

# TEACHERS SERVICE COMMISSION EDUCATION MANAGEMENT INFORMATION SYSTEM(EMIS) PRIMARY SCHOOLS DATA RETURNS :FORM A YEAR \_\_\_\_\_\_TERM

## **GENERAL GUIDELINES AND INSTRUCTIONS**

- 1. Read the instructions on the form very carefully before completing.
- 2. This form is to be completed by the head of the institution. Note: Information provided in this form should be correct. Provision of incorrect information may lead to disciplinary action.
- 3. All parts of the form must be filled.
- 4. The information should be captured for the month of May.
- 5. The form is to be completed in triplicate. The institution should retain the triplicate while the original and duplicate be forwarded to TSC County Director by 31st May.
- 6. For any query regarding this form contact the TSC County Director.

## **DISTRIBUTION**

- (i) TSC copy through TSC County Director
- (ii) County Director's Copy
- (iii) Headteacher's Copy

I. SCHOOL IDE	NTIFICATION	II. SCHOOL CHA	RACTERIS	STICS			III. SUMMARY DATA					
1. School Name		1. Status		1. Public C	)rdinary							
l. Sensor rame		(Tick the Applicab	le number)	2. Public S	•		1. Total No. of Pupils					
2. TSC School Co	de: (please enter both codes)	<b>7</b>	,	3. Public C	-	Integrated	a. Boys					
a) IPPD code:	b) EMIS code:	2. Category		1. Boys								
		(Tick the Applicab	le number)	2. Girls			b. Girls					
3. Address	Cellphone:			3. Mixed			Total					
Box: Postal Code:		Type(Tiek eg en	nliaghla)				Total					
Postal Code.	Tel. No:	3. Type(Tick as ap	plicable)									
4. Reg. No.	101.110.		1. Boys	Day			2. (a) No. of Classes					
<b>3</b> ,	Fax:	1	- <b>J</b> ~									
5. Sponsor	Tax.		2.Girls	Boarding Day			-					
S. Sponsor	Email:			Boarding								
	SCHOOL LOCATION		3.Mixed	Day			(b) No. of Physical Existing Classro	oms				
6. SCHOOL LO				Boarding								
			4. Type of S	Special	Special							
		4. Type of Special Educ. Need		_   <u> </u>								
		Educ. need			Duty	1						
County			Boys	Girls	Male	Female	3. (a) Total No. of Teachers on Duty:	Male				
District												
Canatituan		a) Mental(M.I.)						Female				
Constituency		b) Visual (V.H)					(b) Total No. of Teachers on leave:	Male				
		b) visuai (v.ii)					(maternity, sickness, study etc)	Water				
Division		c) Hearing (H.I.)					( and gyr a conjugation	Female				
		d) Physical (P.I.)										
Location												
		f) Multiple (M.H.)					4.Summary of Current Staffing posit	ions Per Job Group				
		<u> </u>					E L					
Sublocation		g) Speech (S.H.)					F M					
		la) Antictica (MIII)					G N					
Zona		h) Autistics (M.H.) i) Albinism					п Р					
Zone		j) Others (specify)					J Q R					
		p) outers (specify)					IX X					

### IVA. ORDINARY SCHOOL ENROLMENT (Absent Pupils already in Term Register should be included)

	ST	D 1	ST	D2	ST	D3	ST	D4	ST	`D5	ST	'D6	ST	D7	ST	D8	TO	ΓAL
AGE	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Below 5 Years																		
5 Years																		
6 Years																		
7 Years																		
8 Years																		
9 Years																		
10 Years																		
11 Years																		
12 Years																		
13 Years																		
14 Years																		
15 Years																		
Abve 15 years																		
Total																		
Total M&F																		

### VA. NUMBER OF STREAMS PER CLASS

	STD 1	STD2	STD3	STD4	STD5	STD6	STD7	STD8	TOTAL
NO. OF STREAMS									

	S	ΓD 1	S	TD 2	S	TD3	ST	TD 4	ST	D 5	ST	TD 6	ST	TD 7	ST	D 8	Voc	ational		To	otal
AGE	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M & F
Below 5 Years																					
5 Years																					
6 Years																					
7 Years																					
8 Years																					
9 Years																					
10 Years																					
11 Years																					
12 Years																					
13 Years																					
14 Years																					
15 Years																					
Abve 15 years																					
<b>Fotal</b>																					

#### **VB.NUMBER OF STREAMS PER CLASS**

	STD 1	STD 2	STD 3	STD 4	STD 5	STD 6	STD 7	STD 8	Vocational	TOTAL
NO. OF STREAMS										

### IV. STAFF ESTABLISHMENT

1. TEACHERS (Should be captured in the following order, H/T,D/HT,senior teacher, teacher; include absent, on leave/sick- off etc)

	EACHERS (SIIC	buid be capture	ed in the following order, H/T,D/HT,senior teach	iiei, te	acher ;inclu	ide abse	int, on rea	ive/sick- off	elc)								
I										Date							
								Date of		Appointed							
							Terms	First		to the		Date Posted				No. of	Signature
					Date of	Nation	of	Appointme		Current		to current	Designa			Lessons	/Reason for
				Sex	Birth	ality	Service		Grade	grade	Qual.	Station			Specialization	Taught/WK	absence/Leave
S/No	TSC No.	ID. Number	Name	m/f	dd/mm/yy	Code	Code	dd/mm/yy	Code	dd/mm/yy	Code	dd/mm/yy			code	(Total)	Type)
1										,,,							
2	,	1															
3		1															
4																	
5																	
6																	
7	,																
8																	
9	)																
10																	
11																	
12	,																
13	1																
14																	
15																	
16	+																
	•				•	•	•			•	<u>A</u>	cademic	Desig	nation	<b>Specialization</b>	Reason for	absence/Type of
Natio	<u>onality</u>		Terms of Service	Gra	ade Code						Qua	alifiacation_	Co	<u>de</u>	<u>code</u>	1	<u>Leave</u>
	enyan																
2. Ot			1.Permanent	1	P2	F	20	SNR. GRAD		M	1. Ph.D	)	1. HeadTo		1. Mental(M.I.)	1. Sick Leave	
∠. Ot	her		1.Permanent 2.Contract		P2 P1	F G		SNR. GRAD SNR. APPR. TE	EACHER	M M	1. Ph.E 2. Mas		1. HeadTo 2. Deputy	eacher		Sick Leave     Study Leave	
2. Ot	her			2			21				l	ters		eacher H/T	1. Mental(M.I.)	1. Sick Leave	
2. Ot	her		2.Contract	3	P1	G	21 22	SNR. APPR. TE	ER	M	2. Mas	ters ee	2. Deputy	eacher H/T Teacher	1. Mental(M.I.) 2. Visual (V.I.)	Sick Leave     Study Leave	
. Ot	her		2.Contract	2 3 4	P1 TCTT III	G H	21 22 23	SNR. APPR. TE	ER	M M M	2. Mass 3.Degr 4. Dipl	ters ee	<ul><li>2. Deputy</li><li>3. Senior</li></ul>	eacher H/T Teacher r	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.)	<ol> <li>Sick Leave</li> <li>Study Leave</li> <li>Maternity</li> </ol>	/e
. Ot	her		2.Contract	2 3 4 5	P1 TCTT III ATS IV	G H H	21 22 23 24	SNR. APPR. TE SNR. LECTURI PRINCIPAL III	ER	M M M N	2. Mass 3.Degr 4. Dipl	ters ee oma oma(Techn.)	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.)	<ol> <li>Sick Leave</li> <li>Study Leave</li> <li>Maternity</li> <li>Special Leave</li> </ol>	/e
2. Ot	her		2.Contract	2 3 4 5 6	P1 TCTT III ATS IV UTTT	G Н Н	21 22 23 24 25	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II	ER	M M M N	2. Mass 3.Degr 4. Dipl 5.Diplo	ters ee oma oma(Techn.) n. Cert	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.)	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave	ve ate
2. Ot	her		2.Contract	2 3 4 5 6 7	P1 TCTT III ATS IV UTTT UTGRAD	G Н Н	21 22 23 24 25 26	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II	ER	M M M N N	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo	ters ee oma oma(Techn.) n. Cert	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6.Autism 7. Gifted and talented	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave	ve ate
. Ot	her		2.Contract	2 3 4 5 6 7 8	PI TCTT III ATS IV UTTT UTGRAD TCTT II	G Н Н	21 22 23 24 25 26 27	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II P. LECTURER	ER	M M M N N	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo 8.O-Le	ters ee oma oma(Techn.) a. Cert evel	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6.Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leav 5. Compassiona 6. leave 7. Annual Leav	ve ate e e kenya
12. Ot	her		2.Contract	2 3 4 5 6 7 8 9	P1 TCTT III ATS IV UTTT UTGRAD TCTT II TDTT III	G H J J	21 22 23 24 25 26 27 28	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II P. LECTURER PRINCIPAL II	ER	M M M N N	2. Mass 3.Degra 4. Diplo 5.Diplo 6. Tech 7.A- Lo 8.O-Le	ters ee oma oma(Techn.) a. Cert evel vvel/KCSE E/KCE div IV	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6.Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave 7. Annual Leav 8. Leave outsid	ve ate e e kenya nout
-2. Ot	her		2.Contract	2 3 4 5 6 7 8 9	P1 TCTT III ATS IV UTTT UTGRAD TCTT II TDTT III DIP. GRAD I	Б Н Н Ј Ј	21 22 23 24 25 26 27 28 29	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II P. LECTURER PRINCIPAL II PGAT I	ER	M M M N N N P P	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo 8.O-Le 9. KJS	ters ee oma oma(Techn.) a. Cert evel evel/KCSE E/KCE div IV	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6. Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave 7. Annual Leav 8. Leave outsid 9. Absence with	ve nte e e kenya nout
-2. Ot	her		2.Contract	2 3 4 5 6 7 8 9 10	PI TCTT III ATS IV UTTT UTGRAD TCTT II TDTT III DIP. GRAD I ATS III	Б Н Н Ј Ј	21 22 23 24 25 26 27 28 29	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II P. LECTURER PRINCIPAL II PGAT I	ER	M M M N N N P P	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo 8.O-Le 9. KJS 10. KC	ters ee oma oma(Techn.) a. Cert evel evel/KCSE E/KCE div IV	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special Teache</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6. Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave 7. Annual Leave 8. Leave outsid 9. Absence with official leave	ve nte e e kenya nout
-2. Ot	her		2.Contract	2 3 4 5 6 7 8 9 10 11	P1 TCTT III ATS IV UTTT UTGRAD TCTT II TDTT III DIP. GRAD I ATS III TCTTI	G H H J J J K	21 22 23 24 25 26 27 28 29 30 31	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II P. LECTURER PRINCIPAL II PGAT I PAT I	ER	M M M N N N P P	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo 8.O-Le 9. KJS 10. KC	ters ee oma oma(Techn.) a. Cert evel evel/KCSE E/KCE div IV	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special Teache</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6. Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave 7. Annual Leave 8. Leave outsid 9. Absence with official leave	ve nte e e kenya nout
-2. Ot	her		2.Contract	2 3 4 5 6 7 8 9 10 11 12 13	PI TCTT III ATS IV UTTT UTGRAD TCTT II TDTT III DIP. GRAD I ATS III TCTTI TDTT II	G H H J J J K K	21 22 23 24 25 26 27 28 29 30 31	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II P. LECTURER PRINCIPAL II PGAT I PAT I PRINCIPAL I SPGAT	ER	M M M N N N P P P Q	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo 8.O-Le 9. KJS 10. KC	ters ee oma oma(Techn.) a. Cert evel evel/KCSE E/KCE div IV	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special Teache</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6. Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave 7. Annual Leave 8. Leave outsid 9. Absence with official leave	ve nte e e kenya nout
-2. Ot	her		2.Contract	2 3 4 5 6 7 8 9 10 11 12 13	PI TCTT III ATS IV UTTT UTGRAD TCTT II TDTT III DIP. GRAD I ATS III TCTTI TDTT II ATS II	G H H J J J K K K	21 22 23 24 25 26 27 28 29 30 31	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II P. LECTURER PRINCIPAL II PGAT I PAT I PRINCIPAL I SPGAT	ER	M M M N N N P P P Q	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo 8.O-Le 9. KJS 10. KC	ters ee oma oma(Techn.) a. Cert evel evel/KCSE E/KCE div IV	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special Teache</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6. Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave 7. Annual Leave 8. Leave outsid 9. Absence with official leave	ve nte e e kenya nout
-2. Ot	her		2.Contract	2 3 4 5 6 7 8 9 10 11 12 13 14 15	PI TCTT III ATS IV UTTT UTGRAD TCTT II TDTT III DIP. GRAD I ATS III TCTTI TDTT II ATS II GAT II	G H H J J J K K K	21 22 23 24 25 26 27 28 29 30 31	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II P. LECTURER PRINCIPAL II PGAT I PAT I PRINCIPAL I SPGAT	ER	M M M N N N P P P Q	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo 8.O-Le 9. KJS 10. KC	ters ee oma oma(Techn.) a. Cert evel evel/KCSE E/KCE div IV	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special Teache</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6. Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave 7. Annual Leave 8. Leave outsid 9. Absence with official leave	ve nte e e kenya nout
12. Ot	her		2.Contract	2 3 4 5 6 7 8 9 10 11 12 13 14 15	PI TCTT III ATS IV UTTT UTGRAD TCTT II TDTT III DIP. GRAD I ATS III TCTTI TDTT II ATS II GAT II ASS.LECTURE	G H H J J J K K K	21 22 23 24 25 26 27 28 29 30 31	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II P. LECTURER PRINCIPAL II PGAT I PAT I PRINCIPAL I SPGAT	ER	M M M N N N P P P Q	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo 8.O-Le 9. KJS 10. KC	ters ee oma oma(Techn.) a. Cert evel evel/KCSE E/KCE div IV	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special Teache</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6. Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave 7. Annual Leave 8. Leave outsid 9. Absence with official leave	ve nte e e kenya nout
-2. Ot	her		2.Contract	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16	PI TCTT III ATS IV UTTT UTGRAD TCTT II TDTT III DIP. GRAD I ATS III TCTTI TDTT II ATS II GAT II ASS.LECTURE	G H H J J J K K K K L	21 22 23 24 25 26 27 28 29 30 31	SNR. APPR. TE SNR. LECTURI PRINCIPAL III PGAT II PAT II P. LECTURER PRINCIPAL II PGAT I PAT I PRINCIPAL I SPGAT	ER	M M M N N N P P P Q	2. Mass 3.Degr 4. Dipl 5.Diplo 6. Tech 7.A- Lo 8.O-Le 9. KJS 10. KC	ters ee oma oma(Techn.) a. Cert evel evel/KCSE E/KCE div IV	<ol> <li>Deputy</li> <li>Senior</li> <li>Teache</li> <li>Special Teache</li> </ol>	eacher H/T Teacher r Unit	1. Mental(M.I.) 2. Visual (V.I.) 3. Hearing (H.I.) 4. Physical (P.I.) 5. Multiple (M.H.) 6. Autism 7. Gifted and talented 8. Inclusive learning	1. Sick Leave 2. Study Leave 3. Maternity 4. Special Leave 5. Compassiona 6. leave 7. Annual Leave 8. Leave outsid 9. Absence with official leave	ve nte e e kenya nout

## IV. STAFF ESTABLISHMENT (CONT'D)

1. TEACHERS (Should be captured in the following order, H/T,D/HT, teacher ;include absent, on leave/sick- off etc)

S/No. TS(	C No.	ID. Number	Name	Sex m/f	Date of Birth dd/mm/yy	Nationalit y Code	Terms of Service Code	Date of First Appointment dd/mm/yy	Grade Code	Date Appointed to the Current grade dd/mm/yy	Qual.	Date Posted to current Station dd/mm/yy	Designation Code	Religion Code	Specialization code	Lessons Taught/WK (Total)	Signature /Reason for absence/Leave Type)
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	
31																	
32																	

TAILS OF TEACHERS WITH D	SABILITY	 1		T
TSC NO.	NAMES	SEX	TYPE OF DISABILITY	Specialization code
				1. Mental(M.H.)
				2. Visual (V.H.)
				3. Hearing (H.I.)
				4. Physical (P.H.)
				5. Multiple (M.H.)

SPECIAL REPORTS	
Teachers who can not teach full load	
Reasons	
(a) Sickness	
(b) Disability	
(c) Other (Specify)	
No. of periods lost due to absenteeism during the term	

## VIII. Study Programmes

This part captures information of any Teacher who is pursuing further studies. The information will guide the Commission in future projections and planning.

							Full
				Date Started	<b>Expected Date of</b>		Time/Part
	TSC NO.	Name		dd/mm/yy		Subject Area of Study	time
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
	Course of Study		A 06G/ 1				
	<u>Code</u>		Areas Of Study				
1	Diploma		1. Languages		11. Special Education	20. Other Courses(specify	<sup>1</sup> )
2	Bachelors		3. Chemistry		13. Geography		
3	PGDE		4. Biology		14. History		
4	Masters		5. Mathematics		15. Christian Religion Educati	ion	
5	Ph.D		6. Accounting		16. Islamic Religious Education	on	
6	Other (Specify)		7. Computer Science		17. Guidance and counselling		
			8. Information Technology		18. Economics of Education		
			9. Education Planning and Admir	nistration	19. ECDE course		
I Certify that the	e information co	ntained in this form is cor	rect.				
Head Teacher's			Official Stamp	<b>County Director</b>		Official Stamp	
Name			•	·		•	
TSC No.				Personal No.			
Signature				Signature			
Date				Date			
Date				Date			