

***Ministry of Education and Human Resource Development  
Planning Research and International Relations***

***SCHOOL DATA COLLECTION TOOL***

***USER MANUAL  
FOR PRIMARY AND NURSERY SCHOOLS  
September, 2009***

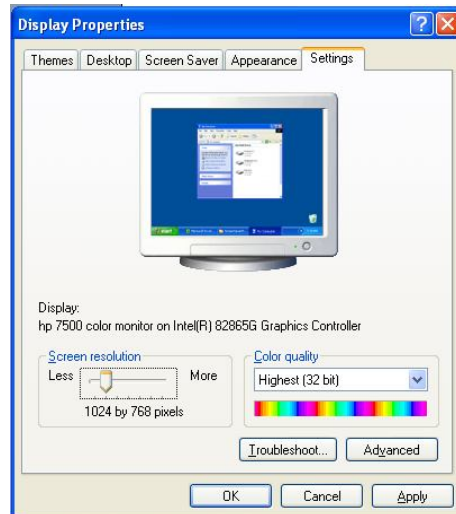
## A. Getting Started

*This application requires Microsoft Access 2003 or higher to operate. The instructions following are based on operation in the Microsoft Access 2003 environment.*

### – Setting the Screen Resolution

In order that each window displayed in this application fits properly on the computer screen, the resolution needs to be set to 1024 x 768.

1. Right click on any empty space on the desktop.
2. Select **Properties**.
3. Click the **Settings** tab at the top right-hand side.
4. At the bottom left-hand side, under Screen Resolution, drag the slider until 1024 by 768 pixels is displayed in the figure to the right.
5. Click **Apply**.
6. Click **Yes** to confirm the changes.



### – Creating a New Backend

*The backend is a separate database that stores the main data received from the frontend. The frontend provides the interface through which data is entered. The name of the original backend is **Empty MOEDCTPrim\_BE** while the name of the original frontend is **MOEDCTPrim**.*

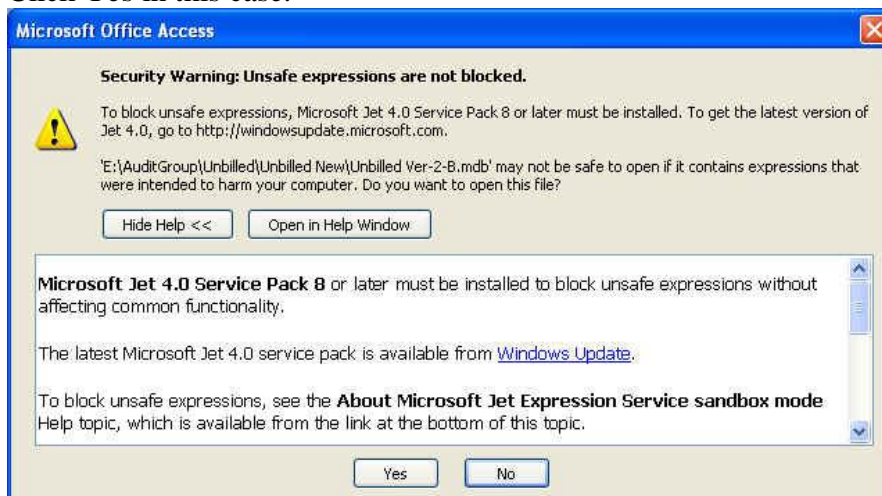
1. Create a folder called SCHOOL STATISTICS.
2. Copy the database file called: **Empty MOEDCTPrim\_BE** to the SCHOOL STATISTICS folder.
3. Rename this database in the format **<academic year> Statistics** (eg. 2007-2008Statistics).

## B. Operating the Database

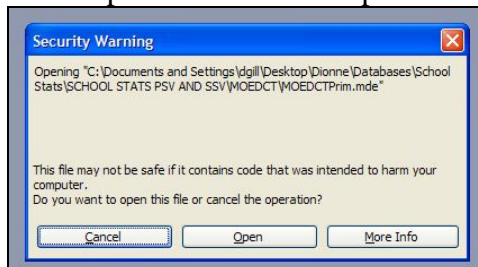
1. Copy the MOEDCTPrim Microsoft Access database file to the desktop. After double clicking on the file, one or all of the security warnings below may appear.
2. Click No in this case.



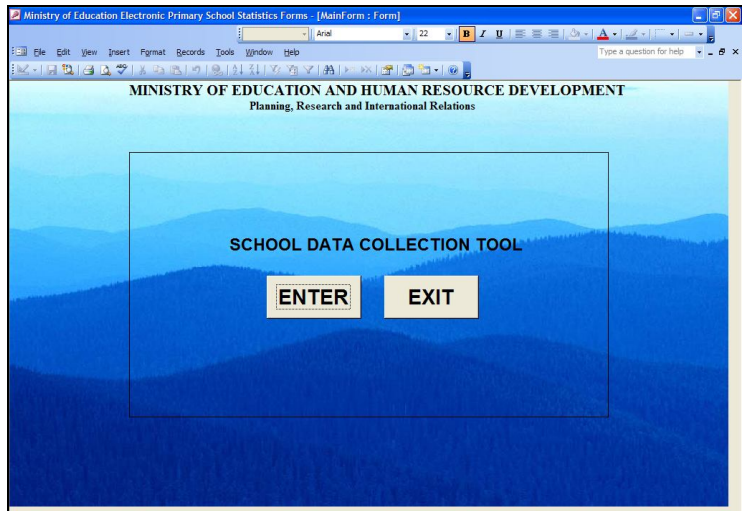
3. Click Yes in this case.



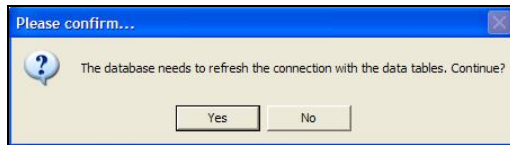
4. Click Open in this case to open the database.



5. When the following screen appears, click on the ENTER button to enter the database, or the EXIT button to exit the database.

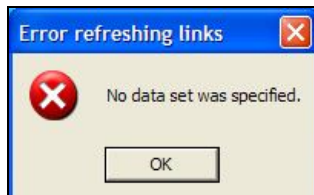


6. A message box pops up, informing that the database needs to refresh the connection with the data tables. Click YES to continue.

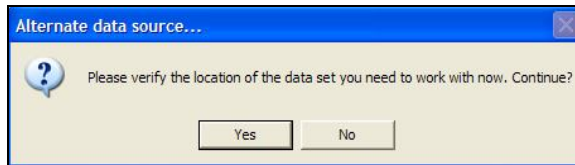


*If you have not yet done so, see the section: Getting Started – Creating a New Backend.*

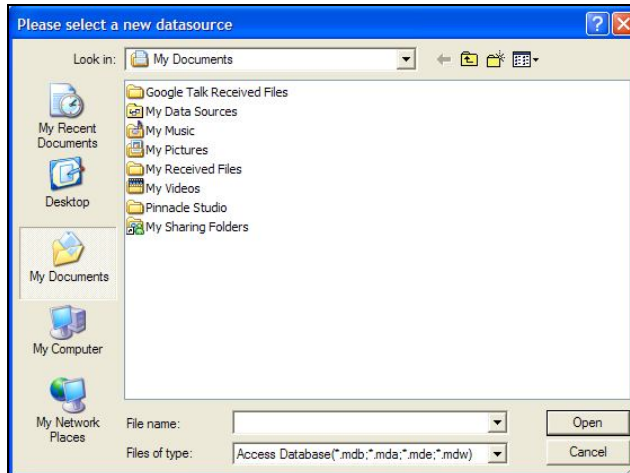
Note: If NO is clicked the following message will appear: “No data set was specified.”



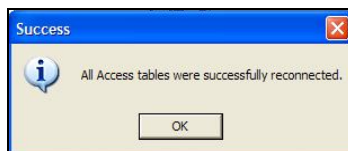
7. Another message box pops up, requesting that the location of the data tables be verified. Click YES to continue.



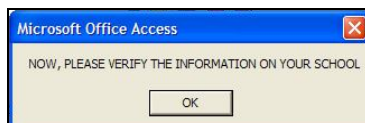
8. When the following window appears, locate the SCHOOL STATISTICS folder that you would have created and the *<academic year> Statistics* (eg. 2007-2008Statistics) file and click open.





9. The following confirmation message will appear.



10. A new message appears, requesting that information on your school be verified.



11. Complete the School Information form and then click the “tick”  icon to confirm and exit. If any errors have been made before confirmation, they may be undone by clicking the “pencil eraser”  icon.

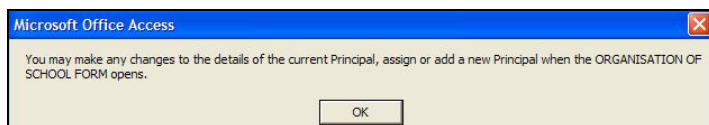
Below is a screenshot of a completed form.

Primary schools with Special Units or Annexes should enter these units as separate institutions using an S at the beginning of the main school's code e.g. All Saints Primary – 011; All Saints Primary Special Unit – S11.

12. After the School Information is confirmed, the following window appears showing the form options:

13. The top of the form displays the just confirmed school information, but no details on the principal as yet. Click the EDIT button to enter information on the principal.
14. A message appears, informing that any changes to the details of the principal may be made when the Organisation of School form opens. (See the section: *The Organisation of School Form* on page 7 for instructions on how to complete this form and then continue to step 12 on page 5).





15. When the position of Principal is assigned to a teacher, and the Organisation of School form is exited, the name of that person appears on the Primary Forms option form as below.

The screenshot shows a web application window titled "Ministry of Education Electronic Primary School Statistics Forms - [PRIMARY FORMS : Form]". The window has a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. The main content area is divided into several sections:

- SCHOOL INFORMATION:**
  - SCHOOL NAME: My School
  - PARISH: St. Lucy
  - SCHOOL CODE: 001
  - LEVEL: Nursery
  - SECTOR: Private
- PRINCIPAL:**
  - EDIT (button)
  - Title: Mr
  - First Name: John P
  - Last Name: Doe
- Submission Instructions:**

Please submit to email address [prdstats@mes.gov.bb](mailto:prdstats@mes.gov.bb) by:

  - End of SEPTEMBER
  - End of SEPTEMBER
  - End of each TERM
  - End of SEPTEMBER
  - End of each MONTH
  - End of each MONTH
  - End of each TERM
  - End of TERM III
- PRIMARY SCHOOL FORMS:**
  - ORGANISATION OF SCHOOL (T)
  - SCHOOL ROLL BY CLASS SECTION (P)
  - TERMLY REPORT OF PUPIL ATTENDANCE (TR-1)
  - REPEATERS (C1)
  - NEW ADMISSIONS TO SCHOOL REGISTER (A)
  - REMOVALS FROM SCHOOL REGISTER (R)
  - TERMLY REPORT ON TEACHER ABSENCES (TR 2/1)
  - STUDENT PERFORMANCE (SP1)
- Export Data to File:**


Export Data to File (eg. C:\statistics07\_08)

At the bottom left, there is a "BACK TO MAIN FORM" button with a left-pointing arrow.

16. Access to the other forms may be gained by simply clicking on the buttons in the list. See the Completing the Forms Section for instructions on using the forms.
17. When data entry has been completed for any of the forms, the data needs to be exported to an MS Excel file which should be returned to the Ministry of Education and Human Resource Development at email address: ***prdstats@mes.gov.bb***
18. Enter the name of the file to which the data is to be exported in the space provided and in the format shown.
19. Clicking the button with the MS Excel icon next to the button bearing the name of a form will export the data corresponding to that form to the file specified. All the data will be exported to the same file if the file name is not changed.

*The only data that may remain slightly unchanged from year to year is the Teachers' data. In order to prevent having to enter this data into a new empty dataset (backend) each year, this data should be copied from the previous year's backend to the present year's backend. To do this,*

- 1. Enter the database and connect to the present year's backend (a new copy of **Empty MOEDCTPrim\_BE**).*
- 2. Enter the information on the school.*
- 3. Exit the database.*
- 4. Open the previous year's backend and the present year's backend directly from the School Statistics folder.*
- 5. Right Click and Copy the table "**Prim School Teachers Info**" from the previous year's backend.*
- 6. Right Click and Paste the table into the present year's backend.*
- 7. A prompt will appear asking you to enter a Table Name. Type: "**Prim School Teachers Info**" as the table name and select Append Data to Existing Table as the Paste Option.*
- 8. The data from the previous year should now appear in the "**Prim School Teachers Info**" table of the present year and may be updated as is necessary.*

 **TIP:** Steps 1 to 3 may be eliminated by **FIRST** using steps 5 to 7 to copy the "**School Info**" table instead.

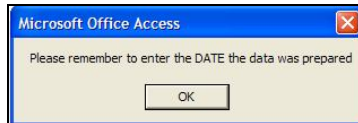


## C. Completing the Forms

### The Organisation of School Form

The Organisation of School Form records the main details of each teacher at the school.

1. No data may be entered if no date is recorded. The following message will appear if this is so.



2. Enter the teacher file number before any other data is entered.

*If the file number is not readily available, enter a number in the format [School Code]TEMPxxx eg. 156TEMP001*

3. Below is the Organisation of Schools form with the data entered for the Principal and data partially entered for a Graduate Teacher Trained.

*Additional fields to the ones displayed below are viewable when the page is scrolled to the right.*

Ministry of Education Electronic Primary School Statistics Forms - [ORGANISATION OF SCHOOL (Prim) : Form]

Tahoma 8 B I U

File Edit View Insert Format Records Tools Window Help Type a question for help

### ORGANISATION OF SCHOOL (FORM T PRIMARY)

dd/mm/yy (eg. 25/Jan/07)

SCHOOL: My School PARISH: St. Lucy DATE INFORMATION WAS PREPARED: 25-Jan-07

SCHOOL CODE: 001 NUMBER OF PERIODS PER DAY: 0

PRINCIPAL: Mr. John P Doe DURATION OF EACH PERIOD IN MINUTES: 0

NB: Teacher Training refers to any of the following: Two-Year In-Service; Diploma in Education; Associate's Degree in Education.

TEACHER FILE NUMBER	TEACHER ID NUMBER	TEACHER'S NAME			SEX	DATE OF BIRTH (dd/mm/yy)	POSITION	STATUS	TEACHER'S QUAL.	
		Title	First Name (s)	Last Name					ERDISTON	C
TEMP001	560512-0012	Mr	John P	Doe	M	12-May-56	Principal	Temp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TEMP002	680714-0014	Miss	Jane P	Doe	F	14-Jun-68	Graduate Teacher Train	Temp	<input checked="" type="checkbox"/>	<input type="checkbox"/>
							Deputy Principal		<input type="checkbox"/>	<input type="checkbox"/>
							Deputy Principal (ag)		<input type="checkbox"/>	<input type="checkbox"/>
							Graduate Teacher Train		<input type="checkbox"/>	<input type="checkbox"/>
							Graduate Teacher Untrn		<input type="checkbox"/>	<input type="checkbox"/>
							On Leave		<input type="checkbox"/>	<input type="checkbox"/>
							Principal		<input type="checkbox"/>	<input type="checkbox"/>
							Principal (ag)		<input type="checkbox"/>	<input type="checkbox"/>
							Qualified Teacher		<input type="checkbox"/>	<input type="checkbox"/>

Total Teachers: 2

(PLEASE SUBMIT BY THE END OF SEPTEMBER)

PRINTABLE VERSION CLOSE FORM

- A printable version of the form may be viewed by clicking the Preview Printable Version button. When the prompt for the Academic Year to be entered is made, enter the academic year you are currently working with.

Enter Parameter Value

ACADEMIC YEAR

OK Cancel

Enter Parameter Value

ACADEMIC YEAR

2007/2008

OK Cancel

- Displayed below is a screen shot of the printable version of the Organisation of School form.

**ORGANISATION OF SCHOOL (Primary) FOR THE ACADEMIC YEAR:** 2007/2008 (FORM T PRIMARY)

SCHOOL: My School PARISH: St. Lucy DATE INFORMATION WAS PREPARED: 25-Jan-07

SCHOOL CODE: 001 NUMBER OF PERIODS PER DAY: 0

PRINCIPAL: Mr. John P. Doe DURATION OF EACH PERIOD IN MINUTES: 0

TEACHER FILE NUMBER	TEACHER ID NUMBER	TEACHER'S NAME			GENDER	DATE OF BIRTH	POSITION	STATUS	TEACHER'S QUALIFICATIONS AND TRAINING			HIGHEST ACADEMIC LEVEL		SPECIAL SUBJECTS CURRENTLY TAUGHT	NUMBER OF TEACHING PERIODS PER WEEK	AREAS OF INTEREST	NUMBER OF YEARS TEACHING	COMMENTS
		Title	First Name	Last Name					ERDISTON Teacher Training	Cert. Ed.	OTHER LOCAL	OTHER OVERSEAS	Level					
TBH/P003	680714-0014	Mrs	Jane P	Doe	F	14-Jun-68	GT	Temp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					0		0	
TBH/P001	660312-0012	Mr	John P	Doe	M	12-May-66	PR	Temp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			O Level	Mathematics, History, French, Spanish, English A, English B, Geography	10		8	

Total Teachers: 2

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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### **Tips and Other Points to Note**

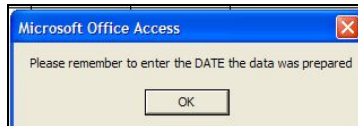
- Cert. Ed., under the Teacher's Qualifications and Training – Erdiston heading, refers to the Certificate in Educational Management and Administration.
- Any other Teaching Qualifications and Training Received should be mentioned under “Other Local” or “Other Overseas” inclusive of the Institution at which it was obtained.
- If any Teacher positions are excluded from the list provided, do the following.
  - Navigate to the database window.
  - Select Tools – Options.
  - Click the View tab.

- d. Check the box next to Hidden Objects.
  - e. Click Apply, then OK
  - f. Under Objects in the database window, select Tables
  - g. Open the table Teacher Positions.
  - h. Add the relevant ID and Description to the table (e.g. HOD – Head of Department.) and close.
  - i. Navigate to Tools – Options again, uncheck Hidden Objects and Apply.
4. At submission date, if a teacher was last reported to be on staff and has been transferred or on leave, a note of this should be made in the Comments column.

## *The School Roll by Class Section Form*

The School Roll by Class Section Form records the roll of each class, while making note of the teacher instructing that class.

1. No data may be entered if no date is recorded. The following message will appear if this is so.



2. The teacher for the class whose roll is to be recorded must first be selected from the drop down list of the FILE NO. field.
3. If the teacher is not seen in the list, he/she may be added by clicking the EDIT TEACHER LIST button, which will cause the Organisation of School Form to open.

A screenshot of the "Ministry of Education Electronic Primary School Statistics Forms - [SCHOOL ROLL BY CLASS SECTION (Prim) : Form]" application. The window has a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. The main area has a title "SCHOOL ROLL BY CLASS SECTION (FORM P PRIMARY)". Below this are input fields for "SCHOOL:" (My School), "SCHOOL CODE:" (001), and "PRINCIPAL:" (Mr John P Doe). To the right, there is a date field "dd/mm/yy (eg. 25/Jan/07)" and a label "DATE INFORMATION WAS PREPARED:" with the value "25-Jan-07". A text instruction says: "From the list under 'TEACHER FILE NO.', select the class teacher whose class roll needs to be recorded. If the teacher is not in the list, click the edit button to add that teacher." Below this is a button labeled "EDIT TEACHER LIST". The main data area is a table titled "ROLL BY AGE AND GENDER". The table has columns for "TEACHER FILE NO.", "CLASS TEACHER'S NAME", "CLASS LEVEL", "CLASS SECTION", and then columns for ages 3 YRS to 11 YRS, each with sub-columns for Male (M) and Female (F). The table contains data for two teachers: Mr. John P Doe (Nursery, Section 1) and Miss. Jane P Doe (Nursery, Section 1). At the bottom of the table is a "TOTALS" row. Below the table are two buttons: "PRINTABLE VERSION" and "CLOSE FORM". A note at the bottom says "(PLEASE SUBMIT BY THE END OF SEPTEMBER)".

***CLASS SECTION** refers to the divisions the school has made at each class level. For example, for Class 2A, Section A may correspond to Section 1.*

Following is a screenshot of a partially completed the form.

Ministry of Education Primary School Statistics Forms - [SCHOOL ROLL BY CLASS SECTION (Prim) : Form]

MS Sans Serif 8 B I U

File Edit View Insert Format Records Tools Window Help

Type a question for help

## SCHOOL ROLL BY CLASS SECTION

(FORM P PRIMARY)

SCHOOL:

SCHOOL CODE:

PRINCIPAL:

dd/mm/yy (eg. 25/Jan/07)



DATE INFORMATION WAS PREPARED:

From the list under "TEACHER FILE NO.", select the class teacher whose class roll needs to be recorded. If the teacher is not in the list, click the edit button to add that teacher.

**EDIT TEACHER LIST**

TEACHER FILE NO.	CLASS TEACHER'S NAME	CLASS LEVEL	CLASS SECTION	ROLL BY AGE AND GENDER																			
				3 YRS		4 YRS		5 YRS		6 YRS		7 YRS		8 YRS		9 YRS		10 YRS		11 YRS			
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
TEMP002	Mr. John P Doe	Nursery	1	0	2	12	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TEMP008	Miss. Jane P Doe	Infants A	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>TOTALS</b>				0	2	12	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

(PLEASE SUBMIT BY THE END OF SEPTEMBER)

**PRINTABLE VERSION**
**CLOSE FORM**

4. Following is a screenshot the printable version of the form.

**Ministry of Education Primary School Statistics Forms - [School Roll By Class Section Report (Prim) : Report]**

Type a question for help

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**SCHOOL ROLL BY CLASS SECTION FOR THE ACADEMIC YEAR:** 2007/2008 (FORM P PRIMARY)

SCHOOL: My School  
 SCHOOL CODE: 001  
 PRINCIPAL: Mr John P Doe DATE INFORMATION WAS PREPARED: 25-Jan-07

TEACHER FILE NO.	CLASS TEACHER'S NAME	CLASS LEVEL	CLASS SECTION	ROLL BY AGE AND GENDER																													
				3 YRS		4 YRS		5 YRS		6 YRS		7 YRS		8 YRS		9 YRS		10 YRS		11 YRS		12 YRS		13 YRS		TOTAL							
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
TEMP002	Mr John P Doe	Nursery	1	0	2	12	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	18
TEMP003	Mrs Jane P Doe	Infants A	1	0	0	0	0	12	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	13
<b>TOTALS</b>				0	2	12	16	12	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	31

PRINCIPAL'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ Page 1 of 1

### *Tips and Other Points to Note*

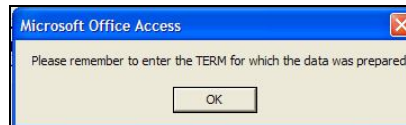
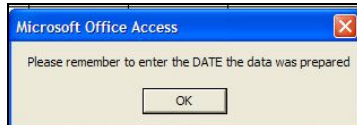
1. All ages should be calculated as at August 31, in the current academic year.



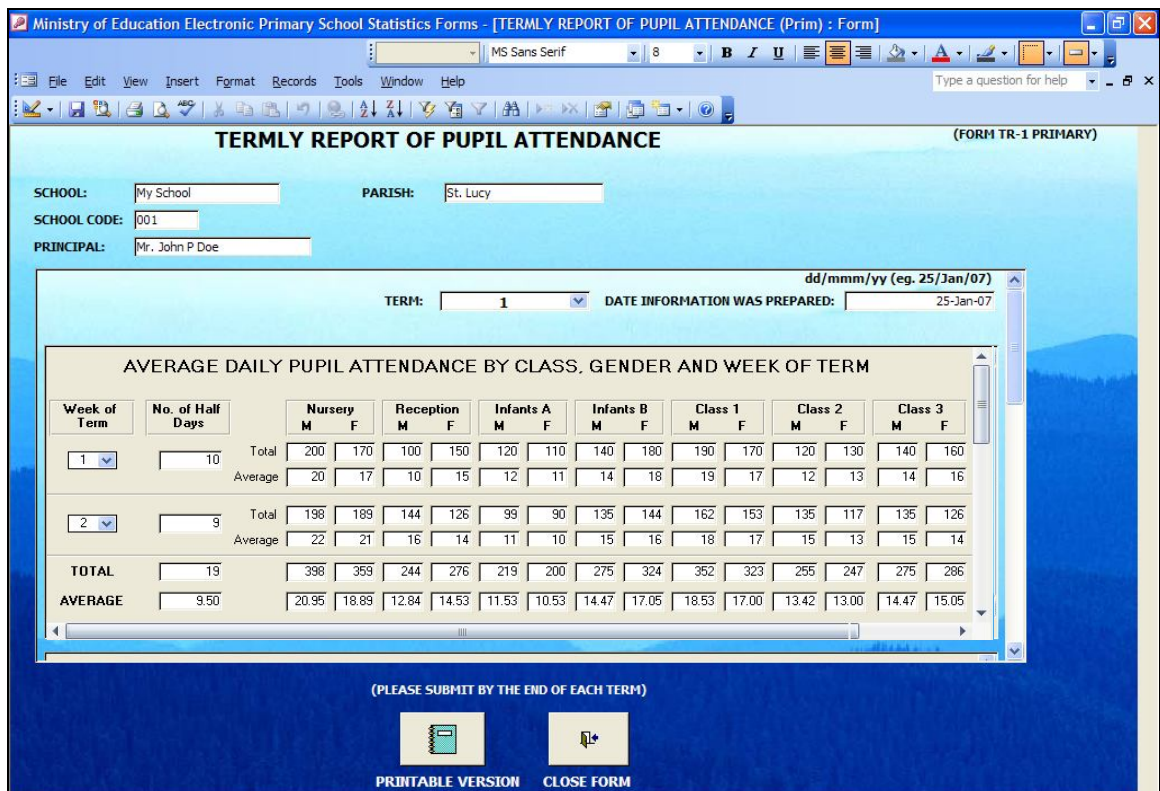
### *The Termly Report of Pupil Attendance Form*

The Termly Report of Pupil Attendance form records the attendance summary of students in the school in terms of the Average Daily Attendance by Class, Gender and Week of Term; the End of Term roll by Class Section and then gives a summary of the Average Attendance per Term and for the year for each class.

1. No data may be entered if no date or term is recorded. The following messages will appear if this is so.



2. *Average Daily Attendance by Class, Gender and Week of Term Section*  
Select the week of the term for which data is being entered before any data for that week is entered.
3. Below is a screenshot of a partially completed form for the Average Daily Pupil Attendance by Class, Gender and Week of Term Section.

A screenshot of a web-based form titled "TERMLY REPORT OF PUPIL ATTENDANCE (FORM TR-1 PRIMARY)". The form is for "My School" in the "St. Lucy" parish, with school code "001" and principal "Mr. John P. Doe". The term is set to "1" and the date prepared is "25-Jan-07". The main section is "AVERAGE DAILY PUPIL ATTENDANCE BY CLASS, GENDER AND WEEK OF TERM". It shows data for two weeks of term. Week 1 has 10 half days, and Week 2 has 9 half days. The table shows attendance for Nursery, Reception, Infants A, Infants B, Class 1, Class 2, and Class 3, with columns for Male (M) and Female (F) students. Totals and averages are provided for each week and overall. At the bottom, there are buttons for "PRINTABLE VERSION" and "CLOSE FORM".

Week of Term	No. of Half Days		Nursery		Reception		Infants A		Infants B		Class 1		Class 2		Class 3	
			M	F	M	F	M	F	M	F	M	F	M	F		
1	10	Total	200	170	100	150	120	110	140	180	190	170	120	130	140	160
		Average	20	17	10	15	12	11	14	18	19	17	12	13	14	16
2	9	Total	198	189	144	126	99	90	135	144	162	153	135	117	135	126
		Average	22	21	16	14	11	10	15	16	18	17	15	13	15	14
TOTAL	19		398	359	244	276	219	200	275	324	352	323	255	247	275	286
AVERAGE	9.50		20.95	18.89	12.84	14.53	11.53	10.53	14.47	17.05	18.53	17.00	13.42	13.00	14.47	15.05



4. *End of Term roll by Class Section, Including Those Absent for the Whole of the Term Section*

Select the Class Section for which data is being entered before any data for that section is entered.

5. Below is a screenshot of a partially completed form for the End of Term Roll by Class Section section.

Ministry of Education Electronic Primary School Statistics Forms - [TERMLY REPORT OF PUPIL ATTENDANCE (Prim) : Form]

MS Sans Serif 8 B I U

File Edit View Insert Format Records Tools Window Help

Type a question for help

**TERMLY REPORT OF PUPIL ATTENDANCE** (FORM TR-1 PRIMARY)

SCHOOL: My School PARISH: St. Lucy

SCHOOL CODE: 001

PRINCIPAL: Mr. John P Doe

TERM: 1 DATE INFORMATION WAS PREPARED: 25-Jan-07

dd/mm/yy (eg. 25/Jan/07)

**END OF TERM ROLL BY CLASS AND SECTION, INCLUDING THOSE ABSENT FOR THE WHOLE OF THE TERM**

Section	Nursery		Reception		Infants A		Infants B		Class 1		Class 2		Class 3		Class 4
	M	F	M	F	M	F	M	F	M	F	M	F			
1	22	23	20	19	21	23	21	23	22	20	21	23	20	21	20
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	22	23	20	19	21	23	21	23	22	20	21	23	20	21	20

(PLEASE SUBMIT BY THE END OF EACH TERM)

PRINTABLE VERSION CLOSE FORM

6. *Average Attendance per Term Section*

The data seen in the Average Attendance per Term Section is automatically generated. No data entry is required here.

**Ministry of Education Electronic Primary School Statistics Forms - [TERMly REPORT OF PUPIL ATTENDANCE (Prim) : Form]**

SCHOOL: My School PARISH: St. Lucy  
 SCHOOL CODE: 001  
 PRINCIPAL: Mr. John P Doe

TERM: 1 DATE INFORMATION WAS PREPARED: 25-Jan-07

**AVERAGE ATTENDANCE PER TERM**

Term	Nursery		Reception		Infants A		Infants B		Class 1		Class 2		Class 3	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	20.95	18.89	12.84	12.84	11.53	10.53	14.47	17.05	18.526	17	13.421	13	14.47	15.05
% of Roll	95.22	82.15	64.21	67.59	54.89	45.77	68.92	74.14	84.211	85	63.91	56.52	72.37	71.68
2	14.63	8.125	13.25	13.25	14.63	16.25	16.5	18.25	13.125	13.25	11.625	11.88	13.5	14.5
% of Roll	69.64	32.5	55.21	49.07	56.25	56.03	71.74	86.90	54.688	63.1	46.5	51.63	64.29	60.42
YEAR AVG.	18.06	13.97	13.03	13.89	12.94	13.14	15.4	17.6	16.057	15.29	12.6	12.49	14.03	14.8
% of Roll	82.08	60.75	65.14	73.08	61.63	57.14	73.33	76.52	72.987	76.43	60	54.29	70.14	70.48

(PLEASE SUBMIT BY THE END OF EACH TERM)

PRINTABLE VERSION CLOSE FORM

7. Below is a screenshot of the printable version of the Termly Report of Pupil Attendance form.

**Ministry of Education Electronic Primary School Statistics Forms - [Termly Report of Pupil Attendance (Prim) : Report]**

TERM: 1 ACADEMIC YEAR: 2007/2008 (FORM TR-1 PRIMARY)

SCHOOL: My School PARISH: St. Lucy  
 SCHOOL CODE: 001  
 PRINCIPAL: Mr. John P Doe

DATE INFORMATION WAS PREPARED: 25-Jan-07

**AVERAGE DAILY PUPIL ATTENDANCE BY CLASS, GENDER AND WEEK OF TERM**

Week of Term	No. of Pupil Days	Nursery		Reception		Infants A		Infants B		Class 1		Class 2		Class 3		Class 4	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	10	20	17	10	15	12	11	14	18	19	17	12	13	14	16	15	18
2	9	22	21	16	14	11	10	15	16	18	17	15	13	15	14	16	14
TOTAL	19	398	359	244	276	219	200	276	324	352	320	255	247	276	286	294	306
AVERAGE	9.50	20.95	18.89	12.84	14.53	11.53	10.53	14.47	17.11	18.53	17	13.4	13	14.47	15.1	15.474	16.1

**END OF TERM ROLL BY CLASS AND SECTION, INCLUDING THOSE ABSENT FOR THE WHOLE OF THE TERM**

Section	Nursery		Reception		Infants A		Infants B		Class 1		Class 2		Class 3		Class 4	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	22	23	20	19	21	23	21	23	22	20	21	23	20	21	20	23
TOTAL	22	23	20	19	21	23	21	23	22	20	21	23	20	21	20	23

**AVERAGE ATTENDANCE PER TERM**

Term	Nursery		Reception		Infants A		Infants B		Class 1		Class 2		Class 3		Class 4	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	20.9	18.9	12.8	12.8	11.5	10.5	14.47	17.1	18.5	17	13.4	13	14.47	15.1	15.5	16.1
% of Roll	95.2	82.2	64.2	67.6	54.9	45.8	68.92	74.1	84.2	85	63.9	56.5	72.37	71.7	77.4	70.0
2	14.6	8.13	13.3	13.3	14.6	16.3	16.5	18.3	13.3	13.3	11.6	11.9	13.5	14.5	13.3	12.3
% of Roll	69.6	32.5	55.2	49.1	56.3	56.0	71.74	86.9	54.7	63.1	46.5	51.6	64.29	60.4	63.1	53.3
Year Avg	18.1	14	13.3	13.9	13.1	12.9	15.4	17.6	16.1	15.3	12.6	12.9	14.03	14.8	14.5	14.3
% of Roll	82.1	60.7	65.1	73.1	61.6	57.1	73.33	76.5	73	76.4	60	54.3	70.14	70.5	72.3	62.4

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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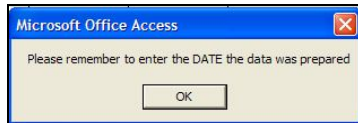
**Tips and Other Points to Note**

1. For the Termly Report of Pupil Attendance form only:  
Since the traditional classes are not established at Special Schools, all special / mixed groups should be entered together under one class heading and the class under which it is entered specified when the data is emailed e.g. Nursery = Mixed Groups.

## *The Repeaters Form*

**The Repeaters form records all students who are currently repeating any class level.**

1. No data may be entered if no date is recorded. The following message will appear if this is so.



2. Enter the student's National Identification Number in the Student ID No. field before any other data on that student is entered.
3. Below is a screenshot of a partially completed form.

A screenshot of a web-based form titled "Ministry of Education Electronic Primary School Statistics Forms - [Repeaters (Prim) : Form]". The form is titled "REPEATERS (FORM C1 PRIMARY)". It contains fields for "SCHOOL:" (My School), "SCHOOL CODE:" (001), and "PRINCIPAL:" (Mr John P Doe). There is a "DATE INFORMATION WAS PREPARED:" field with a date picker set to "25-Jan-07". Below these fields is a table with columns: "STUDENT ID NO.", "STUDENT NAME" (Last Name, First Name(s)), "ADDRESS", "DATE OF BIRTH (dd/mm/yy)", "SEX", and "CLASS REPEATING". The table contains one row of data: "990201-0015", "Doe", "Janet Pat", "#3 Somewhere Drive, Anywhere, St. Michael", "01-Feb-99", "M", and "2". Below the table, it says "TOTAL REPEATERS: 1". At the bottom, there is a note "(PLEASE SUBMIT BY THE END OF SEPTEMBER)" and two buttons: "PRINTABLE VERSION" and "CLOSE FORM".

4. Below is a screenshot of the printable version of the Repeaters form.

Ministry of Education Electronic Primary School Statistics Forms - [Repeaters Report (Prim) : Report]

File Edit View Tools Window Help Type a question for help

Fit Close Setup

**REPEATERS FOR THE ACADEMIC YEAR:** 2007/2008 (FORM C1 PRIMARY)

SCHOOL: My School  
 SCHOOL CODE: 001  
 PRINCIPAL: Mr John P Doe DATE INFORMATION WAS PREPARED: 25-Jan-07

STUDENT ID NO.	STUDENT NAME		ADDRESS	DATE OF BIRTH	SEX	CLASS REPEATING
	Surname	First Name(s)				
990201-0015	Doe	Janet Pat	#3 Somewhere Drive, Anywhere, St. Michael	2/1/1999	M	2
TOTAL REPEATERS						1

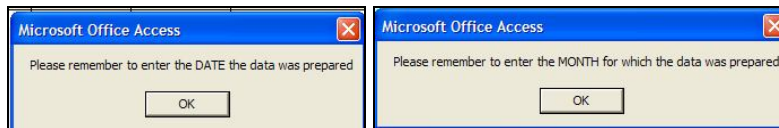
PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## *The New Admissions to School Register Form*

**The New Admissions to School Register form records, on a monthly basis, information on students who have been admitted to the school register.**

1. No data may be entered if no date or month is recorded. The following messages will appear if this is so.



2. Enter the student's National Identification Number in the Student ID No. field before any other data on that student is entered.
3. Below is a screenshot of a partially completed form.

The screenshot shows a web-based form titled 'Ministry of Education Electronic Primary School Statistics Forms - [ADMISSIONS (Prim) : Form]'. The form is for 'NEW ADMISSIONS TO SCHOOL REGISTER: MONTHLY RETURNS' and is labeled '(FORM A PRIMARY)'. It includes fields for SCHOOL, PARISH, SCHOOL CODE, and PRINCIPAL. Below these are keys for RELATION and FROM. A table for student admissions is shown with columns for Student ID No., Full Name of Child (Last Name, First Name(s)), Sex, Date of Birth, Nationality, Name of Parent or Guardian, Relation to Child, and Address. The table contains one entry for a student named Janine Paula Doe. At the bottom, it shows 'TOTAL ADMISSIONS: 1' and buttons for 'PRINTABLE VERSION' and 'CLOSE FORM'.

**NEW ADMISSIONS TO SCHOOL REGISTER: MONTHLY RETURNS** (FORM A PRIMARY)

SCHOOL: My School PARISH: St. Lucy

SCHOOL CODE: 001

PRINCIPAL: Mr John P Doe

**RELATION KEY**  
DAD: father; MUM: mother; GP: grandparent; AUN: aunt; UNC: uncle; SIS: sister; BRO: brother; GUA: Guardian; OTH: other

**FROM KEY**  
HOM: home; CHM: Children's home; GNS: Government Nursery School; PNS: Private Nursery School; GPS: Gov't Primary School; PPS: Private Primary School; OVR: Overseas

MONTH: January DATE INFORMATION WAS PREPARED: 25-Jan-07

STUDENT ID NO.	FULL NAME OF CHILD		SEX	DATE OF BIRTH (dd/mmm/yy)	NATIONALITY	NAME OF PARENT OR GUARDIAN	RELATION TO CHILD	ADDRESS
	Last Name	First Name(s)						
030303-0017	Doe	Janine Paula	F	03-Mar-03	Barbadian	Jasmine Doe	MUM	#5 Whereever Street, St. James

TOTAL ADMISSIONS: 1

(PLEASE SUBMIT BY THE END OF EACH MONTH)

PRINTABLE VERSION CLOSE FORM



4. Below is a screenshot of the printable version of the Admissions to School Register form.

Ministry of Education Electronic Primary School Statistics Forms - [Admissions to School Register Report (Prim) : Report]

File Edit View Tools Window Help Type a question for help

Close Setup

**NEW ADMISSIONS TO SCHOOL REGISTER FOR THE MONTH OF:** January **ACADEMIC YEAR:** 2007/2008 (FORM A PRIMARY)

**SCHOOL:** My School **PARISH:** St. Lucy **DATE INFORMATION WAS PREPARED:** 25-Jan-07

**SCHOOL CODE:** 001

**PRINCIPAL:** Mr John P Doe

**RELATION KEY**  
 DAD: father; MUM: mother; GP: grandparent; AUN: aunt; UNC: uncle; SIS: sister; BRO: brother; OTH: other

**FROM KEY**  
 HOM: Home; CHM: Children's home; QNS: Government Nursery School; PMS: Private Nursery School; GPS: Gov't Primary School; PPS: Private Primary School; OVR: Overseas

STUDENT ID NO.	STUDENT NAME		SEX	DATE OF BIRTH	NATIONALITY	NAME OF PARENT OR GUARDIAN	RELATION TO CHILD	ADDRESS	TEL.	CLASS and SECTION ADMITTED TO	DATE OF ADMISSION	ARRIVING FROM / SCHOOL LAST ATTENDED	FROM (using key)
	Surname	First Name(s)											
030303-0017	Doe	Jasmine Paula	F	3/3/2003	Barbadian	Jasmine Doe	MUM	#5 Wherever Street, St. James					
										IF REQUIRED, WAS STUDENT VISA RECEIVED?	IF NO, WHY NOT?	IF REQUIRED, WERE STUDENT FEES PAID?	IF NO, WHY NOT?
										<input type="checkbox"/>		<input type="checkbox"/>	
<b>TOTAL ADMISSIONS:</b> 1													

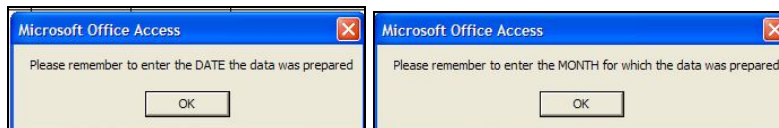
PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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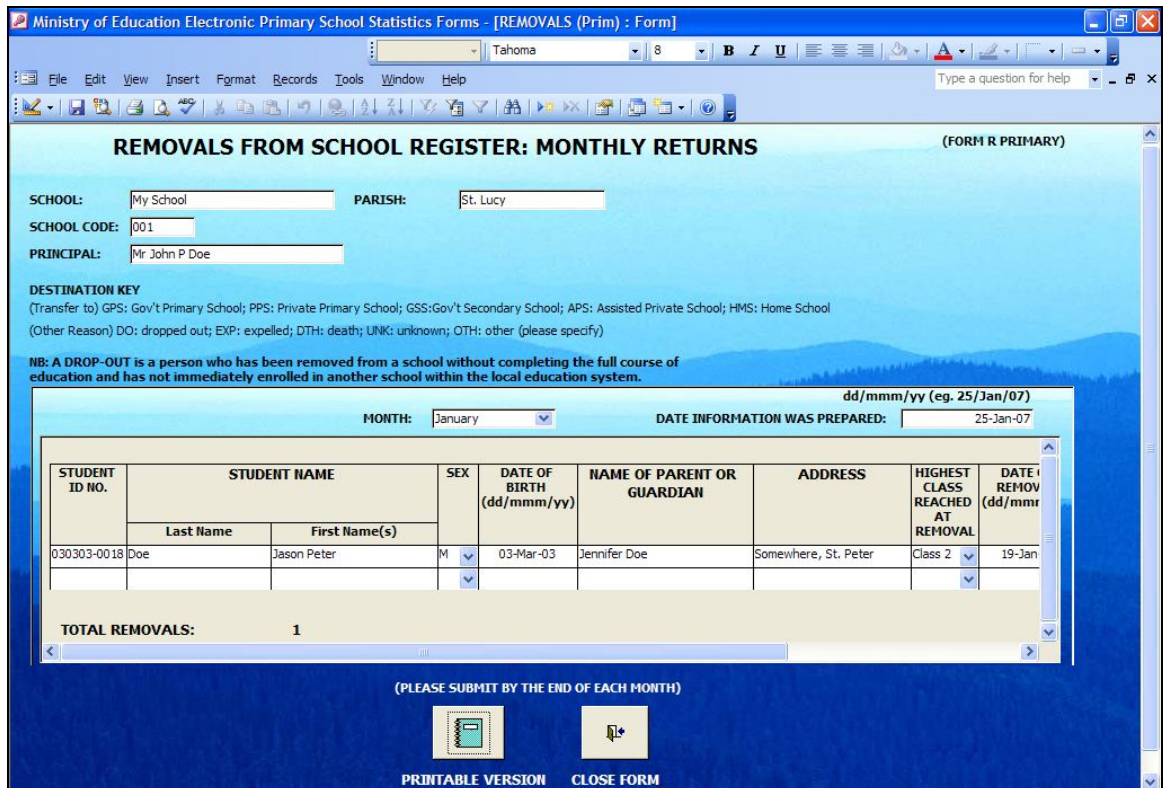
## *The Removals Form*

The Removals form records, on a monthly basis, information on students who have been removed from the school register.

1. No data may be entered if no date or month is recorded. The following messages will appear if this is so.



2. Enter the student's National Identification Number in the Student ID No. field before any other data on that student is entered.
3. Below is a screenshot of a partially completed form.



Ministry of Education Electronic Primary School Statistics Forms - [REMOVALS (Prim) : Form]

Tahoma 8

File Edit View Insert Format Records Tools Window Help

Type a question for help

**REMOVALS FROM SCHOOL REGISTER: MONTHLY RETURNS** (FORM R PRIMARY)

SCHOOL: My School PARISH: St. Lucy

SCHOOL CODE: 001

PRINCIPAL: Mr John P Doe

**DESTINATION KEY**  
(Transfer to) GPS: Gov't Primary School; PPS: Private Primary School; GSS: Gov't Secondary School; APS: Assisted Private School; HMS: Home School  
(Other Reason) DO: dropped out; EXP: expelled; DTH: death; UNK: unknown; OTH: other (please specify)

**NB: A DROP-OUT is a person who has been removed from a school without completing the full course of education and has not immediately enrolled in another school within the local education system.**

MONTH: January DATE INFORMATION WAS PREPARED: dd/mm/yy (eg. 25/Jan/07) 25-Jan-07

STUDENT ID NO.	STUDENT NAME		SEX	DATE OF BIRTH (dd/mm/yy)	NAME OF PARENT OR GUARDIAN	ADDRESS	HIGHEST CLASS REACHED AT REMOVAL	DATE OF REMOVAL (dd/mm/yy)
	Last Name	First Name(s)						
030303-0018	Doe	Jason Peter	M	03-Mar-03	Jennifer Doe	Somewhere, St. Peter	Class 2	19-Jan

TOTAL REMOVALS: 1

(PLEASE SUBMIT BY THE END OF EACH MONTH)

PRINTABLE VERSION CLOSE FORM

*A **DROP-OUT** is a person who has been removed from a school without completing the full course of education and has not immediately enrolled in another school within the local education system.*

*Even if a student has pre-maturely removed him/herself and enrolled in another local institution at a different educational level, for example tertiary, they are considered a drop-out from the current level.*

4. Below is a screenshot of the printable version of the Removals from School Register form.

Ministry of Education Electronic Primary School Statistics Forms - [Removals From School Register Report (Prim) : Report]

File Edit View Tools Window Help

Type a question for help

Fit

Close Setup

**REMOVALS FROM SCHOOL REGISTER FOR THE MONTH OF:** January **ACADEMIC YEAR:** 2007/2008 (FORM R PRIMARY)

**SCHOOL:** My School **PARISH:** St. Lucy

**SCHOOL CODE:** 001

**PRINCIPAL:** Mr John P Doe **DATE INFORMATION WAS PREPARED:** 25-Jan-07

**DESTINATION KEY**  
 (Transfer to) GPS: Gov't Primary School; PPS: Private Primary School; GSS: Gov't Secondary School; APS: Assisted Private School; HPS: Home School  
 (Other Reason) DO: dropped out; EXP: expelled; DTH: death; OVR: overseas; UNK: unknown; OTH: other (please specify)

**NB: A DROP-OUT is a person who has been removed from a school without completing the full course of education and has not immediately enrolled in another school within the local education system.**

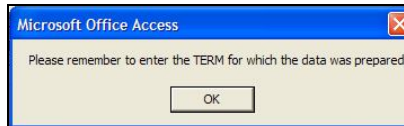
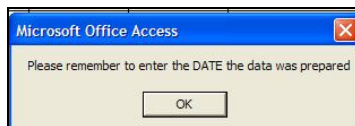
STUDENT ID NO.	STUDENT NAME		GENDER	DATE OF BIRTH	NAME OF PARENT OR GUARDIAN	ADDRESS	HIGHEST CLASS REACHED AT REMOVAL	DATE OF REMOVAL	REASON FOR REMOVAL	DESTINATION
	Surname	First Name(s)								
000303-0018	Doe	Jason Peter	M	3/3/2003	Jennifer Doe	Somewhere, St. Peter	Class 2	1/19/2007		
<p>TOTAL REMOVALS: 1</p>										

Page 1 of 1

## *The Termly Report on Teacher Absences Form*

**The Termly Report on Teacher Absences form records dates and reasons for absences of teachers in the school.**

1. No data may be entered if no date or term is recorded. The following messages will appear if this is so.



2. Select a teacher using the navigation buttons or the find button.

*Before clicking the find button, place the cursor in the field on which you want to search. E.g. Place the cursor in teacher's name field to search by name, but be sure to change the search criteria to any part of field.*

3. Enter the dates of absence in the format shown and the reason (s) for absence.
4. Below is a screenshot of a partially completed form.
5. If the teacher is not seen in the list, he/she may be added by clicking the EDIT TEACHER LIST button, which will cause the Organisation of School Form to open.

The screenshot shows a web-based form titled "TERMLY REPORT ON TEACHER ABSENCES (FORM TR 2/1 PRIMARY)". The form is set for "My School" in "St. Lucy" parish, with school code "001" and principal "Mr John P Doe". The term is set to "1" and the date information was prepared on "25-Jan-07".

**EDIT TEACHER LIST**

File No.	TEACHER'S NAME	POSITION	STATUS	PERIOD OF ABSENCE		DAYS ABSENT	REASON FOR ABSENCE
				FROM dd/mm/yy	TO dd/mm/yy		
TEMP001	Mr John P Doe	PR	Temp	18-Jun-07	20-Jun-07	3	Unknown
Total Days Absent 3							

Navigation buttons: FIND A TEACHER, PREVIOUS TEACHER, NEXT TEACHER.

(PLEASE SUBMIT BY THE END OF EACH TERM)

PRINTABLE VERSION CLOSE FORM

- Below is a screen shot of the printable version of the Termly Report on Teacher Absences form.

Ministry of Education Electronic Primary School Statistics Forms - [TERMLY REPORT ON MEMBERS OF STAFF (Prim) : Report]

File Edit View Tools Window Help

Type a question for help

Fit Close Setup

**TERMLY REPORT ON TEACHER ABSENCES FOR TERM: 1 ACADEMIC YEAR: 2007/2008 (FORM TR 2/1 PRIMARY)**

SCHOOL: My School PARISH: St. Lucy DATE INFORMATION WAS PREPARED: 1/25/2007  
 SCHOOL CODE: 001  
 PRINCIPAL: Mr. John P. Doe

FILE NO.	TEACHER'S NAME	POSITION	STATUS	DATE(S) OF ABSENCE(S)		NUMBER OF DAYS ABSENT	REASON(S) FOR ABSENCE(S)
				FROM	TO		
TE/MP/001	Mr. John P. Doe	PR	Temp	18-Jun-07	20-Jun-07	3	Unknown
						3	

Total Teachers Absent: 1

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

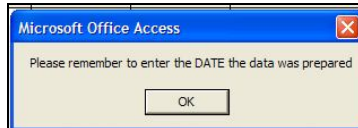
Page 1 of 1



## *The Student Performance Form*

The Student Performance form records information on students who have scored less than 50% on the end of term examinations.

2. No data may be entered if no date is recorded. The following message will appear if this is so.



3. Enter the student's National Identification Number in the Student ID No. field before any other data on that student is entered.
4. Below is a screenshot of a partially completed form.

A screenshot of a web-based form titled "Ministry of Education Electronic Primary School Statistics Forms - [STUDENT PERFORMANCE (Prim) : Form]". The form is for "STUDENT PERFORMANCE - Students Scoring below 50% (FORM SP1 PRIMARY)". It includes fields for SCHOOL, PARISH, SCHOOL CODE, PRINCIPAL, and DATE INFORMATION WAS PREPARED. Below these is a table for student performance data. The table has columns for STUDENT ID NO., STUDENT NAME (Last Name, First Name(s)), SEX, CLASS, READING LEVEL, SCORES BELOW 50% (Subject, Score (%)), and RECOMMENDATION. The first row of data shows a student with ID 990506-0025, last name Doe, first name Jeremy Paco, male, in Class 2, with scores of 10.5 for Mathematics and 5.5 for Social Studies, and a recommendation of Repeat. At the bottom, there are buttons for "PRINTABLE VERSION" and "CLOSE FORM", and a note "(PLEASE SUBMIT BY THE END OF TERM III)".



5. Below is a screenshot of the printable version of the Student Performance form.

**Ministry of Education Electronic Primary School Statistics Forms - [Student Performance Report (Prim) : Report]**

File Edit View Tools Window Help Type a question for help

**SCHOOL PERFORMANCE (Students scoring below 50%)**  
**FOR THE ACADEMIC YEAR: 2007/2008** (FORM SP1 PRIMARY)

SCHOOL: My School PARISH: St. Lucy DATE INFORMATION WAS PREPARED: 25-Jan-07  
 SCHOOL CODE: 001  
 PRINCIPAL: Mr. John P. Doe

ID NUMBER	SURNAME	CHRISTIAN NAME(S)	SEX	CLASS	READING LEVEL	SCORES BELOW 50%		RECOMMENDATION
						SUBJECT	SCORE (%)	
990506-0025	Doe	Jeremy Paul	M	Class 2		Mathematics	10.5	Repeat
						Social Studies	5.5	

Total Students: 1

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ Page 1 of 1

### **Tips and Other Points to Note**

1. If the provided list of Subjects does not show a particular subject, simply type the name of the missing subject in the box under subject.