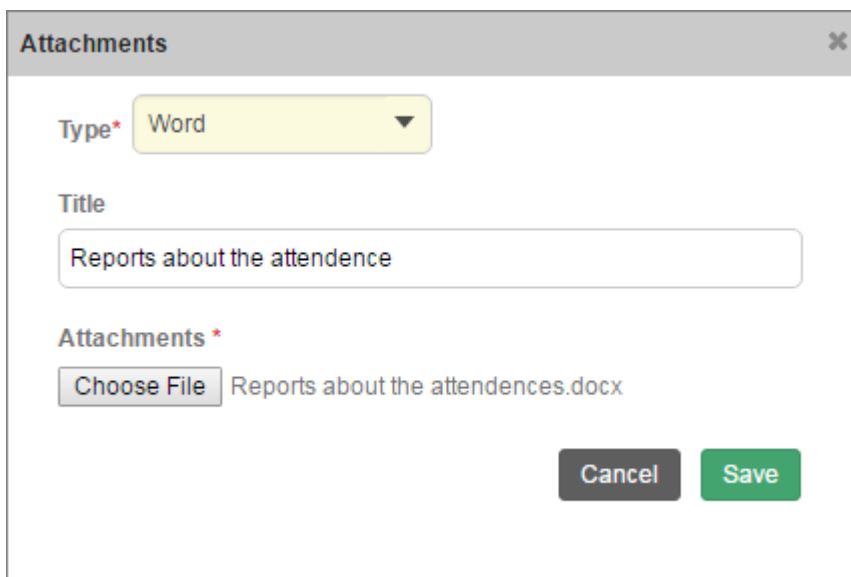
Figure 33: Uploading Files

2. Select the **Type** of the attachment from the drop-down list. *This field is mandatory*.
3. Enter the name for the file to be attached in the **Title** field.
4. Click the **Choose File** button to locate the file that needs to be attached. *This field is mandatory*.
5. Click the **Save** button to upload the selected file. Or, click **Cancel** to terminate the operation.

Editing Attachments

In order to edit an attachment, follow the steps below:

1. Click the ✏ **(Edit)** icon to the left of the attachment that you want to edit. The *Attachments* form will appear.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Viewing Attachments

Click the title of the corresponding attachment you want to view. The attached file will be downloaded to the local PC.

Removing Attachments

In order to remove an attachment, click the 🗑 **(Remove)** button to the left of the attachment title.

SCHOOL CENSUS FORM APPROVAL

This chapter described the steps that a school census form should go through before it is submitted to the Ministry of Education (MoE) for review and consideration. It should be noted that this chapter describes only the actions that can be taken over a census form and the resulting status it receives.

Depending on the submission stage the census form is in and the permissions you have, the following actions may be available either in the top toolbar of the *School Census* form or in the respective sub-section of the *My Workspace* section (see the *EMIS My Workspace User Manual* in REFERENCES):

1. **Submit to Circuit Supervisor** – this action is taken over a census form in the **DRAFT** state and is used by the Head Teacher to submit the school census data to the Circuit Supervisor. Once the action is taken, the pre-eligible draft census form is marked as **UNDER CIRCUIT SUPERVISOR REVISION**. Additional comments and attachments may be provided when taking this action (see Adding a Comment).
   Note: This action becomes available only after all the required information is filled in.
2. **Submit to DEO Officer –** this action is taken over a census form in the **DRAFT** or **UNDER CIRCUIT SUPERVISOR REVISION** states and is used by the DEO Data Entry Clerk or Circuit Supervisor to submit the school census data for review to the district officer. Once the action is taken, the census form is marked as **UNDER DEO OFFICER REVISION**. Additional comments and attachments may be provided when taking this action (see Adding a Comment).
3. **Submit –** this action is taken over a census form in the **UNDER DEO OFFICER REVISION** or **UNDER REO OFFICER REVISION** states and is used by the DEO Officer / REO Officer to submit the school census data for further review. Once the action is taken, the census form is marked as **UNDER REO OFFICER REVISION** or **SUBMITTED** respectively.
   Note: The **Submit** button is available in the corresponding *District Summary / Regional Summary* sub-section of the *My Workspace* section.
4. **Reject** – this action rejects the census form in the **UNDER CIRCUIT SUPERVISOR REVISION**, **UNDER DEO OFFICER REVISION**, and **UNDER REO OFFICER REVISION** states and is taken by the Circuit Supervisor, DEO Officer, and REO Officer. Once the action is taken, the census form is marked as **DRAFT** or **UNDER DEO OFFICER REVISION**. A reason for rejection should be provided when taking this action (see Providing a Rejection Reason).
   Note: DEO and REO Officers wishing to reject school census forms that are under their consideration should first review the list of submitted form and select the ones to be turned down. For more details on how to select school census forms to send back for further clarifications, see Rejecting Submitted Census Forms.

Note: Upon any change to the status of the school census form, all users involved into the form approval process at the given stage will receive email notifications.

Managing Comments

This chapter outlines how to add comments and recommendations made during census approval process, as well as reasons for taking particular actions. The respective form automatically appears when selecting certain actions to perform over a *School Census* form (see SCHOOL CENSUS FORM APPROVAL).

Adding a Comment

When you submit or approve a census form, you are requested to provide additional comments about the action taken, as well as upload files containing supporting information in a new window that appears (Figure 34).

For more details on what information is requested in the window, refer to the table below.

Field Name	Description
Comment	Provide any additional comments relevant to the action that you take.
Attachments	Attach documents and images that may contain relevant information. For more details, see Attaching Required Documents.

Figure 34: Adding a Comment

Attaching Required Documents

When you submit a census form, you may be requested to upload a set of required document in a new window that appears to be able to proceed with the form approval process.

In order to attach a document or image, follow the steps below:
1. Click the **Add** button in the A*ttachments* field (Figure 34). An *Attachments* form will appear (Figure 35).

Figure 35: Attaching a Document

2. Enter the name for the file to be attached in the **Title** field. *This field is mandatory*.
3. Click the **Choose File** button to locate the file that needs to be attached. *This field is mandatory*.
4. Click the **Save** button to upload the selected file. Or, click **Cancel** to terminate the operation.

Providing a Rejection Reason

When you reject a census form in the *Under Circuit Supervisor Revision* state, you are requested to provide the reason that stands behind the action in a new window that appears (Figure 36).

Figure 36: Providing a Rejection Reason

Rejecting Submitted Census Forms

When you reject submitted school census forms in the *Under DEO Officer Revision* or *Under REO Officer Revision* states, you are requested to select the forms that you want to turn down in a new window that appears.

In order to select the forms to reject, follow the steps below:
1. Click the **Reject** button at the bottom of the respective *District Summary* or *Regional Summary* sub-section in the *My Workspace* section. A *Reject Form* window will appear (Figure 37).
2. Select a school census form to reject. It should be noted that you can select several forms for simultaneous rejection.
3. Click the **Reject** button. The selected forms will be moved back to the previous state and will not be available for submission to the next level or for approval.

Figure 37: Selecting a Census Form to Reject

SAVING DATA

When you have finished with the data input or modification, you should save your changes before you leave the page. Click the **Save** button to save the data entered and to remain in the opened page. Or, click the **Save & Close** button to save the changes made and navigate away from the *Data Entry* screen. Clicking the **Cancel** button will discard any changes made and close the data entry window.

REFERENCES

Please, refer to the following *EMIS* related documents to obtain more information about the system and how it functions:

- EMIS Analytical Interface User Manual
- EMIS Dashboard User Manual
- EMIS My Workspace User Manual
- EMIS District Profile Data Entry User Manual
- EMIS School Profile Data Entry User Manual
- EMIS Data Management Administrator's Guide
- EMIS Settings Administrator's Guide