

B. SCHOOL CHARACTERISTICS

Instructions

Answer every question and tick only one box in each section ☒

B. 1	Year of establishment	
B. 2	Location	<input type="checkbox"/> Urban <input type="checkbox"/> Rural
B. 3	Levels of education offered	<input type="checkbox"/> Senior Secondary Only <input type="checkbox"/> Junior and Senior Secondary
B. 4	Type of school Tick only one to describe school	<input type="checkbox"/> Regular <input type="checkbox"/> Vocational Training Centre <input type="checkbox"/> Islamiyya integrated <input type="checkbox"/> Science and Technology College
B. 5	Shifts: Does the School operate shift system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 6	Shared facilities Does the school share facilities/Teachers/premises with any other school? If Yes . How many Schools are sharing facilities:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="text"/>
B. 7	Multi-grade teaching Does any teacher teach more than one class at the same time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 8	School: Average Distance from Catchment communities What is average distance of school from its catchment areas	_____ kilometres (Enter 0 if within 1 km)
B. 9	School: Distance from LGA How many kilometres is the school away from LGA headquarters?	_____ kilometres (Enter 0 if within 1 km)
B. 10	Students: Distance from School How many students live further than 3km from the school?	_____ students
B. 11	Students: Boarding How many students board at the school premises?	_____ Male _____ Female
B. 12	School Development Plan (SDP) Did the school prepare SDP in the last school year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 13	School Based Management Committee (SBMC) Does the school have SBMC, which met at least once last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 14	Parent-Teacher Association (PTA) / Parents' Forum (PF) Does the school have PTA / PF, which met at least once last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 15	Date of Last Inspection Visit When was the school last inspected? Number of inspection Visit in last academic year	____ / ____ / ____ day/month/year ____ No.
B. 16	Authority of Last Inspection Which authority conducted the last inspection visit?	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> LGEA
B. 17	Conditional Cash Transfer How many students benefitted from Conditional Cash Transfer?	_____ No.
B. 18	School Grants Has your school ever received grants in the last academic year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 19	Security Guard Does the school have a security guard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. 20	Ownership Which of the following owns the school?	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> LGEA <input type="checkbox"/> Community

C. ENROLMENT

C.1 Number of Students with Birth Certificates in JSS 1 & SSS 1

How many Students were enrolled with Birth certificates	JSS 1		SS 1	
	Male	Female	Male	Female
National Population Commission				
Others				

C.2 New entrants in JSS 1

	New entrants in JSS1	
Student age	Male	Female
Below 12 years		
12 Years		
13 Years		
14 Years		
Above 14 years		
Total		

C.3 Junior Secondary Enrolment by age for the current school year

	JS1		JS2		JS3	
No. of streams						
No of streams with Multigrade teaching						
Ages	Male	Female	Male	Female	Male	Female
Below 12 years						
12 Years						
13 Years						
14 Years						
Above 14 years						
Total						
Repeaters						
Completed JSS3 for previous year						

C.4 New entrants in SS1

	New entrants in SS1	
Student age	Male	Female
Below 15 years		
15 Years		
16 Years		
17 Years		
Above 17 years		
Total		

C.5 Senior Secondary enrolment by age for the current school year

	SS1		SS2		SS3	
No. of streams						
No of streams with Multigrade teaching						
Student age	Male	Female	Male	Female	Male	Female
Below 15 years						
15 Years						
16 Years						
17 Years						
Above 17 years						
TOTAL						
Repeaters						
Completed SS3 for previous year						

C.6 Student Flow for the Current Academic Year

Student Flow	JS 1		JS 2		JS 3		SS 1		SS 2		SS 3	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Dropout												
Transfer in												
Transfer out												
Promoted												

C.7 Students with Special needs in the current school year

Instructions												
Please enter the number of Students by grade level with physical and mental challenges or special needs for the current academic year.												
Challenge that impacts the ability to learn	JS1		JS2		JS3		SS1		SS2		SS3	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Blind / visually impaired												
Hearing / speech impaired												
Physically challenged (other than visual or hearing)												
Mentally challenged												
Albinism												
Autism												

C.8 NABTEB examination in the previous school year

	Male	Female	Total
How many students were registered for NABTEB?			
How many students took part in the NABTEB?			
How many students passed (5 credit including English and Maths) in NABTEB exams?			

School Code

D. STAFF

		Male	Female	Total
D. 1	How many <u>non-teaching staff</u> are working at the school?			
D. 2	How many <u>teachers</u> are working at the school regardless of whether they are currently present or on Course or Absent			

D. 3 Information on all staff during the current school year

Instructions

Enter information on all staff who work in this school (present or currently absent) regardless of payroll status

Make sure that the total number of staff listed in this table agrees with the number of non-teaching staff (D1) and the number of teachers (D2) reported above.

If the number of staff is more than the space provided, photocopy the following page and attach to the questionnaire.

Gender	M – Male	F – Female																
Type of staff	1 – Principal	2 – Vice principal	3 – Teacher	4 – Other non-teaching staff														
Source of salary	1 – Federal Government - FTS	2 – State Government - On this school's payroll	3 – State Government - On another school's payroll															
	4 – Other, for example: community, PTA	5 – No salary, for example: volunteer, NYSC																
Present	1 – Present or temporarily absent	2 – Absent for more than 1 month – Maternity leave	3 – Absent for more than 1 month – Sick leave															
	4 – Absent for more than 1 month – Training	5 – Absent for more than 1 month – Unauthorised																
Academic qualification	1 – Below SSCE	2 – SSCE/WASC	3 – OND / Diploma	4 – NCE	5 – Degree / HND / Graduate	6 – PhD/Masters degree												
Teaching qualification	1 – NCE	2 – PGDE	3 – B.Ed. or equivalent	4 – M.Ed. or equivalent	5 – Grade II or equivalent	6 – None												
Subject of qualification	1 – English	2 – Mathematics	3 – Science	4 – Business	5 – Humanities	6 – Technology	8 – Other	9 – None										
Area of specialisation	1 – English	2 – Mathematics	3 – Science	4 – Business	5 – Humanities	6 – Technology	8 – Other	9 – None										
Main subject taught	1 – English	2 – Mathematics	3 – Science	4 – Business	5 – Humanities	6 – Technology	8 – Other	9 – None										
Teaching type	1 – Full-time	2 – Part-time																

No.	Staff File No	Name of staff	Gender	Type of staff	Source of salary	Year of birth	Year of first appointment	Year of present appointment	Year of posting to this school	Grade level / Step	Present	Academic Qualification	Teaching Qualification	Subject of qualification	Area of specialisation	Main subject taught	Teaching type	Tick box if teacher teaches both junior & senior secondary classes in this school	Tick box if teacher attended training workshop / seminar in last 12 months
Example	P456	Fred Abdul	M	1	1	1976	1996	2002	2005	7 / 2	1	4	3	3	3	3	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1																		<input type="checkbox"/>	<input type="checkbox"/>
2																		<input type="checkbox"/>	<input type="checkbox"/>
3																		<input type="checkbox"/>	<input type="checkbox"/>
4																		<input type="checkbox"/>	<input type="checkbox"/>

School Code

No.	Staff File No	Name of staff	Gender	Type of staff	Source of salary	Year of birth	Year of first appointment	Year of present appointment	Year of posting to this school	Grade level / Step	Present	Academic Qualification	Teaching Qualification	Subject of qualification	Area of specialisation	Main subject taught	Teaching type	Tick box if teacher teaches both junior & senior secondary classes in this school	Tick box if teacher attended training workshop / seminar in last 12 months
5																		<input type="checkbox"/>	<input type="checkbox"/>
6																		<input type="checkbox"/>	<input type="checkbox"/>
7																		<input type="checkbox"/>	<input type="checkbox"/>
8																		<input type="checkbox"/>	<input type="checkbox"/>
9																		<input type="checkbox"/>	<input type="checkbox"/>
10																		<input type="checkbox"/>	<input type="checkbox"/>
11																		<input type="checkbox"/>	<input type="checkbox"/>
12																		<input type="checkbox"/>	<input type="checkbox"/>
13																		<input type="checkbox"/>	<input type="checkbox"/>
14																		<input type="checkbox"/>	<input type="checkbox"/>
15																		<input type="checkbox"/>	<input type="checkbox"/>
16																		<input type="checkbox"/>	<input type="checkbox"/>
17																		<input type="checkbox"/>	<input type="checkbox"/>
18																		<input type="checkbox"/>	<input type="checkbox"/>
19																		<input type="checkbox"/>	<input type="checkbox"/>
20																		<input type="checkbox"/>	<input type="checkbox"/>
21																		<input type="checkbox"/>	<input type="checkbox"/>
22																		<input type="checkbox"/>	<input type="checkbox"/>
23																		<input type="checkbox"/>	<input type="checkbox"/>
24																		<input type="checkbox"/>	<input type="checkbox"/>
25																		<input type="checkbox"/>	<input type="checkbox"/>
26																		<input type="checkbox"/>	<input type="checkbox"/>

School Code

E. CLASSROOMS / WORKSHOPS

E. 1	How many <u>classrooms</u> are there in the school?	_____ <i>Number.</i>
E. 2	Are any classes held outside (because classrooms are unusable or insufficient)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

E. 3 Information on all classrooms

Instructions

Record details for each individual classroom, regardless of whether or not they are in use. **Each row must correspond to a different classroom** (not a block).

If the number of classrooms is more than the space provided, photocopy this page and attach to the questionnaire.

Present condition	1 – Good	2 – Needs minor repairs	3 – Needs major repairs	4 – Under construction	5 – Unusable			
Floor material	1 – Mud/Earth	2 – Concrete	3 – Wood	4 – Tile/Terrazzo				
Wall material	1 – Mud	2 – Cement/Concrete	3 – Wood/Bamboo	4 – Burnt bricks	5 – Iron sheets	6 – Stone	7 – No walls / dwarf walls	
Roof material	1 – Mud	2 – Cement/Concrete	3 – Wood/Bamboo	4 – Ceramic tiles	5 – Iron sheets	6 – Asbestos	7 – No roof	
Seating	Are there enough seats for the children in this classroom?			1 – Yes	2 – No			
Good blackboard	Does the classroom have a good blackboard that children can read from?			1 – Yes	2 – No			

No.	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Good blackboard
Example	1976	1	7	5	3	3	3	1	1
1									
2									
3									
4									
5									
6									
7									
8									
9									

No.	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Good blackboard
Example	1976	1	7	5	3	3	3	1	1
10									
11									
12									
13									
14									
15									
16									
17									
18									

E.4 Number of rooms other than classrooms are there in the school by type of room

1	Staff rooms	_____ <i>Number.</i>
2	Office	_____ <i>Number.</i>
3	Library	_____ <i>Number.</i>

4	Laboratories	_____ <i>Number.</i>
5	Store room	_____ <i>Number.</i>
6	Others	_____ <i>Number.</i>

School Code

E.5 Information on all workshops

Instructions

Record details for each individual workshop, regardless of whether or not they are in use. **Each row must correspond to a different workshop** (not a block).

If the number of workshops is more than the space provided, photocopy this page and attach to the questionnaire.

Type of workshop	1 – Electrical installation 2 – Computer Operation 3 – Basic Computer Electronics 4 – Computer Programming 5 – Wood Metal Finishing 6 – Furniture Design and Construction 7 – Automechics 8 – Building Construction 9 – General Woodwork 10 – Electrical/Electronics 11 – Clothing & Textile Design 12 – Upholstery							
	13 – Introduction to Building 14– Walls, Floors and Ceiling Finishing 15 – Concreting 16 – Garment Construction 17 – Brick, Block Laying 18 – Refrigeration And Air Conditioning 19 – Fabrication And Welding 20– Plumbing 21 – Technical drawing studies 22 – Mechanical crafting 23 – Printing 24 – Agricultural mechanization 25 – Catering 26– Carpenter and Joinery							
Present condition	1 – Good	2 – Needs minor repairs	3 – Needs major repairs	4 – Under construction	5 – Unusable			
Floor material	1 – Mud/Earth	2 – Concrete	3 – Wood	4 – Tile/Terrazzo				
Wall material	1 – Mud	2 – Cement/Concrete	3 – Wood/Bamboo	4 – Burnt bricks	5 – Iron sheets	6 – Stone	7 – No walls / dwarf walls	
Roof material	1 – Mud	2 – Cement/Concrete	3 – Wood/Bamboo	4 – Ceramic tiles	5 – Iron sheets	6 – Asbestos	7 – No roof	
Shared	Is the workshop shared with another school(s)?			1 – Yes	2 – No			
Seating	Are there enough seats for the students in this workshop?			1 – Yes	2 – No			
Good blackboard	Does the workshop have a good blackboard that students can read from?			1 – Yes	2 – No			

No.	Type of workshop	Shared	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Good blackboard
Example			1976	1	7	5	3	3	3	1	1
1											
2											
3											
4											
5											
6											
7											
8											
9											

	Type of workshop	Shared	Year of construction	Present condition	Length in metres	Width in metres	Floor material	Walls material	Roof material	Seating	Good blackboard
Example			1976	1	7	5	3	3	3	1	1
10											
11											
12											
13											
14											
15											
16											
17											
18											

F. FACILITIES

Instructions – Please tick source of drinking water available in your school

F.1	Source of safe drinking water Is there a source of water in the school that is safe to drink and in sufficient quantity to provide water every day for students? If there is more than one source, select only the main primary source .	1. Pipe borne Water <input type="checkbox"/> 2. Borehole <input type="checkbox"/> 3. Well <input type="checkbox"/> 4. Other (Specify.....) <input type="checkbox"/> 5. No Source of Safe Water <input type="checkbox"/>
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Instructions – Please enter the total number of facilities available in your School

F.2	Facilities available How many useable facilities does the school have? (If the facilities are not available, write zero) Please note only figure is required	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;"></th> <th style="width: 20%; text-align: center;">Useable</th> <th style="width: 20%; text-align: center;">Not useable</th> </tr> <tr><td>Toilets</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Computers</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Water Source(s)</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Laboratories</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Classrooms</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Library</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Play Ground(s)</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Wash hand facility</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> <tr><td>Others</td><td><input style="width: 100%;" type="text"/></td><td><input style="width: 100%;" type="text"/></td></tr> </table>		Useable	Not useable	Toilets	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Computers	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Water Source(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Laboratories	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Classrooms	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Library	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Play Ground(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Wash hand facility	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Others	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Useable	Not useable																														
Toilets	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																														
Computers	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																														
Water Source(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																														
Laboratories	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																														
Classrooms	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																														
Library	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																														
Play Ground(s)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																														
Wash hand facility	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																														
Others	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>																														

Instructions – Please indicate the shared facilities available in your School

F.3	Shared Facilities If your school share facilities, specify the facilities shared by separate school/levels by ticking the appropriate box	<table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Toilets</td> <td><input type="checkbox"/> Classrooms</td> </tr> <tr> <td><input type="checkbox"/> Computers</td> <td><input type="checkbox"/> Library</td> </tr> <tr> <td><input type="checkbox"/> Water Source(s)</td> <td><input type="checkbox"/> Play Ground(s)</td> </tr> <tr> <td><input type="checkbox"/> Laboratories</td> <td><input type="checkbox"/> Wash hand facility</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Others</td> </tr> </table>	<input type="checkbox"/> Toilets	<input type="checkbox"/> Classrooms	<input type="checkbox"/> Computers	<input type="checkbox"/> Library	<input type="checkbox"/> Water Source(s)	<input type="checkbox"/> Play Ground(s)	<input type="checkbox"/> Laboratories	<input type="checkbox"/> Wash hand facility		<input type="checkbox"/> Others
<input type="checkbox"/> Toilets	<input type="checkbox"/> Classrooms											
<input type="checkbox"/> Computers	<input type="checkbox"/> Library											
<input type="checkbox"/> Water Source(s)	<input type="checkbox"/> Play Ground(s)											
<input type="checkbox"/> Laboratories	<input type="checkbox"/> Wash hand facility											
	<input type="checkbox"/> Others											

Instructions – Please enter the total number of useable toilets units by each type below. Count the number of toilet units, not toilet blocks.

F.4	Number of useable toilets units by each type of toilet.									
	Used only by students			Used only by teachers			Used by students and teachers			Total
	Male only	Female only	Mixed	Male only	Female only	Mixed	Male only	Female only	Mixed	
Pit	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Bucket system	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Water flush	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Others	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

F.5	Sources of power Is there a source of power for the school?	1. PHCN/NEPA	<input type="checkbox"/>
		2. Generator	<input type="checkbox"/>
		3. Solar	<input type="checkbox"/>
		4. No source of Power	<input type="checkbox"/>

F.6	Health facility Does the school have a health facility?	1. Health Clinic	<input type="checkbox"/>
		2. First Aid Kit	<input type="checkbox"/>
		3. No Health facility	<input type="checkbox"/>

F.7	Fence/Wall Does the school have a fence or wall around it?	1. In Good Condition	<input type="checkbox"/>
		2. Needs Minor Repair	<input type="checkbox"/>
		3. Needs Major Repair	<input type="checkbox"/>
		4. No. Fence or Wall	<input type="checkbox"/>

F.8 Additional Classrooms Information

Instructions			
Please indicate seating available by grade. Only count seats where both a seat and a writing desk are available. Only seats and desks owned by the school should be counted.			
Class	Total Seating available		
	1-Seater	2-Seater	3-Seater
JS 1			
JS 2			
JS 3			
SS1			
SS2			
SS3			

G. NUMBER OF STUDENTS BY SUBJECT

G.1. Number of Students by Subject and trade in the current academic Year

Subject and trade Area	Number of Students by Subject											
	JS1		JS2		JS3		SS 1		SS2		SS3	
	M	F	M	F	M	F	M	F	M	F	M	F
English												
Mathematics												
Biology												
Basic Science												
Physics												
Chemistry												
Health Science												
Agric Science												
Electrical installation												
Computer Operation												
Basic Computer Electronics												
Computer Programming												
Basic Technology												
Food and Nutrition												
Wood Metal Finishing												
Furniture Design and Construction												
History												
Geography												
Home Economics												
Economics												
Business Studies												
Technical Drawing												
Automechics												
Building Construction												
General Woodwork												
Electrical/Electronics												
Clothing & Textile Design												
PHE												
French												
Arabic												
Igbo												
Hausa												
Yoruba												
Upholstery												
Introduction to Building												
Walls, Floors and Ceiling Finishing												
Concreting												
Garment Construction												
Brick, Block Laying												
Refrigeration And Air Conditioning												
Fabrication And Welding												
Plumbing												
Other- please specify												

H. STUDENT/TEACHER BOOK

H.1. Number of Students' Core subjects textbooks available in the School provided by government

Subject Area	Number of Students' Textbooks					
	JS1	JS2	JS3	SS 1	SS2	SS3
English						
Mathematics						
Biology						
Physics						
Chemistry						
Basic Technology						

H.2 Number of Teachers' Core subjects Textbooks available in the School provided by government

Subject Area	Number of Teachers' Textbooks					
	JS1	JS2	JS3	SS 1	SS2	SS3
English						
Mathematics						
Biology						
Physics						
Chemistry						
Basic Technology						

I. UNDERTAKING

NOTICE

Public officers completing this form are reminded that **Civil Service Rule 04107 Section 1** requires the recording and supply of accurate data. Failure to do so amounts to gross misconduct punishable by sanctions that may include dismissal.

Attestation by Principal

I certify that the information I have given in this form is correct to the best of my knowledge.

Name	
------	--

Telephone	
-----------	--

Signature:_____	Date:____/____/____
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Attestation by Enumerator

I have checked the information in this form and can confirm that it is complete and correct.

Name	
------	--

Position	
----------	--

Telephone	
-----------	--

Signature:_____	Date:____/____/____
-----------------	---------------------

Attestation by Supervisor

I have checked the information in this form and can confirm that it is complete and correct.

Name	
------	--

Position	
----------	--

Telephone	
-----------	--

Signature:_____	Date:____/____/____
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FOR OFFICE USE ONLY

CHECK	CHECKED BY	DATE
FIELD COORDINATOR CHECK		/ /
PRE-DATA ENTRY CHECK		/ /
DATA ENTRY COMPLETED		/ /
VERIFICATION CHECK		/ /