

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

SCHOOL DATA COLLECTION TOOL

***USER MANUAL
FOR SECONDARY SCHOOLS
September, 2009***

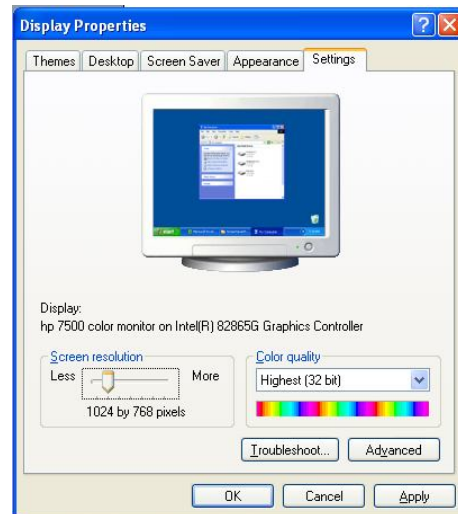
A. Getting Started

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 MOEDCTSec_BE** while the name of the original frontend is **MOEDCTSec**.*

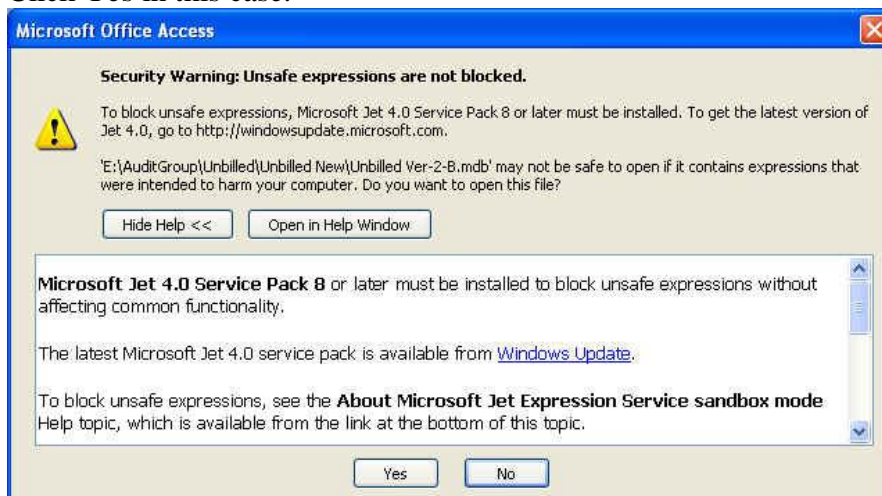
1. Create a folder called SCHOOL STATISTICS.
2. Copy the database file called: **Empty MOEDCTSec_BE** to the SCHOOL STATISTICS folder.
3. Rename this database in the format **<academic year> Statistics** (eg. 2007-2008Statistics).

B. Operating the Database

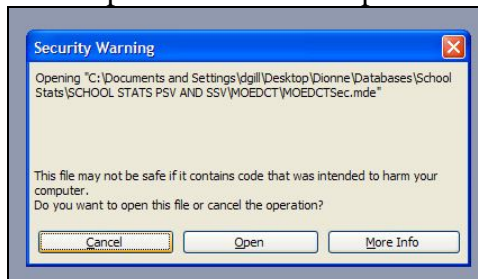
1. Copy the MOEDCTSec Microsoft Access database file to the desktop. After double clicking on the file, one or all of the security warnings below may appear.
2. Click No in this case.



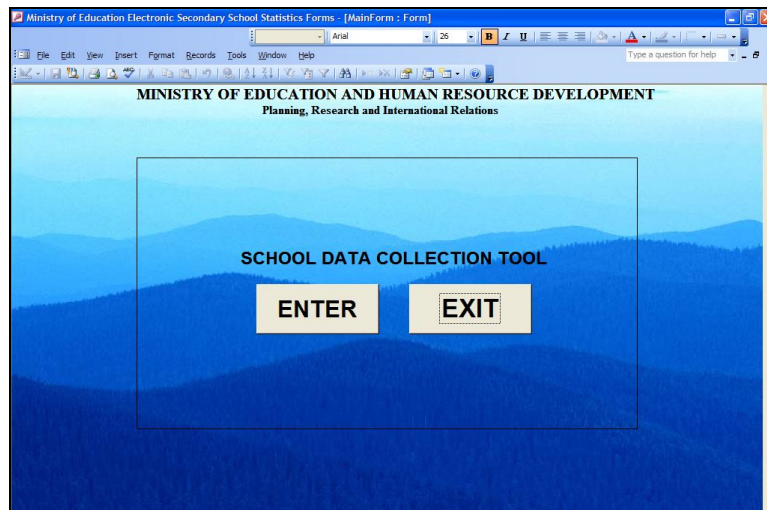
3. Click Yes in this case.



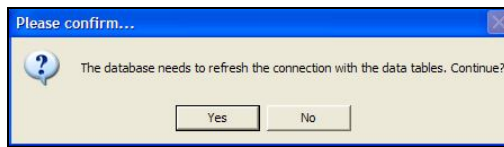
4. Click Open in this case to open the database.



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.

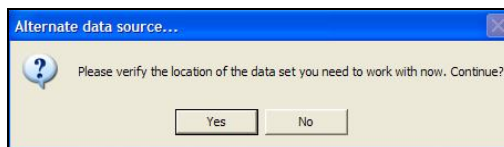


If you have not yet done so, see the section: Getting Started – Creating a New Backend.

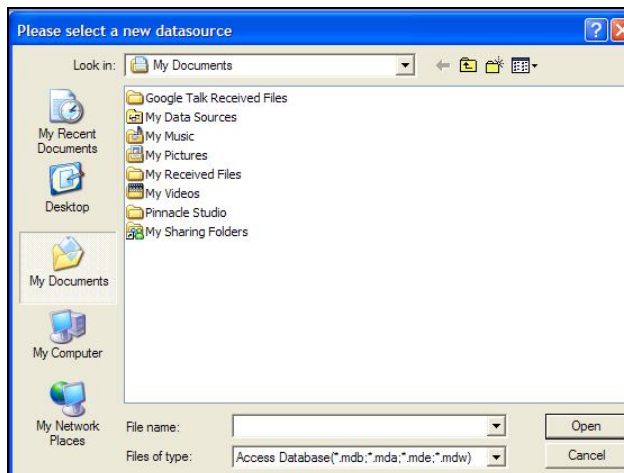
Note: If NO is clicked the following message will appear: “No data set was specified.”



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



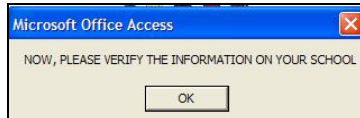
8. When the following window appears, locate the SCHOOL STATISTICS folder that you would have created and the <academic year> Statistics (eg. 2007-2008Statistics) file and click open.





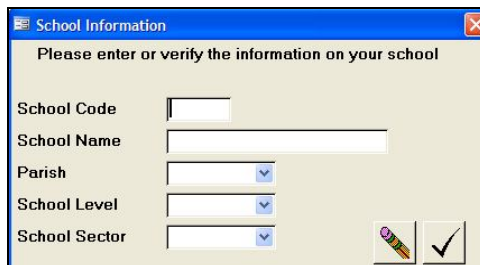
9. The following confirmation message will appear.



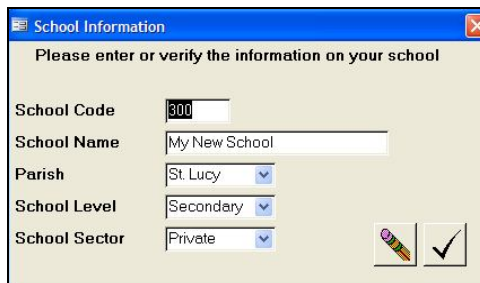
10. A new message appears, requesting that information on your school be verified.



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.

A screenshot of the "School Information" form. The title bar says "School Information". Below the title bar is a subtitle "Please enter or verify the information on your school". The form has five input fields: "School Code" (text box), "School Name" (text box), "Parish" (dropdown menu), "School Level" (dropdown menu), and "School Sector" (dropdown menu). At the bottom right of the form are two icons: a pencil eraser and a checkmark (tick).

Below is a screenshot of a completed form.

A screenshot of the "School Information" form, now filled out. The "School Code" field contains "300". The "School Name" field contains "My New School". The "Parish" dropdown menu is set to "St. Lucy". The "School Level" dropdown menu is set to "Secondary". The "School Sector" dropdown menu is set to "Private". The pencil eraser and checkmark icons are still present at the bottom right.

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

Ministry of Education Electronic Secondary School Statistics Forms - [SECONDARY FORMS : Form]

SCHOOL: My New School PARISH: St. Lucy

SCHOOL CODE: 300 LEVEL: Secondary SECTOR: Private

PRINCIPAL

EDIT Title: First Name: Last Name:

Please submit to email address 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

End of SEPTEMBER

End of SEPTEMBER of next school year

SECONDARY SCHOOL FORMS

Export Data to File (eg. C:\statistics07_08)

ORGANISATION OF SCHOOL (T)

SCHOOL ROLL BY CLASS SECTION (P1)

TERMLY REPORT OF PUPIL ATTENDANCE (TR-3)

REPEATERS (C2)

NEW ADMISSIONS TO SCHOOL REGISTER (A)

REMOVALS FROM SCHOOL REGISTER (R)

TERMLY REPORT ON TEACHER ABSENCES (TR 2/1)

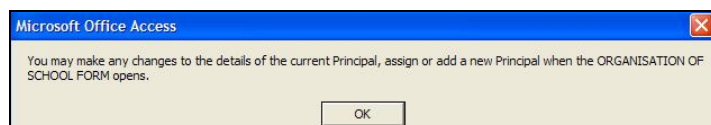
STUDENT PERFORMANCE (SP2)

SUBJECTS STUDIED BY STUDENTS IN FORMS 4, 5 AND 6 (C)

SCHOOL LEAVERS BY QUALIFICATION (L1)

BACK TO MAIN FORM

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 Secondary Forms option form as below.

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 MOEDCTSec_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 "**Sec 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: "**Sec 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 "**Sec School Teachers Info**" table of the present year and may be updated as is necessary.*

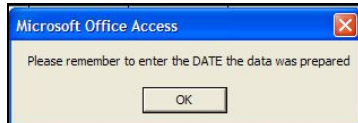
 **TIP:** Steps 1 to 3 may be eliminated by **FIRST** using steps 5 to 7 to copy the "**School Info**" table instead.

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. 301TEMP001

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

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

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

Tahoma 8

File Edit View Insert Format Records Tools Window Help

Type a question for help

ORGANISATION OF SCHOOL

(FORM T SECONDARY)

SCHOOL: My New School PARISH: St. Lucy DATE INFORMATION WAS PREPARED: dd/mmm/yy (eg. 25/Jan/07) 25-Jan-07

SCHOOL CODE: 300 NUMBER OF PERIODS PER DAY: 0

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

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

TEACHER FILE NUMBER	TEACHER ID NUMBER	TEACHER'S NAME			SEX	DATE OF BIRTH (dd/mmm/yy)	POSITION	STATUS	TEACHER'S QUALIF		
		Title	First Name	Last Name					ERDISTON	Cert. Ed.	OT
TEMP001	530512-0012	Mr	Jane	Doe	M	12-May-53	Principal	Appt	✓	✓	
TEMP003	421015-0015	Mrs	Denise	Delaware	F	15-Oct-42	Graduate Teacher Train	Appt	✓		
TEMP004	540612-0012	Ms	Bertha	Bayne	F	12-Jun-54	Graduate Teacher Untra	Temp			

Total Teachers: 3

(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.

Ministry of Education Electronic Secondary School Statistics Forms - [Organisation of School Report (Sec) : Report]

File Edit View Tools Window Help

Type a question for help

Fit Close Setup

ORGANISATION OF SCHOOL FOR THE ACADEMIC YEAR: 2007/2008 (FORM T SECONDARY)

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

SCHOOL CODE: 300 NUMBER OF PERIODS PER DAY: 0

PRINCIPAL: Mr. Jane 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 QUALIFICATION		SPECIAL SUBJECTS CURRENTLY TAUGHT	NUMBER OF TEACHING PERIODS PER WEEK	AREAS OF INTEREST	NUMBER OF YEARS TEACHING	COMMENTS
		Title	Last Name					Two Yr	Post Cert	LOCAL	OVERSEAS	Level					
TBHP004	540612-0012	Ms	Bertha Bayne	F	12-Jun-54	GU	Temp	<input type="checkbox"/>	<input type="checkbox"/>							0	
TBHP003	421015-0015	Mrs	Dennis Delavane	F	15-Oct-42	GT	Appt	<input checked="" type="checkbox"/>	<input type="checkbox"/>							0	
TBHP001	530512-0012	Mr	Jane Doe	M	12-May-53	PR	Appt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>							0	

Total Teachers: 3

PRINCIPAL'S SIGNATURE: _____ DATE: _____

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Tips and Other Points to Note

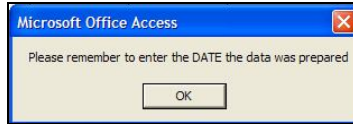
- Cert. Ed., under the Teacher's Qualifications and Training – Erdiston heading, refers to the Certificate in Educational Management and Administration.
- Any other Teaching Qualifications and Training Received should be mentioned under “Other Local” or “Other Overseas” inclusive of the Institution at 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.
 - 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 TEACHER FILE NO. field.
3. If the teacher is not seen in the list, he/she may be added by clicking the EDIT button, which will cause the Organisation of School Form to open.

A screenshot of a web-based form titled "Ministry of Education Electronic Secondary School Statistics Forms - [SCHOOL ROLL BY CLASS SECTION (Sec) : Form]". The form is for "FORM P1 SECONDARY". It includes fields for SCHOOL, SCHOOL CODE, and PRINCIPAL. A date field is labeled "DATE INFORMATION WAS PREPARED:". Below these fields is a table with columns for TEACHER FILE NO., FORM TEACHER'S NAME, NO. OF TEACHING PERIODS PER WEEK, FORM LEVEL, FORM SECTION, and ROLL BY AGE AND GENDER. The table has rows for different teachers and their respective student counts by age and gender. At the bottom, there are buttons for "PRINTABLE VERSION" and "CLOSE FORM", and a note "(PLEASE SUBMIT BY THE END OF SEPTEMBER)".

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

Following is a screenshot of the form with some completed records.

Ministry of Education Electronic Secondary School Statistics Forms - [SCHOOL ROLL BY CLASS SECTION (Sec) : 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 P1 SECONDARY)

SCHOOL: My New School
 SCHOOL CODE: 300
 PRINCIPAL: Mr Jane Doe

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

From the list under "TEACHER FILE NO.", select the form 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.	FORM TEACHER'S NAME	NO. OF TEACHING PERIODS PER WEEK	FORM LEVEL	FORM SECTION	ROLL BY AGE AND GENDER																	
					9 YRS		10 YRS		11 YRS		12 YRS		13 YRS		14 YRS		15 YRS		16 YRS			
					M	F	M	F	M	F	M	F	M	F	M	F	M	F				
TEMP004	Ms. Gerry Babb	0	4	1	23	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEMP002	Ms. Bertha Bayne	0	5	1	0	0	2	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TEMP003	Mrs. Denise Delaware	0	5	2	20	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS					43	49	2	28	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 of the printable version of the form.

Ministry of Education Electronic Secondary School Statistics Forms - [School Roll By Class Section Report (Sec) : Report]

File Edit View Tools Window Help

Type a question for help

SCHOOL ROLL BY CLASS SECTION FOR THE ACADEMIC YEAR: 2007/2008 (FORM P1 SECONDARY)

SCHOOL: My New School
 SCHOOL CODE: 300
 PRINCIPAL: Mr Jane Doe

DATE INFORMATION WAS PREPARED: 25-Jan-07

FILE NO.	TEACHER'S NAME	NO. OF TEACHING PERIODS PER WEEK	FORM LEVEL	FORM SECTION	ROLL BY AGE AND GENDER																TOTAL			
					9 YRS		10 YRS		11 YRS		12 YRS		13 YRS		14 YRS		15 YRS		16 YRS					
					M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
TEMP004	Ms. Gerry Babb	0	4	1	23	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	25
TEMP002	Ms. Bertha Bayne	0	5	1	0	0	2	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	28
TEMP003	Mrs. Denise Delaware	0	5	2	20	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	24
TOTALS					43	49	2	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45	77

PRINCIPAL'S SIGNATURE: _____ DATE: _____

Page 1 of 1

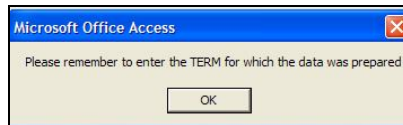
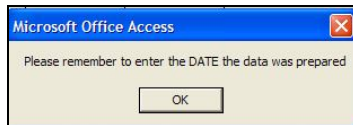
Tips and Other Points to Note

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

The screenshot shows a web-based form titled "Ministry of Education Electronic Secondary School Statistics Forms - [TERMly REPORT OF PUPIL ATTENDANCE (Sec) : Form]". The form has a header "TERMly REPORT OF PUPIL ATTENDANCE (FORM TR3 SECONDARY)". Below the header are input fields for "SCHOOL:" (My New School), "PARISH:" (St. Lucy), "SCHOOL CODE:" (300), and "PRINCIPAL:" (Mr. Jane Doe). There are also dropdowns for "TERM:" (1) and "DATE INFORMATION WAS PREPARED:" (25-Jan-07). The main section is a table titled "AVERAGE DAILY PUPIL ATTENDANCE BY CLASS, GENDER AND WEEK OF TERM". The table has columns for "Week of Term", "No. of Half Days", and then columns for Forms 1 through 6, each with Male (M) and Female (F) sub-columns. The table contains data for Week 1 and Week 2, and a "TOTAL" row. At the bottom, there are buttons for "PRINTABLE VERSION" and "CLOSE FORM", and a note "(PLEASE SUBMIT BY THE END OF EACH TERM)".

4. *End of Term roll by Class Section, Including Those Absent for the Whole of the Term*
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 Secondary School Statistics Forms - [TERMLY REPORT OF PUPIL ATTENDANCE (Sec) : Form]

Tahoma

File Edit View Insert Format Records Tools Window Help

Type a question for help

TERMLY REPORT OF PUPIL ATTENDANCE (FORM TR3 SECONDARY)

SCHOOL: My New School PARISH: St. Lucy

SCHOOL CODE: 300

PRINCIPAL: Mr. Jane Doe

TERM: 1 DATE INFORMATION WAS PREPARED: dd/mm/yy (eg. 25/Jan/07) 25-Jan-07

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

Section	Form 1		Form 2		Form 3		Form 4		Form 5		Form Lower 6		Form Upper 6	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	28	28	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	28	28	0	0	0	0	0	0	0	0	0	0	0	0

(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 Secondary School Statistics Forms - [TERMLY REPORT OF PUPIL ATTENDANCE (Sec) : Form]

Tahoma

File Edit View Insert Format Records Tools Window Help

Type a question for help

TERMLY REPORT OF PUPIL ATTENDANCE (FORM TR3 SECONDARY)

SCHOOL: My New School PARISH: St. Lucy

SCHOOL CODE: 300

PRINCIPAL: Mr. Jane Doe

TERM: 1 DATE INFORMATION WAS PREPARED: dd/mm/yy (eg. 25/Jan/07) 25-Jan-07

AVERAGE ATTENDANCE PER TERM

Term	Form 1		Form 2		Form 3		Form 4		Form 5		Form Lower 6		Form Upper 6	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	21.82	21.82	0	0	0	0	0	0	0	0	0	0	0	0
% of Roll	77.94	77.94	0	0	0	0	0	0	0	0	0	0	0	0
2	15.89	14.89	0	0	0	0	0	0	0	0	0	0	0	0
% of Roll	79.44	70.9	0	0	0	0	0	0	0	0	0	0	0	0

(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 Secondary School Statistics Forms - [Termly Report of Pupil Attendance (Sec) : Report]

File Edit View Tools Window Help

Type a question for help

Fit

Close Setup

TERMLY REPORT OF PUPIL ATTENDANCE FOR TERM: 1 ACADEMIC YEAR: 2007/2008 (FORM TR3 SECONDARY)

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

SCHOOL CODE: 300

PRINCIPAL: Mr. Jane Doe

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

Week of Term	No. of Pupil	Form 1		Form 2		Form 3		Form 4		Form 5		Form L6		Form U6	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	10	25.2	25.2	0	0	0	0	0	0	0	0	0	0	0	0
2	10	23.9	23.9	0	0	0	0	0	0	0	0	0	0	0	0
3	6	20.2	20.2	0	0	0	0	0	0	0	0	0	0	0	0
4	10	22.7	22.7	0	0	0	0	0	0	0	0	0	0	0	0
5	8	22.5	22.5	0	0	0	0	0	0	0	0	0	0	0	0
6	10	21.7	21.7	0	0	0	0	0	0	0	0	0	0	0	0
7	10	22.4	22.4	0	0	0	0	0	0	0	0	0	0	0	0
8	10	21.6	21.6	0	0	0	0	0	0	0	0	0	0	0	0
9	10	19.2	19.2	0	0	0	0	0	0	0	0	0	0	0	0
10	10	20	20	0	0	0	0	0	0	0	0	0	0	0	0
11	8	19	19	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	100	2182.2	2182.2	0	0	0	0	0	0	0	0	0	0	0	0
AVERAGE	9.09	21.822	21.822	0	0	0	0	0	0	0	0	0	0	0	0

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

Section	Form 1		Form 2		Form 3		Form 4		Form 5		Form L6		Form U6	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	28	28	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	28	28	0	0	0	0	0	0	0	0	0	0	0	0

AVERAGE ATTENDANCE PER TERM

Term	Form 1		Form 2		Form 3		Form 4		Form 5		Form L6		Form U6	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1	21.82	21.82	0	0	0	0	0	0	0	0	0	0	0	0
% of Roll	77.94	77.94	0	0	0	0	0	0	0	0	0	0	0	0
2	15.89	14.89	0	0	0	0	0	0	0	0	0	0	0	0
% of Roll	77.94	77.94	0	0	0	0	0	0	0	0	0	0	0	0
Year Avg	20.92	20.76	0	0	0	0	0	0	0	0	0	0	0	0
% of Roll	74.7	74.15	0	0	0	0	0	0	0	0	0	0	0	0

PRINCIPAL'S SIGNATURE: _____ DATE: _____ Page 1 of 1

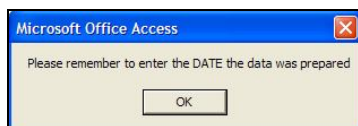
Tips and Other Points to Note

- 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. Form 1 = 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 Secondary School Statistics Forms - [Repeaters (Sec) : Form]". The form is for "REPEATERS (FORM C2 SECONDARY)". It includes fields for SCHOOL, PARISH, SCHOOL CODE, PRINCIPAL, and DATE INFORMATION WAS PREPARED. Below these is a table with columns: STUDENT ID NO., STUDENT NAME (Surname, First Name(s)), ADDRESS, DATE OF BIRTH (dd/mm/yy), SEX, and FORM REPEATING. The table contains one row of data. At the bottom, it says "TOTAL REPEATERS: 1". There are buttons for "PRINTABLE VERSION" and "CLOSE FORM".

STUDENT ID NO.	STUDENT NAME		ADDRESS	DATE OF BIRTH (dd/mm/yy)	SEX	FORM REPEATING
	Surname	First Name(s)				
990521-0016	Doe	Jen Pat	#4 Anywhere, St, Andrew	21-May-99	F	3

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

Ministry of Education Electronic Secondary School Statistics Forms - [Repeaters Report (Sec) : Report]

File Edit View Tools Window Help

Type a question for help

Fit Close Setup

REPEATERS FOR THE ACADEMIC YEAR: 2007/2008 (FORM C2 SECONDARY)

SCHOOL: My New School PARISH: St. Lucy

SCHOOL CODE: 300

PRINCIPAL: Mr Jane Doe DATE INFORMATION WAS PREPARED: 25-Jan-07

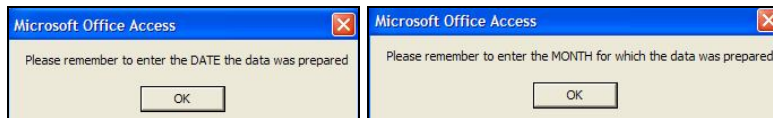
No.	STUDENT NAME		ADDRESS	DATE OF BIRTH	SEX	FORM REPEATING
	Surname	First Name(s)				
990521-0016	Doe	Jen Pat	#4 Anywhere, St. Andrew	21-May-99	F	3
TOTAL	1					

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.

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

SCHOOL: My New School PARISH: St. Lucy
SCHOOL CODE: 300
PRINCIPAL: Mr Jane 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; GPS: Gov't Primary School; PPS: Private Primary School; OVR: Overseas

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

STUDENT ID NO.	STUDENT NAME		SEX	DATE OF BIRTH (dd/mmm/yy)	NATIONALITY	NAME OF PARENT OR GUARDIAN	RELATION TO CHILD
	Surname	First Name(s)					
820512-0012	Doe	Jess Pam	F	12-May-82	Barbadian	Jessica Doe	MUM

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 Secondary School Statistics Forms - [Admissions to School Register Report (Sec) : Report]

File Edit View Tools Window Help

Type a question for help

Fit Close Setup

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

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

SCHOOL CODE: 300

PRINCIPAL: Mr Jane 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; QNS: Government Nursery School; PMS: Private Nursery School; GPS: Govt Primary School; PRS: 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)											
B20512-0012	Doe	Jess Pam	F	5/12/1982	Barbadian	Jessica Doe	MUM						
										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"/>	
TOTAL: 1													

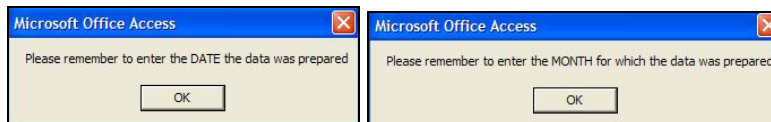
PRINCIPAL'S SIGNATURE: _____ DATE: _____

Page 1 of 1

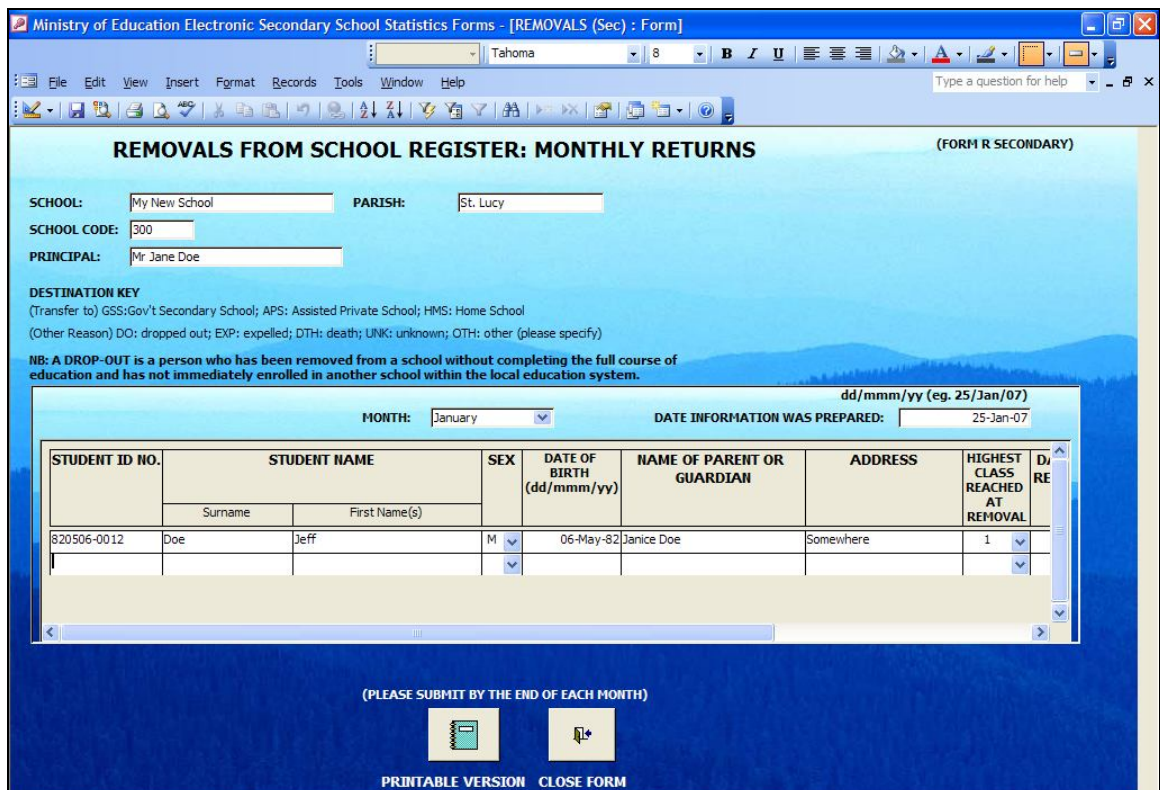
The Removals Form

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 Secondary School Statistics Forms - [REMOVALS (Sec) : Form]

File Edit View Insert Format Records Tools Window Help

REMOVALS FROM SCHOOL REGISTER: MONTHLY RETURNS (FORM R SECONDARY)

SCHOOL: My New School PARISH: St. Lucy

SCHOOL CODE: 300

PRINCIPAL: Mr Jane Doe

DESTINATION KEY
(Transfer to) 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: 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	D
	Surname	First Name(s)						
820506-0012	Doe	Jeff	M	06-May-82	Janice Doe	Somewhere	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 Secondary School Statistics Forms - [Removals From School Register Report (Sec) : 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 SECONDARY)

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

SCHOOL CODE: 300

PRINCIPAL: Mr. Jane Doe **DATE INFORMATION WAS PREPARED:** 25-Jan-07

DESTINATION KEY
 (Transfer to): GSS: Gov't Secondary School; APS: Assisted Private School; HHS: Home School
 (Other Reason): DO: dropped out; EXP: expelled; DTH: death; OVR: overseas; UNIK: 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)								
820506-0012	Doe	Jeff	M	06-May-82	Jane Doe	Somewhere	1			

PRINCIPAL'S SIGNATURE: _____ DATE: _____

Page 1 of 1

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

Ministry of Education Electronic Secondary School Statistics Forms - [TERMly REPORT ON MEMBERS OF STAFF (Sec) : 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 FRM TR2/1 SECONDARY

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

SCHOOL CODE: 300

PRINCIPAL: Mr. Jane Doe

FILE NO.	TEACHER'S NAME	STATUS	DATE(S) OF ABSENCE(S)		NUMBER OF DAYS ABSENT	REASON(S) FOR ABSENCE(S)
			FROM	TO		
TEMP001	Mr. Jane Doe	Appt	1/5/2007	1/6/2007	2	Unknown
					2	

Total Teachers Absent: 1

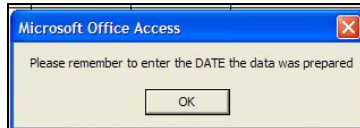
PRINCIPAL'S SIGNATURE: _____ DATE: _____

Page 1 of 2

The Student Performance Form

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

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 Secondary School Statistics Forms - [STUDENT PERFORMANCE (Sec) : Form]". The form is for "STUDENT PERFORMANCE (Students Scoring Below 50%) (FORM SP2 SECONDARY)". 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, SCORES BELOW 50% (Subject, Score (%)), and RECOMMENDATION. A sample entry is shown for a student named Joe Doe, ID 111111-1111, in Class 1, with a score of 16.3 in Biology. At the bottom, there are buttons for "PRINTABLE VERSION" and "CLOSE FORM", and a note "(PLEASE SUBMIT BY THE END OF TERM III)".

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

SCHOOL PERFORMANCE (Students Scoring Below 50%)
FOR THE ACADEMIC YEAR: 2007/2008 (FORM SP2 SECONDARY)

SCHOOL: My New School PARISH: St. Lucy DATE INFORMATION WAS PREPARED: 25-Jan-07
 SCHOOL CODE: 300
 PRINCIPAL: Mr. Jane Doe

STUDENT ID NO.	STUDENT NAME		SEX	CLASS	SCORES BELOW 50%		RECOMMENDATION
	Last Name	First Name(s)			SUBJECT	SCORE (%)	
111111-11111	Doe	Joe	M	1	Biology	16.3	Repeat

Total Students: 1
 PRINCIPAL'S SIGNATURE: _____ DATE: _____ Page 1 of 1

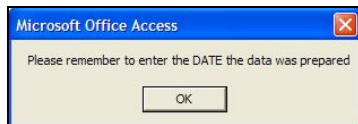
Tips and Other Points to Note

1. If the provided list of Subjects does not show a particular subject, do the following:
 - a. Navigate to the database window.
 - b. Under Objects in the database window, select Tables
 - c. Open the table Subjects.
 - d. Add the relevant SubjectID, Subject and Group to the table (e.g. Gr – Greek – Foreign Languages.) and close.

The Annual Return of Subjects Studied in Forms 4, 5 and 6 Form

The Annual Return of Subjects Studied in Forms 4, 5 and 6 form records the number of students in fourth and fifth form according to the subjects they are studying.

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



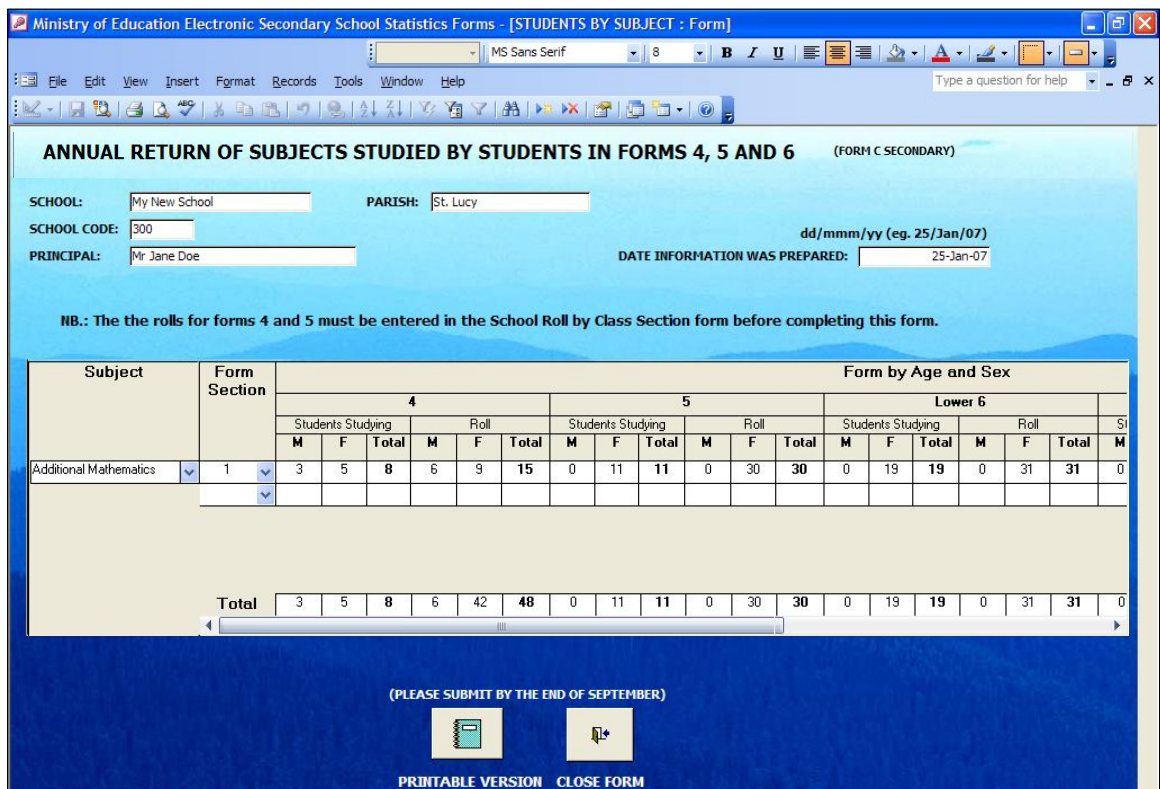
2. First select a subject from the list provided.

Note: Even if the subject that you intend to select is already displayed before you enter data, please reselect that subject to ensure that it is recorded in the database.

3. Select the form section to which the data is referring.

Note: Always ensure that the section selected actually exists in the SCHOOL ROLL BY CLASS SECTION form.

4. Below is a screenshot of a partially completed form.



Ministry of Education Electronic Secondary School Statistics Forms - [STUDENTS BY SUBJECT : Form]

MS Sans Serif 8

File Edit View Insert Format Records Tools Window Help

Type a question for help

ANNUAL RETURN OF SUBJECTS STUDIED BY STUDENTS IN FORMS 4, 5 AND 6 (FORM C SECONDARY)

SCHOOL: My New School PARISH: St. Lucy

SCHOOL CODE: 300

PRINCIPAL: Mr Jane Doe

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

DATE INFORMATION WAS PREPARED: 25-Jan-07

NB.: The the rolls for forms 4 and 5 must be entered in the School Roll by Class Section form before completing this form.

Subject	Form Section	Form by Age and Sex																		
		4						5						Lower 6						
		Students Studying			Roll			Students Studying			Roll			Students Studying			Roll			
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	
Additional Mathematics	1	3	5	8	6	9	15	0	11	11	0	30	30	0	19	19	0	31	31	0
Total		3	5	8	6	42	48	0	11	11	0	30	30	0	19	19	0	31	31	0

(PLEASE SUBMIT BY THE END OF SEPTEMBER)

PRINTABLE VERSION CLOSE FORM

- Ministry of Education Ontario Secondary School Statistics Forms - [Subjects Studied in Forms 4 & 5 : Report]
Type a question for help

File Edit View Tools Window Help
Fit
Close Setup

ANNUAL RETURN OF SUBJECTS STUDIED BY STUDENTS IN
FORMS 4, 5 AND 6 FOR THE ACADEMIC YEAR: 2007/2008

(FORM C SECONDARY)

SCHOOL: My New School
SCHOOL CODE: 300
PRINCIPAL: Mr. Jane Doe

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

Subject	Form Section	Form by Age and Sex																																															
		4						5						Lower 6						Upper 6						TOTAL																							
		Students Studying			Roll			Students Studying			Roll			Students Studying			Roll			Students Studying			Roll			Students Studying			Roll																				
		M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total																					
FOREIGN LANGUAGES French	1	5	9	14	5	9	15	0	12	12	0	30	30	0	25	37	0	31	31	0	25	37	0	31	31	5	21	26	6	39	26																		
	Total	5	9	14	6	42	48	0	12	12	0	30	30	0	25	35	0	31	31	0	25	25	0	31	31	5	21	26	6	72	78																		
MATHEMATICS Additional Mathematics	1	3	5	8	5	9	15	0	11	11	0	30	30	0	19	30	0	31	31	0	19	30	0	31	31	3	16	19	6	39	19																		
	Total	3	5	8	6	42	48	0	11	11	0	30	30	0	19	19	0	31	31	0	19	19	0	31	31	3	16	19	6	72	78																		
SCIENCE Biology	1	4	5	9	5	9	15	0	15	15	0	30	30	0	20	35	0	31	31	0	20	35	0	31	31	4	20	24	6	39	24																		
	Total	4	20	24	6	42	48	0	15	15	0	30	30	0	20	20	0	31	31	0	20	20	0	31	31	4	35	39	6	72	78																		
Chemistry	1	3	2	5	5	9	15	0	15	15	0	30	30	0	14	29	0	31	31	0	14	29	0	31	31	3	17	20	6	39	20																		
	Total	3	2	5	6	42	48	0	15	15	0	30	30	0	14	14	0	31	31	0	14	14	0	31	31	3	17	20	6	72	78																		

PRINCIPAL'S SIGNATURE: _____ DATE: _____

Page 1 of 1

The School Leavers by Qualification Form

The School Leavers by Qualification form records the number of students leaving school with certain classifications of qualifications.

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



2. First select a level of qualification from the list provided.
3. Below is a screenshot of a partially **completed form**.

A screenshot of a web-based form titled "Ministry of Education Electronic Secondary School Statistics Forms - [SCHOOL LEAVERS by qual : Form]". The form is for "SCHOOL LEAVERS BY QUALIFICATION (FORM L1 SECONDARY)". It includes fields for SCHOOL, PARISH, SCHOOL CODE, and PRINCIPAL. A date field "DATE INFORMATION WAS PREPARED:" shows "25-Jan-07". Below these fields are three notes (N.B.) regarding qualifications. The main part of the form is a table titled "Age and Sex" with columns for Level of Qualification, Quantity of Subjects, and age groups (15, 16, 17, 18, 19) with sub-columns for Male (M) and Female (F), and a TOTAL column. The table shows data for "CSEC General" with a total of 14 students. At the bottom, there are buttons for "PRINTABLE VERSION" and "CLOSE FORM", and a note "(PLEASE SUBMIT BY THE END OF SEPTEMBER OF THE NEXT SCHOOL YEAR)".

SCHOOL LEAVERS BY QUALIFICATION (FORM L1 SECONDARY)

SCHOOL: My New School PARISH: St. Lucy

SCHOOL CODE: 300

PRINCIPAL: Mr Jane Doe

DATE INFORMATION WAS PREPARED: 25-Jan-07

N.B

1. L.C.C. Intermediate, R.S.A. Intermediate, Pitman's Intermediate and G.C.E O' Level are considered equivalent to CSEC General.
2. Cambridge A' Level is considered equivalent to CAPE.
3. Information on ALL students who leave school before completing 5th Form should be recorded on Form R. (Removals From School Register)

Level of Qualification	Quantity of Subjects	Age and Sex										TOTAL
		15		16		17		18		19		
		M	F	M	F	M	F	M	F	M	F	
CSEC General	1	2	12	0	0	0	0	0	0	0	0	14
	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS		2	12	0	0	0	0	0	0	0	0	14

(PLEASE SUBMIT BY THE END OF SEPTEMBER OF THE NEXT SCHOOL YEAR)

PRINTABLE VERSION CLOSE FORM

4. Below is a screenshot of the printable version of the School Leavers by Qualification form.

Ministry of Education Electronic Secondary School Statistics Forms - [School Leavers by qual : Report]

File Edit View Tools Window Help

Type a question for help

Fit Close Setup

SCHOOL LEAVERS BY QUALIFICATION FOR THE ACADEMIC YEAR: 2007/2008 (FORM L1 SECONDARY)

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

SCHOOL CODE: 300

PRINCIPAL: Mr. Jane Doe **DATE INFORMATION WAS PREPARED:** 25-Jan-07

NB

1. L.C.C. Intermediate, R.S.A. Intermediate, Pilman's Intermediate and G.C.E. O' Level are considered equivalent to CSEC General.

2. Cambridge A' Level is considered equivalent to CAPE.

3. Information on ALL students who leave school before completing 5th Form should be recorded on Form R (Remove From School Register)

Level of Qualification	Quantity of Subjects	Age and Sex																TOTAL
		13		14		15		16		17		18		19				
		M	F	M	F	M	F	M	F	M	F	M	F	M	F			
CSEC General	1	0	0	0	0	2	12	0	0	0	0	0	0	0	0	0	0	14
TOTALS		0	0	0	0	2	12	0	0	0	0	0	0	0	0	0	0	14

PRINCIPAL'S SIGNATURE: _____ DATE: _____

Page 1 of 2