

SECTION A: IDENTIFICATION PANEL

A00:2024 School Census Serial No. <input type="text"/>									
A01:County	<input type="text"/>	A02:Sub County	<input type="text"/>	A03:Division	<input type="text"/>	A04:Location	<input type="text"/>	A05:Sub Location	<input type="text"/>
A06:Constituency	<input type="text"/>	A07:Ward	<input type="text"/>	A08:Residence:	1.Rural <input type="text"/>				
					2.Urban <input type="text"/>				
A09: Education Level:	A. Pre-Primary	<input type="text"/>	A10:School Name						
	B. Primary	<input type="text"/>							
	C. Junior School	<input type="text"/>							
	D. Pre-Vocational/SNE	<input type="text"/>							
	E. Secondary	<input type="text"/>							
A11:Unique Institutional Code (UIC)/NEMIS Code	<input type="text"/>	A12: MOE Registration No.	<input type="text"/>	A13:Year of School Registration	<input type="text"/>	A14:TSC Code	<input type="text"/>	A15:KNEC Code	<input type="text"/>
A16:School Zone	<input type="text"/>								
A17:Institution Type	1.Public	<input type="text"/>							
	2.Private	<input type="text"/>							

SECTION B: GENERAL INFORMATION

B01:INSTITUTION N.S.S.F CODE	<input type="text"/>	B02:INSTITUTION NHIF CODE	<input type="text"/>	B03:INSTITUTION KRA PIN	<input type="text"/>	B04:Single Business Permit No.	<input type="text"/>	B05: Main settlement type of where the school is located	1.Formal	<input type="text"/>
								2.Informal		<input type="text"/>
Postal Address:										
B06: Box	<input type="text"/>	B07:Postal Code	<input type="text"/>	B08: Postal Town	<input type="text"/>					
Physical Address:										
B09: Physical Town	<input type="text"/>	B10: Street/Road	<input type="text"/>	B11: Plot No.	<input type="text"/>	B12: Building Name	B13: Building No.	<input type="text"/>	B14: Floor	<input type="text"/>
Contact										
B15: Tel./Mobile Phone No. (Office)	<input type="text"/>	B16: Email address	B17: Website	B18: Social Media Handle						
B19: Physical Landmark:										
(Name of the nearest police station or health facility or town or shopping centre)										
.....										
B20: Is this a the main school or a branch?	1 Main School		<input type="text"/>							
	2 Branch		<input type="text"/>							
If B20 = 2, what is the name of the main school?										
B20.1: Main School Name	B20.2: Unique Institutional Code (UIC)/NEMIS Code	<input type="text"/>	B20.3: County	<input type="text"/>	B20.4: Physical Town	<input type="text"/>				

SECTION C: SCHOOL BASIC INFORMATION

C01: Name the School Category:	1 Regular	<input type="text"/>
	2 Integrated (regular and special needs)	<input type="text"/>
	3 Special (special needs only)	<input type="text"/>
	4 Regular with special needs units	<input type="text"/>
C02: Is the school a boys only, girls only or mixed (both boys and girls)?	1 Boys	<input type="text"/>
	2 Girls	<input type="text"/>
	3 Mixed	<input type="text"/>
C03: What is the accomodation type?	1 Day	<input type="text"/>
	2 Boarding	<input type="text"/>
	3 Day and Boarding	<input type="text"/>
C04: If C03 = 3, indicate the number of boarders only	1 Boys	<input type="text"/>
	2 Girls	<input type="text"/>
C05: Is the school operating from a fixed location or mobile ?	1 Mobile	<input type="text"/>
	2 Fixed Location	<input type="text"/>
C06: Indicate Ownership structure:Specify the percentage shareholding	1 Government	<input type="text"/>
	2 Foreign (Individual/Corporate)	<input type="text"/>
	3 Local Private (Individual/Corporate)	<input type="text"/>
	Total	100%
C07: If A17 = 2, give the legal status	1 Sole proprietorship	<input type="text"/>
	2 Partnership	<input type="text"/>
	3 Local private company	<input type="text"/>
	4 Non-profit/NGOs	<input type="text"/>
	5 Faith Based Organization (FBO)	<input type="text"/>
	6 Community Based Organization (CBO)	<input type="text"/>
C08: What is the composition of Board of Management(BOM)/Board of Directors by sex?	Male	<input type="text"/>
	Female	<input type="text"/>
	Total	<input type="text"/>
C09: Indicate the type of curriculum offered	1 National (8-4-4/CBC)	<input type="text"/>
	2 International	<input type="text"/>
	3 Both National and International	<input type="text"/>
C10: Does the school own this parcel of land, either alone or jointly with another entity?	1 Yes, Exclusively	<input type="text"/>
	2 Yes, Jointly	<input type="text"/>
	3 No	<input type="text"/>
C11: Does the school have a recognised legal document for this [PARCEL]	1 Yes, Title Deed	<input type="text"/>
	2 Yes, Other	<input type="text"/>
	3 No	<input type="text"/>

SECTION E: 2024 ENROLMENT

E01: Using the 2024 school register, provide the number of learners in grade 7 by sex and age

Age (years)	Grade 7			Grade 8		
	Boys	Girls	Total	Boys	Girls	Total
Below 9 years						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
More than 20 years						
Total						

E05: Provide the number of dropouts in 2024 in grade 7 and grade 8 by sex, as at the end of Term 2

Sex	Number	
	Grade 7	Grade 8
Boys		
Girls		
Total		

E07.2: If C01=2,3 or 4, provide the number of age-based learners with disability in grade 7 by sex and type of disability

Type of disability	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			

E07.2: If C01=2,3 or 4, provide the number of age-based learners with disability in grade 7 by sex and type of disability

Type of disability	Grade 7			Grade 8		
	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

F03: What is the number of employees by sex and age ?

Age group	Male	Female
18-34 years.....		
35-49 years.....		
50 years and above.....		
Total		

F05: What is the number of employees with disability by sex and type of disability?

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

F06: What is the number of non-teaching staff by occupation and sex?

Occupation	Male	Female
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						
29	Other (Specify)						
	Total						

F08: What is the number of teachers by sex and highest level of education attained ?

Education level attained	Education		Other disciplines	
	Male	Female	Male	Female
PhD.....				
Master's Degree.....				
Post Graduate Diploma.....				
Bachelor's Degree.....				
Diploma.....				
Certificate.....				
Secondary (KCSE).....				
Total				

F09: What is the number of employees who have received in-service training in the last 12 months by sex?

Employees	Male	Female
Teaching staff.....		
Non-teaching Staff.....		
Total		

SECTION G: FACILITIES

G04.1: Provide the Number of Approved Textbooks Available by Learning Area/Subject in grade 7 (Put exact number of books, Do not use ratio)

Learning areas	Number
English	
Kiswahili	
Mathematics	
Integrated Science	
Health Education	
Pre-Technical and Pre-Career Education	
Social Studies	
Christian Religious Education	
Islamic Religious Education	
Hindu Religious Education	
Business Studies	
Agriculture	
Life Skills Education	
Sports and Physical Education	
Visual Arts	
Performing Arts	
Home Science	
Computer Science	
German	
French	
Chinese	
Arabic	
Kenyan Sign Language	
Indigenous Languages	

G06: How many [...] does this pre-vocational school have?

	Number
Special room for Pre-Technical Studies	
Science Laboratory/room	
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

L01: Do you have assistive devices for learners with special needs and disabilities in this pre-vocational school?

Yes []

No []

L01.1: If yes, how many of the following:

	Number
Braille machine	
Hearing aids	
Wheel chairs	
Communication Aid	
Spectacles	
Prosthesis	
Pill organizers	
Memory aid	
Scooters	
Walkers	
Canes	
Crutches	
Others (Specify).....	

SECTION M: FINANCIAL INFORMATION

M01: How much did this pre-vocational school receive/earn in 2023? (provide the breakdown)

	Source	KSh.			
		2023			
1	Capitation.....				
2	Tuition fees.....				
3	Boarding Fees.....				
4	Sale of goods and services.....				
5	Infrastructure (MOE/NG-CDF).....				
6	Motivation fee (teachers/students/remedial).....				
7	Disposal of assets.....				
8	Donation / fund raising.....				
9	Interests on deposits.....				
10	Payment in kind.....				
11	Others (specify).....				
12	Total				

M02: How much did this pre-vocational school spend on the following items in 2023?				
Expenditure Items	Ksh.			
Staff Cost	2023			
1 Annual gross salaries and wages				
2 Employer's contributions (pension, provident etc)				
3 Fringe benefits				
4 Board expenses				
5 Other employee benefits				
Operating Expenses				
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 Telecommunication services				
19 Transport of goods (freight by rail, road, sea, air), warehousing and storage				
20 Water				
21 Electricity				
22 Water & electricity				
23 Fuels and lubricants				
24 Entertainment				
25 License fees, permits, stamp duties and similar fees paid to government or local authorities, catering levy				
26 Fees and Commissions paid				
27 Containers and packaging materials				
28 Donations, bursaries and sponsorships				
29 Property tax				
30 Depreciation				
31 Amortisation				
32 Bank charges				
33 Interest paid				
34 Other expenditure (<i>not specified above</i>)				
a).....				
b).....				
35 Total Expenditure				
M03: What was the total amount of money owed to and by this pre-vocational school in 2023 ?				
Items	Ksh.			
	2023 (as at 31st December 2023)			
1 Creditors (owed by the school)				
Total				
2 Debtors (owed to the school)				
<i>School fees arrears</i>				
<i>Others</i>				
3 Total				

SECTION N: CONTACTS AND COMMENTS

N01: Name of Contact Person N02: Mobile Phone No. (Contact Person) N03: Designation (Contact Person)

N04: Name of the Respondent N05: Mobile Phone No. (Respondent) N06: Email address (Respondent)

N07: Respondent comments