

*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**.*

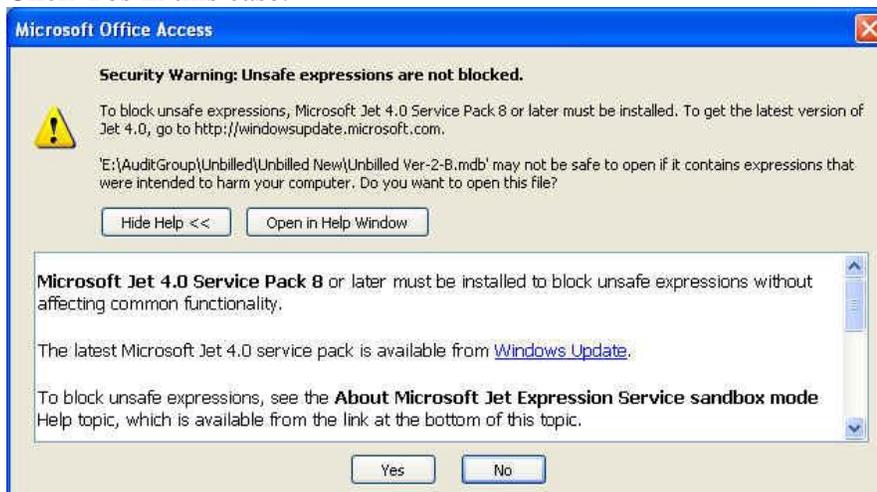
1. Create a folder called SCHOOL STATISTICS.
2. Copy the database file called: **Empty MOEDCTPrim_BE** to the SCHOOL STATISTICS folder.
3. Rename this database in the format **<academic year> Statistics** (eg. 2007-2008Statistics).

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.



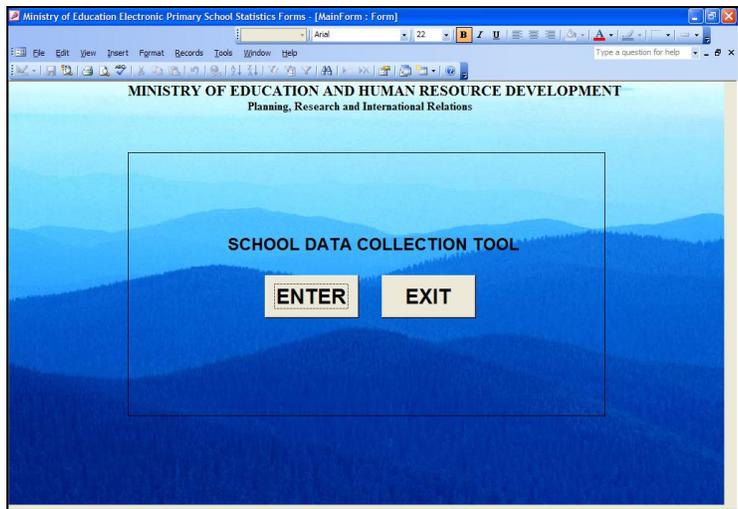
3. Click Yes in this case.



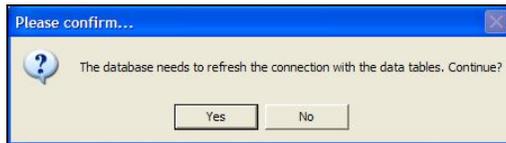
4. Click Open in this case to open the database.



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.

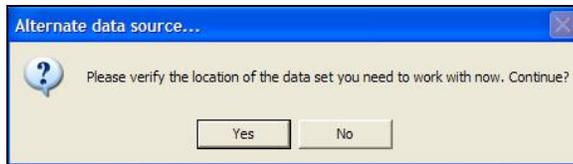


If you have not yet done so, see the section: Getting Started – Creating a New Backend.

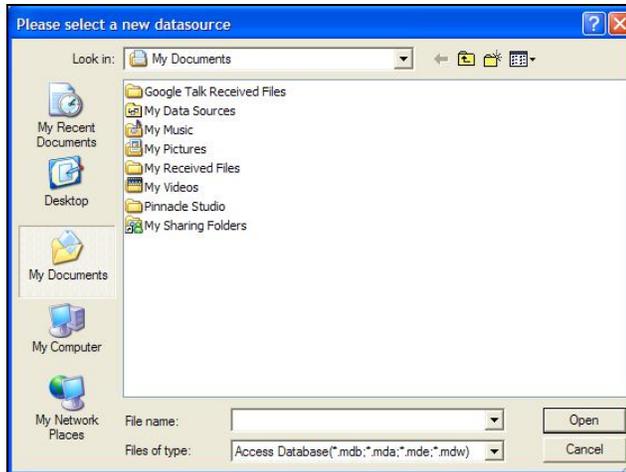
Note: If NO is clicked the following message will appear: “No data set was specified.”



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



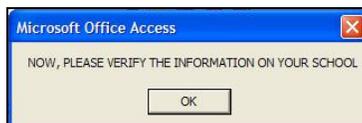
8. When the following window appears, locate the SCHOOL STATISTICS folder that you would have created and the <academic year> *Statistics* (eg. 2007-2008Statistics) file and click open.



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.

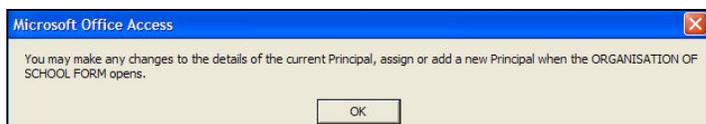
A form titled "School Information" with a red X icon. The text says "Please enter or verify the information on your school". The form has five fields: "School Code" (text input), "School Name" (text input), "Parish" (dropdown menu), "School Level" (dropdown menu), and "School Sector" (dropdown menu). At the bottom right, there are two icons: a pencil eraser and a checkmark.

Below is a screenshot of a completed form.

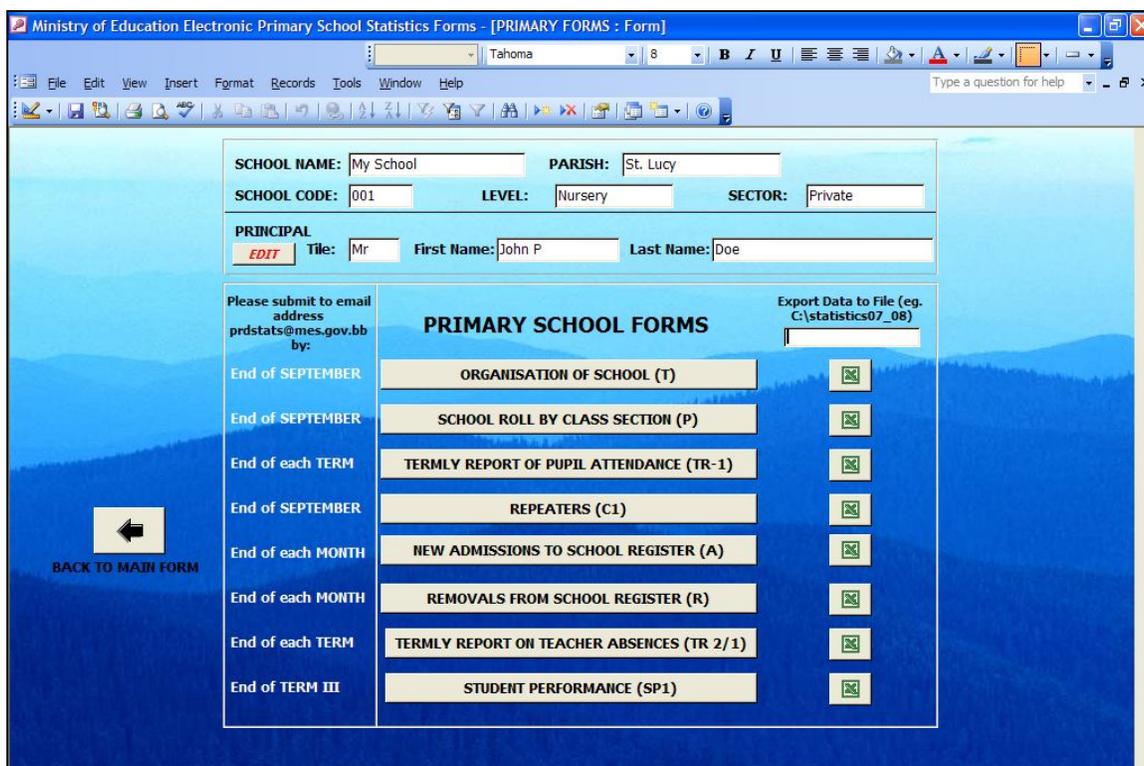
Primary schools with Special Units or Annexes should enter these units as separate institutions using an S at the beginning of the main school's code e.g. All Saints Primary – 011; All Saints Primary Special Unit – S11.

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).



- 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.



- 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.
- 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***
- Enter the name of the file to which the data is to be exported in the space provided and in the format shown.
- 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/mmm/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.

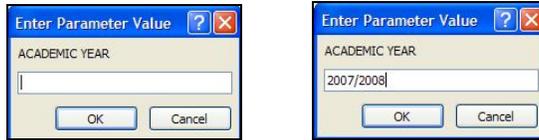
TEACHER FILE NUMBER	TEACHER ID NUMBER	TEACHER'S NAME			SEX	DATE OF BIRTH (dd/mmm/yy)	POSITION	STATUS	TEACHER'S QUAL.	
		Title	First Name (s)	Last Name					ERDISTON	C
TEMP001	560512-0012	Mr	John P	Doe	M	12-May-56	Principal	Temp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TEMP002	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 checked="" 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.



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

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

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 Cert. Ed.	OTHER LOCAL	OTHER OVERSEAS	Level	Subject Area					
TEH9003	680714-0014	Mrs	Jane P	Doe	F	14-Jun-68	GT	Temp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					0		0	
TEH9001	660312-0012	Mr	John P	Doe	M	12-May-56	PR	Temp	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		O Level	Mathematics, History, French, Spanish, English A, English B, Geography	10		0		
Total Teachers:																		

PRINCIPAL'S SIGNATURE _____ DATE _____

Page 1 of 1

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.

SCHOOL ROLL BY CLASS SECTION (FORM P PRIMARY)

SCHOOL:
 SCHOOL CODE: DATE INFORMATION WAS PREPARED:
 PRINCIPAL:

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	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				
TEMP008	Miss. Jane P Doe			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
TEMP008	Miss. Jane P Doe																										
TEMP002	Mr. John P Doe																										
TEMP004	mr. kenta koleiyop																										
TOTALS				0	2	12	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				

(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.

SCHOOL ROLL BY CLASS SECTION (FORM P PRIMARY)

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

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		12 YRS		13 YRS			
				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				
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	0	0				
TOTALS				0	2	12	16	0	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.

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																								TOTAL
				3 YRS		4 YRS		5 YRS		6 YRS		7 YRS		8 YRS		9 YRS		10 YRS		11 YRS		12 YRS		13 YRS				
				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	12	18				
TEMP008	Miss. 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	12	13			
TOTALS				0	2	12	16	12	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	58			

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

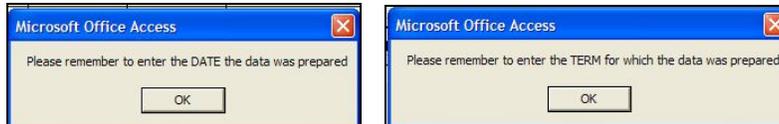
Tips and Other Points to Note

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.

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: PARISH:

SCHOOL CODE:

PRINCIPAL:

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

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

Week of Term	No. of Half Days	Total	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		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		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

(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 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.

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	Nusery		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		
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
TOTAL	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.

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

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.

TERMLY REPORT OF PUPIL ATTENDANCE FOR TERM: 1 **ACADEMIC YEAR:** 2007/2008 (FORM TR-4 PRIMARY)

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

DATE INFORMATION WAS PREPARED: 25-Jan-07

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	284	306
AVERAGE	9.50	20.95	18.89	12.84	14.53	10.53	14.47	17.1	18.53	17	13.4	13	14.47	15.1	15.474	16.1	

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

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	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	13.0	13.9	13.1	13.4	17.6	18.1	16.3	15.8	12.9	12.49	14.03	14.8	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: _____

Page 1 of 1

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.

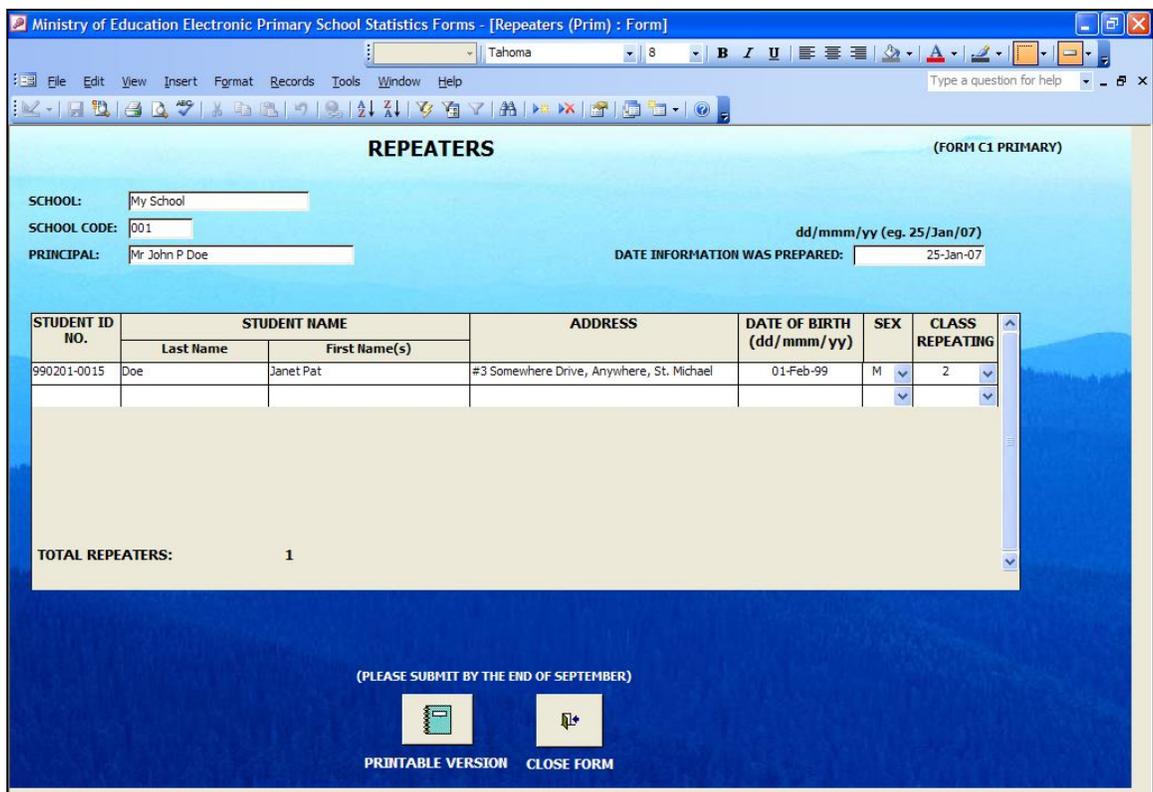
The Repeaters Form

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.



The screenshot shows a web-based form titled "REPEATERS (FORM C1 PRIMARY)". The form includes fields for SCHOOL, SCHOOL CODE, PRINCIPAL, and DATE INFORMATION WAS PREPARED. Below these fields is a table with columns for STUDENT ID NO., STUDENT NAME (Last Name, First Name(s)), ADDRESS, DATE OF BIRTH (dd/mmm/yy), SEX, and CLASS REPEATING. The table contains one entry for a student named Janet Pat Doe, born on 01-Feb-99, in class 2. At the bottom of the form, it says "TOTAL REPEATERS: 1". There are also buttons for "PRINTABLE VERSION" and "CLOSE FORM", with a note "(PLEASE SUBMIT BY THE END OF SEPTEMBER)".

STUDENT ID NO.	STUDENT NAME		ADDRESS	DATE OF BIRTH (dd/mmm/yy)	SEX	CLASS REPEATING
	Last Name	First Name(s)				
990201-0015	Doe	Janet Pat	#3 Somewhere Drive, Anywhere, St. Michael	01-Feb-99	M	2

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

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: _____

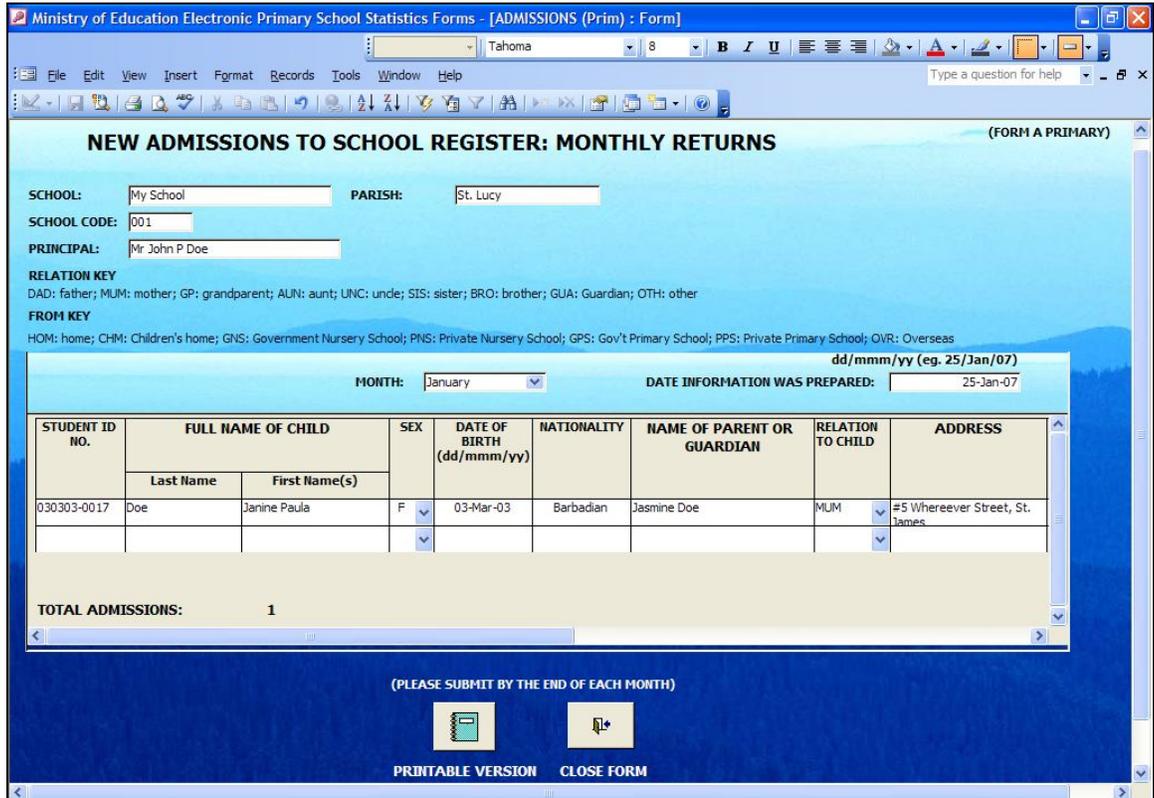
The New Admissions to School Register Form

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 "NEW ADMISSIONS TO SCHOOL REGISTER: MONTHLY RETURNS (FORM A PRIMARY)". The form is displayed in a browser window with a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. The form fields are as follows:

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

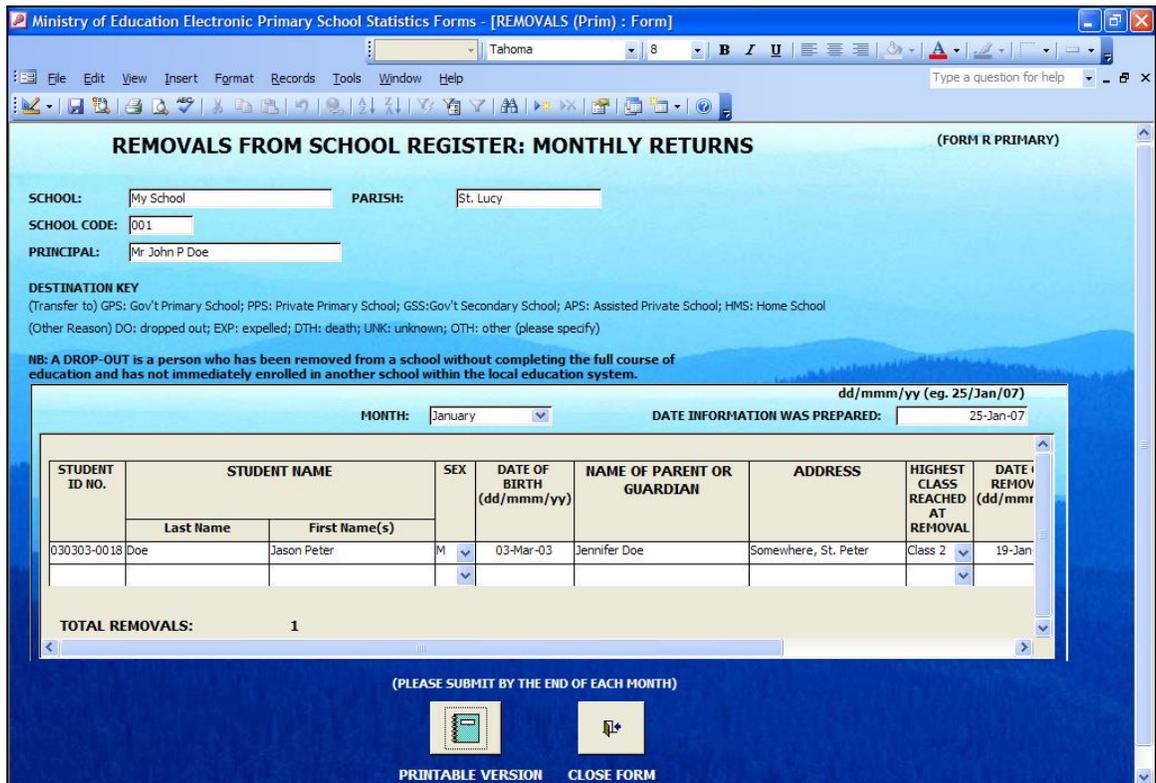
The Removals Form

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/mmm/yy (eg. 25/Jan/07) 25-Jan-07

STUDENT ID NO.	STUDENT NAME		SEX	DATE OF BIRTH (dd/mmm/yy)	NAME OF PARENT OR GUARDIAN	ADDRESS	HIGHEST CLASS REACHED AT REMOVAL	DATE REMOV (dd/mmm)
	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; HHS: Home School
 (Other Reason) DO: dropped out; EXP: expelled; OTH: other; OVR: overclass; 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)								
000303-0010	Doe	Jason Peter	M	3/3/2003	Jennifer Doe	Somewhere, St. Peter	Class 2	1/19/2007		
TOTAL REMOVALS: 1										

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.

TERMLY REPORT ON TEACHER ABSENCES (FORM TR 2/1 PRIMARY)

SCHOOL: PARISH:

SCHOOL CODE:

PRINCIPAL:

TERM: DATE INFORMATION WAS PREPARED:

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

(PLEASE SUBMIT BY THE END OF EACH TERM)

- 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		
TEMP001	Mr. John P. Doe	PR	Temp	18-Jul-07	20-Jul-07	3	Unknown
						3	

Total Teachers Absent: 1

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

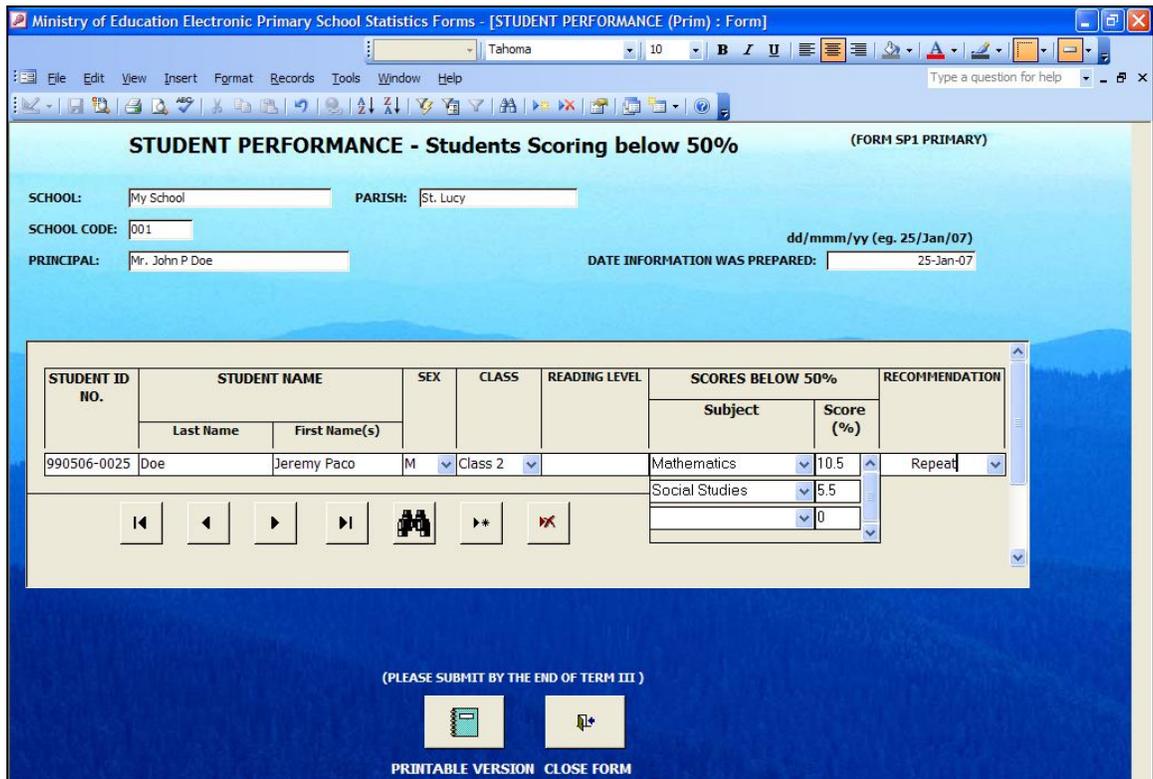
The Student Performance Form

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.



The screenshot shows the "Ministry of Education Electronic Primary School Statistics Forms" application. The title bar indicates the form is for "STUDENT PERFORMANCE (Prim) : Form". The application window contains the following fields and data:

SCHOOL: My School **PARISH:** St. Lucy
SCHOOL CODE: 001 **DATE INFORMATION WAS PREPARED:** dd/mmm/yy (eg. 25/Jan/07) 25-Jan-07
PRINCIPAL: Mr. John P Doe

The main data table is as follows:

STUDENT ID NO.	STUDENT NAME		SEX	CLASS	READING LEVEL	SCORES BELOW 50%		RECOMMENDATION
	Last Name	First Name(s)				Subject	Score (%)	
990506-0025	Doe	Jeremy Paco	M	Class 2		Mathematics	10.5	Repeat
						Social Studies	5.5	
							0	

Navigation buttons are located below the table: back, previous, next, forward, search, and delete.

At the bottom of the form, there are two buttons: "PRINTABLE VERSION" and "CLOSE FORM". A note above the buttons says "(PLEASE SUBMIT BY THE END OF TERM III)".

5. 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 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.