

**SECTION A: IDENTIFICATION PANEL**

SA00:2024 School Census Serial No.	<input type="text"/>				
SA01:County	<input type="text"/>	SA02:Sub County	<input type="text"/>	SA03:Division	<input type="text"/>
SA04:Location	<input type="text"/>	SA05:Sub Location	<input type="text"/>	SA16:School Zone	<input type="text"/>
SA06:Constituency	<input type="text"/>	SA07:Ward	<input type="text"/>		
SA09: Education Level:		A. Pre-Primary	<input type="text"/>	SA10:School Name .....	
		B. Primary	<input type="text"/>		
		C. Junior School	<input type="text"/>	SA17:Institution Type	1.Public <input type="text"/>
		D. Pre-Vocational	<input type="text"/>		2.Private
		E. Secondary	<input type="text"/>		
SA11:Unique Institutional Code (UIC)/NEMIS Code		1. NEMIS Code	<input type="text"/>	SA12: MOE Registration No.	1. REG. No. <input type="text"/>
		2. None			2. None
SA13:Year of School Registration	<input type="text"/>	SA14:TSC Code	1. TSC Code	<input type="text"/>	
			2. None		
SA15:KNEC Code	1. KNEC Code	<input type="text"/>			
	2. None				

**SECTION B: GENERAL INFORMATION**

SB01:INSTITUTION N.S.S.F CODE	1. NSSF Code 2. None	<input type="text"/>	SB02:INSTITUTION NHIF CODE	1. NHIF Code 2. None	<input type="text"/>
SB03:INSTITUTION KRA PIN	1. KRA PIN 2. None	<input type="text"/>	IF SA17 = 2, SB04: Single Business Permit No.	1. SBP No. 2. None	<input type="text"/>
SB05:Is the school formal or informal?			1. Formal 2. Informal		<input type="text"/> <input type="text"/>
<b>Postal Address:</b>					
SB06: Box		<input type="text"/>	SB07:Postal Code		<input type="text"/>
SB08: Postal Town		<input type="text"/>			
<b>Physical Address:</b>					
SB09: Physical Town		<input type="text"/>	SB10: Street/Road		<input type="text"/>
SB11: Plot No.		<input type="text"/>	SB12: Building Name .....		
SB13: Building No.		<input type="text"/>	SB14: Floor		<input type="text"/>
<b>Contact</b>					
SB15: Tel./Mobile Phone No. (Office)		<input type="text"/>	SB16: Email address .....		
SB17: Website .....			SB18: Social Media Handle .....		
<b>SB19: Physical Landmark:</b> (Name of the nearest police station or health facility or town or shopping centre) .....					
SB20: Is this the main school or a branch?			1 Main School 2 Branch		<input type="text"/> <input type="text"/>
If SB20 = 2, what is the name of the main school?.....					
SB20.1: Main School Name .....			SB20.2: Unique Institutional Code (UIC)/NEMIS Code	1. NEMIS Code 2. None	<input type="text"/>
SB20.3: County		<input type="text"/>	SB20.4: Physical Town		<input type="text"/>

**SECTION C: SCHOOL BASIC INFORMATION**

**SC01: Name the School Category:**

- 1 Regular
- 2 Integrated (regular and special needs)
- 3 Special (special needs only)
- 4 Regular with special needs units


**SC02: Is the school a boys only, girls only or mixed (both boys and girls)?**

- 1 Boys
- 2 Girls
- 3 Mixed


**SC03: What is the accomodation type?**

- 1 Day
- 2 Boarding
- 3 Day and Boarding


**IF SC03 = 1 SKIP TO SC05**

**SC04: Indicate the number of boarders only**

- 1 Boys
- 2 Girls


**SC05: Is the school operating from a fixed location or mobile ?**

- 1 Mobile
- 2 Fixed Location


**CHECK SA17: IF SA17 = 1, SKIP TO SC07**

**SC06: Indicate Ownership structure:**Specify the percentage shareholding

- 1 Foreign (Individual/Corporate)
- 2 Local Private (Individual/Corporate)
- 3 **Total**

100%

**CHECK SA17: IF SA17=2, ASK SC07**

**SC07: Give the legal status**

- 1 Sole proprietorship
- 2 Partnership
- 3 Local private company
- 4 Non-profit/NGOs
- 5 Faith Based Organization (FBO)
- 6 Community Based Organization (CBO)


**SC08: What is the composition of Board of Management(BOM)/Board of Directors by sex?**

- 1 Male
- 2 Female
- 3 Total


**SC09: Indicate the type of curriculum offered**

- 1 National (8-4-4/CBC)
- 2 International
- 3 Both National and International


**SC10: Does the school own this parcel of land, either alone or jointly with another entity?**

- 1 Yes, alone
- 2 Yes, jointly
- 3 No


**IF SC10 = 3 SKIP TO SC12**

**SC11: Does the school have a recognised legal document for this parcel?**

- 1 Yes, title deed
- 2 Yes, other document
- 3 No


**CHECK SC03: IF SC03 = 2, SKIP TO SC12.2**

**SC12: Does the school provide meals for day scholars?**

- 1 Yes
- 2 No


**SC12.1: What is the main entity responsible for funding the school meals program**

- 1 MOE
- 2 County Government
- 3 NGO/CBO/FBO/CSO/Private Organizations
- 4 Parents


**SC12.2: Is there a supplementary feeding program for boarding students provided by entities other than the boarding school funds?**

- 1 Yes
- 2 No


**IF SC12.2=2, SKIP TO SECTION D**

**SC12.3: Which main entity is responsible for funding the supplementary feeding program?**

- 1 MOE
- 2 County Government
- 3 NGO/CBO/FBO/CSO/Private Organizations
- 4 Parents


**SECTION D: 2023 ENROLMENT**

---

**SD01: Number of Learners (including learners with special needs and disabilities) by form and Sex, 2023**

Form	2023			2023		
	Kenyans			Non-Kenyans		
	Boys	Girls	Total	Boys	Girls	Total
Form 1						
Form 2						
Form 3						
Form 4						
<b>Total</b>						

**SD02: Were there learners with special needs in this secondary school in 2023?**

1.Yes

2.No


If No, Skip to SD03

**SD02.1: Number of Learners with Special Needs and Disabilities (Age-Based), 2023**

Form	2023			2023		
	Kenyans			Non-Kenyans		
	Boys	Girls	Total	Boys	Girls	Total
Form 1						
Form 2						
Form 3						
Form 4						
<b>Total</b>						

**SD03: Using the 2023 school register, provide the number of learners by form, sex and age  
(THIS IS FOR ALL LEARNERS)**

Age (years)	Form 1			Form 2		
	Boys	Girls	Total	Boys	Girls	Total
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
More than 22 years						
<b>Total</b>						

**SD03: Using the 2023 school register, provide the number of learners by form, sex and age  
(THIS IS FOR ALL LEARNERS)**

Age (years)	Form 3			Form 3		
	Boys	Girls	Total	Boys	Girls	Total
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
More than 22 years						
<b>Total</b>						

**SECTION E: 2024 ENROLMENT**

**SE01: Using the 2024 school register, provide the number of learners by form, sex and age**

Age (years)	Form 1			Form 2		
	Boys	Girls	Total	Boys	Girls	Total
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
More than 22 years						
<b>Total</b>						

**SE01: Using the 2024 school register, provide the number of learners by form, sex and age**

Age (years)	Form 3			Form 4		
	Boys	Girls	Total	Boys	Girls	Total
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
More than 22 years						
<b>Total</b>						

**SE05: Provide the number of learners who left school by form and sex in 2023 school year by main reason**

**(THESE ARE LEARNERS WHO WERE IN THE SCHOOL AT THE BEGINNING OF 2023 SCHOOL YEAR AND LEFT BEFORE THE END OF THE SCHOOL YEAR)**

Reasons	Form 1		Form 2		Form 3	
	Boys	Girls	Boys	Girls	Boys	Girls
Transfer to Another School						
Natural Disaster						
Early Marriage						
Pregnancy						
Own Disability/Special Needs/Illness						
Work e.g. Child Labour						
Lack of Sanitary Pads						
Lack of School Fee/levies						
Family related issues(Conflict, Instability)						
Insecurity						
Religious beliefs						
Orphanhood						
Physical/Psychological abuse						
Over age						
Poor Academic performance						
Indiscipline e.g. Drug abuse						
Death						
Don't Know						
TOTAL						



Reasons	Form 4		Total
	Boys	Girls	
Transfer to Another School			
Natural Disaster			
Early Marriage			
Pregnancy			
Own Disability/Special Needs/Illness			
Work e.g. Child Labour			
Lack of Sanitary Pads			
Lack of School Fee/levies			
Family related issues(Conflict, Instability)			
Insecurity			
Religious beliefs			
Orphanhood			
Physical/Psychological abuse			
Over age			
Poor Academic performance			
Indiscipline e.g. Drug abuse			
Death			
Don't Know			
TOTAL			

**SE07: Provide the number of age-based learners with special needs and disability by form and sex in 2024**

Form	Boys	Girls	Total
Form 1			
Form 2			
Form 3			
Form 4			
<b>Total</b>			

**SE07.1: Provide the number of age-based learners with disability by form, sex and type of disability in 2024**

Type of disability	Form 1			Form 2		
	Boys	Girls	Total	Boys	Girls	Total
1. Total Blindness						
2. Low Vision						
3. Physical impairment						
4. Hard of hearing						
5. Deafness						
6. Autism						
7. Cerebral Palsy						
8. Intellectual and developmental disabilities						
9. Specific learning disabilities (dyslexia, dyscalculia, dysgraphia)						
10. Speech and language difficulties						
11. Albinism						

**SE07.1: Provide the number of age-based learners with disability by form, sex and type of disability in 2024**

Type of disability	Form 3			Form 4		
	Boys	Girls	Total	Boys	Girls	Total
1. Total Blindness						
2. Low Vision						
3. Physical impairment						
4. Hard of hearing						
5. Deafness						
6. Autism						
7. Cerebral Palsy						
8. Intellectual and developmental disabilities						
9. Specific learning disabilities (dyslexia, dyscalculia, dysgraphia)						
10. Speech and language difficulties						
11. Albinism						

**SECTION F: STAFF ESTABLISHMENT**

**SF03: What is the number of employees in this secondary school by sex and age in 2024 ?**

Age group	Teaching staff		Non-teaching staff	
	Male	Female	Male	Female
18-34 years.....				
35-49 years.....				
50 years and above.....				
<b>Total</b>				

**SF05: What is the number of employees with disability in this secondary school by type and sex in 2024?**

Disability Type	Teaching			Non-Teaching Staff		
	Male	Female	Total	Male	Female	Total
Physical.....						
Visual.....						
Hearing.....						
Speech.....						
Albinism.....						

**SF06: What is the number of non-teaching staff in this secondary school by occupation and sex in 2024?  
 IF THE SCHOOL HAS MORE THAN ONE LEVEL AND IS SHARING ANY OF THE PERSONNEL,  
 PLACE SUCH PERSONNEL IN ONE LEVEL TO AVOID DOUBLE-COUNTING**

	<b>Occupation</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
1	Bursar/Accounts clerk			
2	Accountant/Finance manager			
3	Human resource officer			
4	Secretary			
5	Copy typist			
6	Office Messenger			
7	Laboratory assistant			
8	Watchman			
9	Cook/Chef			
10	Waiter/Waitress			
11	Artisan			
12	Groundsman/woman			
13	Driver			
14	Transport/Fleet manager			
15	Carpenter			
16	Nurse/Clinical Officer			
17	Cateress			
18	Tea-girl/boy			
19	Matron/Patron/Caregiver			
20	Counsellor			
21	Agricultural Officer/Farm manager			
22	Electrician			
23	Plumber			
24	ICT officer/technician			
25	Librarian			
26	Store keeper			
27	Supply chain officer			
28	Cleaner			
	<b>Total</b>			

**SF08: What is the current number of teachers in this secondary school by sex and highest education level attained?**

Education attained	Male	Female
PhD.....		
Master's Degree.....		
Post Graduate Diploma.....		
Bachelor's Degree.....		
Diploma.....		
Certificate.....		
Secondary (KCSE).....		
<b>Total</b>		

**SF08.1: What is the current number of teachers in this secondary school by sex and highest education level attained in the field of education?**

Education attained	Male	Female
PhD.....		
Master's Degree.....		
Post Graduate Diploma.....		
Bachelor's Degree.....		
Diploma.....		
Certificate.....		
<b>Total</b>		

**SF08.2: What is the current number of teaching staff in this secondary school by subject area?**

Subject Area	Male	Female
Maths & Sciences.....		
Performing arts/humanities.....		
Languages.....		
Business.....		
Creative Arts and Technical.....		
Computer studies		
<b>Total</b>		

**SF08.3: What is the number of teaching staff trained in ...?**

	Number	
	Male	Female
Special Needs Education		
Guidance and counselling		

**SF08.4: What is the number of teaching staff with ...?**

Area of Proficiency	Number	
	Male	Female
Basic digital literacy skills		
Co-curricular skills e.g. Performing Arts, Sports		

**SF10: In 2023, what was the number of employees in this secondary school who received in-service training by sex?**

Employees	Male	Female
Teaching staff.....		
Non-teaching Staff.....		
<b>Total</b>		

**SF11: In 2023, how many teachers left this secondary school due to (...)?**

Reason for leaving	Male	Female	Total
Death.....			
Illness.....			
Dismissal.....			
Retirement.....			
Resignation.....			
Transfer to another school.....			
Transfer of Service.....			
<b>Total</b>			

**SF12: Employment and Earnings as at 30<sup>th</sup> June 2022 and 30<sup>th</sup> June 2023 (Full-time and part-time paid employees, working proprietors/partners, working directors and unpaid family workers)**

		No. of Employees			Earnings <sup>1</sup>		
		Male	Female	Total	Male	Female	Total
i) Regular Employees <sup>2</sup>	June 2022						
	Jun-23						
ii) Casual Employees <sup>3</sup>	June 2022						
	Jun-23						
iv) Working Proprietors/Partners, Working Directors	June 2022						
	Jun-23						
iii) Total	June 2022						
	Jun-23						
v) Unpaid Directors, Prrietors and Family workers not employed elsewhere	June 2022						
	Jun-23						

<sup>1</sup>Gross cash remuneration paid in June 2022 and June 2023 i.e wages and salaries (before deduction) including overtime and all regular allowances such as housing allowance, cost of living and overseas allowances etc.

(Exclude Teachers paid by TSC, Staff under the Government payroll)

<sup>2</sup>Regular employee: a salaried person employed on monthly, weekly, or ticket contract terms of service on a verbal or written contract

<sup>3</sup>Casual employee: any person whose engagement provide for his/her payment at the end of each day and who is not engaged for a period longer than 30 days.

**SECTION G: FACILITIES**

---

**SG02: Provide the Number of Approved Coursebooks available (either owned by the school or students) by core subjects and form****(PUT EXACT NUMBER OF BOOKS, DO NOT USE RATIO)**

<b>Form</b>	<b>Maths</b>	<b>English</b>	<b>Kiswahili</b>
Form 1			
Form 2			
Form 3			
Form 4			

<b>Form</b>	<b>Chemistry</b>	<b>Biology</b>	<b>Physics</b>
Form 1			
Form 2			
Form 3			
Form 4			

**SG04: How many [ ... ] does this secondary school have?**

	<b>Number</b>
Workshops	
Science Laboratory	
Computer Room/Laboratory	
Chair and locker	
Boys dormitory/hostel	
Girls dormitory/hostel	
Beds for boys	
Beds for girls	
Bathrooms for boys	
Bathrooms for girls	
Functional fire extinguishers	



**SECTION L: SPECIAL NEEDS**

---

**SL01: Does this secondary school have assistive devices for learners with special needs and disabilities?**

1. Yes
2. No

**IF SL01 = 2, SKIP TO SL02**

**SL01.1: How many [...] does this secondary school have?**

	<b>Number</b>
Braille machines	
Wheel chairs	
Communication Aids	
Pill organizers	
Memory aids	
Scooters	
Walkers	
Canes	
Crutches	

\_\_\_\_\_

**SECTION M: FINANCIAL INFORMATION**

---

**CHECK SA17: IF SA17=1, SKIP TO PM01**

**IF SB20 = 1, ASK:**

**SM00: Is the information provided consolidated or for the main branch?**

1. Consolidated
2. Main branch

**SM01: How much did this secondary school receive/earn in 2022 and 2023? (provide the breakdown)**

Source	Amount (KSh)	
	2022 (January - December)	2023 (January - December)
1 Capitation – Operation.....		
2 Capitation – Tuition.....		
3 Top up Grant - Operation.....		
4 Top up Grant - Tuition.....		
5 Low cost boarding capitation.....		
6 Tuition fees.....		
7 Boarding Fees.....		
8 Sale of goods and services.....		
9 Infrastructure (MOE/NG-CDF).....		
10 Motivation fee (teachers/students/remedial).....		
11 Disposal of assets.....		
12 Donation / fund raising.....		
13 Interests on deposits.....		
14 Payment in kind.....		
15 School transport		
16 <b>Total</b>		

**SM02: How much did this secondary school spend on the following items in 2022 and 2023?**

<b>Expenditure Items</b>		<b>Amount (KSh)</b>	
<b>Staff Cost</b>		<b>2022 (January - December)</b>	<b>2023 (January - December)</b>
1	Annual gross salaries and wages		
2	Employer's contributions (pension, provident etc)		
3	Fringe benefits		
4	Board expenses		
5	Other employee benefits		
<b>Operating Expenses</b>			
6	Motor vehicle running costs (eg. spare parts)		
7	Leasing and hiring of plant, machinery, equipment and vehicles under operating leases		
8	Insurance		
9	Accommodation and travelling		
10	Office supplies		
11	Stores and consumables		
12	Medicine & medical supplies		
13	Postal and courier services		
14	Advertising		
15	Rental of land and premises		
16	Repair and maintenance		
17	Research and development		
18	Professional services		
19	Telecommunication services		
20	Transport of goods (freight by rail, road, sea, air), warehousing and storage		
21	Water		
22	Electricity		
23	Water & electricity		
24	Fuels and lubricants		
25	Cooking fuel		
26	Entertainment		
27	License fees, permits, stamp duties and similar fees paid to government or local authorities, catering levy		
28	Fees and Commissions paid		
29	Containers and packaging materials		

30	Donations, bursaries and sponsorships		
31	Property tax		
32	Depreciation		
33	Amortisation		
34	Bank charges		
35	Interest paid		
36	Other expenditure ( <i>not specified above</i> )		
	a).....		
	b).....		
<b>37</b>	<b>Total Expenditure</b>		

**SM03: What was the total amount of money owed to and by this secondary school in 2022 and 2023?**

Items	Amount (KSh)	
	2022(as at 31st December 2022)	2023 (as at 31st December 2023)
1 <b>Creditors</b> (owed by the school)		
<b>Total</b> .....		
2 <b>Debtors</b> (owed to the school)		
School fees arrears .....		
Others.....		
3 <b>Total</b> .....		

**SM04: Did this secondary school receive international scholarships for Kenyan learners in the 2023 school year?**

1. Yes
2. No

**SM05: Did this secondary school receive aid/ assistance from outside the country in the 2023 school year?**

1. Yes
2. No

**SECTION N: CONTACTS AND COMMENTS**

SN01: Name of Contact Person ..... SN02: Mobile Phone No. (Contact Person) .....

SN03: Designation (Contact Person) ..... SN04: Name of the Respondent .....

SN05: Mobile Phone No. (Respondent) ..... SN06: Email address (Respondent) .....

SN07: Respondent comments

SN08: Enumerator comments

SN09: GPS Coordinates of this Secondary School

Latitude ..... Longitude .....