

INSTRUCTIONAL MANUAL SENIOR HIGH SCHOOLS	
A	All questions MUST BE ANSWERED. District Statistics Officers and Circuit Supervisors to check that the questionnaire is as complete as possible.
B	If requested information is not applicable to your school please indicate these with N/A or NIL in the spaces provided. Blank means it does not exist or is not needed. If a WHOLE Table is not applicable write in large letters N/A across the whole table. If there is no information for a whole table then write NIL across the whole table. Do NOT WRITE Zeros in every space.
C	DO NOT Tick when NUMBERS or HOW MANY is requested. Ticked information in this case is useless. Only tick when a small tick box is provided.
D	All information provided should refer to this academic school year unless otherwise requested in the question. Eg. Enrolment, Textbooks, Teachers, etc in this school year whereas Pupil transfers TO other schools, Staff Leave, etc are requested for the past academic year.
E	Read through questionnaire briefly before completing it. It will minimize the mistakes you may make. Note, where the questionnaire indicates a code, refer to back pages of questionnaire.
Intro	The Annual Census must be signed off by the Head (or Acting) Head of the School. It must be checked and signed by the District Statistics Officer.
1	SCHOOL IDENTIFICATION
1.1	Please put in the full name of the school
1.2	The Year Established refers to the first year the school was opened.
1.3	School Status: Public = State owned, Private= Non-State owned, Registered refers to registration of the school with the Ghana Education Service.
1.4	Registration Number refers to the Number on the School's Registration Certificate. It is only issued to Private schools
1.6	Location of School: Indicate the names of the region, district, locality, etc in full with the appropriate code (refer to code page). Locality refers to the name given to the surrounding area around the school.
1.7	Type of Locality: Rural is areas with small population(<i>less than 5,000</i>), and no facilities - electricity, water, clinic, - or it is rural if the only facilities are some 20kms away.
1.8	School Address: If your school has no telephone, fax or email leave blank.
1.9	Education Management Unit of School: Refer to back page for codes
	Summary Count: Check that the totals correspond with the totals of tables 5.1, 9 and 11. The totals of the pupils must be the same as the totals of the pupils in table 9; the totals of the classrooms must be the same as the totals of the classrooms in 5.1 and total teacher numbers must be the sum of the teachers in table 11.
2	SCHOOL PROFILE AND ORGANISATION
2.6	Special Education School: These are schools for pupils with special needs due to physical, mental or psychological challenges they face.
2.3	Even if you are not a Special School do you have any disabled pupils? Complete this table. If your school is a Special School you MUST complete this table. If you are not a Special School you need to count the pupils with problems with their eyes, speech, and hearing or physically and intellectually challenged.
2.4	Ramp: A ramp is a sloping walkway used by wheelchairs to access buildings where stairs are used.

3	SCHOOL INFRASTRUCTURE
3.1	Access: This refers to access in the last 2-4 km from the school
3.11	School lands: Does your school has title Deeds or is registered as belonging to the school? Government wants to track whether schools have secured their lands for their own use.
3.14	Boarding: This is not hostels or private boarding outside of the school property.
4	SCHOOL MANAGEMENT AND FINANCE
4.1	Board of Governors: The board has a representative of the Director General selected in consultation with the Minister. Representatives from the teaching and non-teaching staff, old students association and members to represent historical interest.
4.5	In-Service Training: This could be both at the school and outside the school by external providers.
4.7	Does the school deliberately include HIV/AIDs issues in each subject at some point in the curriculum?
5	SCHOOL BUILDING
5.1	No. of Classrooms: Count each room (even if in blocks) as a separate room.
5.4	Major Repair refers to a situation demanding complete re-roofing, contracting a wall/cladding a pavilion , or changing the floor of a classroom Minor Repair refers to repair work on windows, fixing door shutters, or replacing one or two roofing sheets
5.4	Note: Information is being requested on the dormitory block not the hostel block . The hostel block is usually privately owned and not on the school grounds whereas the dormitory block is owned by the school. When reporting on Teacher Quarters, Other Staff Quarters - as a general rule count the bedrooms that are being occupied by a teacher. Eg. If your school has a bungalow and two teachers are staying there then count 2 but if only 1 teacher then count only 1.
6	CHARACTERISTICS OF SCHOOL'S MATERIALS AND EQUIPMENT
6.1	Write the actual number of pieces of furniture available under the specific type on the form separately for each level.
11	TEACHER PROFILES
	Staff number: If no staff number then leave blank. If the teacher has a number do not put Government as a prefix as it will be assumed it is there.
	Year of birth: put last 2 digits of the year in which the person is born.
	Year of First Service: put last 2 digits of the year.
	Rank: refer to codes at back where a letter or number is initialized in bold e.g. S =Subject H = Head Put the appropriate letter or number in the column.