Annual School Survey

Purpose

The Palau Ministry of Education, in its effort to formalize an annual school report for all schools within the Republic, has developed an Annual School Survey. The purpose of this survey is to collect school data which will be used to compile a comprehensive report on elementary and secondary education. Results of the survey will be made available to school principals and administrators for planning and management purpose. Data being collected through this survey are classified into the following categories: school information, course information, personnel information, and plant and facilities.

School principals shall be responsible for completing the Annual School Survey to close out this school year and for submitting it to the Division of School Management by May 21, 2004. Any questions regarding this survey can be directed to the Division of Research and Evaluation at 488-2570.

Directions for Completing the Annual School Survey

Heading
- Fill in current school year on the line provided.
- Fill in the beginning and ending dates of current school year

School Information

1. Name of School: Write the full name of the school on the line provided.
2. Mailing Address: Write the mailing address of the school on the line provided.
3. School Principal: Write the full name of school principal on the line provided.
4. Contact Numbers: Write contact numbers for the school (telephone, fax, and email address) on the lines provided.

5. School Type: Mark appropriate box to indicate school type.

- Public: refers to schools established and run by the government
- Religious Organization: refer to schools which are sponsored, owned, and managed by religious organizations
- Private Enterprise: refers to schools solely owned and run by private authorities
- Other: refers to any type of school not mentioned above, (i.e. foreign school)

6. School Level: Mark appropriate box to indicate school level and circle corresponding grade levels.

7. School Region: Mark appropriate box to indicate the location of the school.
- Central: refers to schools located in Koror and Airai
- Babeldaob: refers to schools located on Babeldaob, excluding Airai
- Outlying States: refers to schools located in Kayangel, Peleliu, Angaur, and Southwest Islands

8. Class Session: Mark appropriate box to indicate daily class sessions
- Students attend classes full day: refers to all students attending classes in the morning and the afternoon.
- Students attend split class sessions: refers to one portion of student population attending classes in the morning while the other portion attends classes in the afternoon.
- Fill in the number of classes taught per day on the line provided.
- Indicate the length of each class in minutes on the line provided.

Course Information

9. List all subjects taught by grade level:
- Note: indicate title of main textbook to show focus of subject taught if there isn't a specific course title.

Student Information

10. Students by age, grade, and gender:
- Fill in the number of all students (including those in Special Education) who are enrolled in school by age, grade, and gender in appropriate cell.

11. Special Education students by grade and gender: For each grade, indicate the number of students in Special Education Program.
- Full-time: refers to students who receive Special Education services in all subjects.
- Part-time: refers to students who receive Special Education services for only particular subjects, aside from their regular classes.

12. Repeaters by grade and gender: Fill in the number of students who repeated the same grade as that of previous year.

13. Transfers by grade and gender: Indicate number of students who transferred to and from other schools by grade and gender.
    • Transfer Out: refers to students who transferred out to other schools
    • Transfer In: refers to students who transferred in from other schools

14. Dropout/Withdrawal by grade and gender: Indicate number of students who dropped out or withdrew from school during current school year.
    • Dropout: refers to students who stopped coming to school or withdrew from school due to academic failure
    • Withdrawal: refers to students whose parents withdrew them from school for valid reasons such as migration and illness.

15. Number of sections by grade: Indicate number of sections by grade levels
    • Sections: refers to distinct classes or student groups within a grade level

16. Projected Enrollment for next school year: Indicate expected enrollment by grade level for a next school year.

Personnel Information

17. School Personnel: Indicate total number and list all employees at school site by the following: last name, first name, date of birth, position, highest level of educational attainment, and years of experience at current position.
    • Use additional sheets if needed.

Plant and Facilities

18. Number of school buildings: Indicate number of school buildings.
    • School buildings: refers to all building structures belonging to the school.

19. Number of instructional facilities: Indicate number of instructional facilities available at the school. If a certain type of facility is not available, write '0'.

20. Number of furniture and equipment: Indicate number of furniture and instructional equipment available at the school. If a certain furniture or equipment is not available, write '0'.

21. Number of other facilities: Indicate number of other facilities available at the school. If a certain type of facility is not available, write '0'.

22. Availability of support services: Mark appropriate box to indicate support services available at the school.

School Income

23. Income by source: State school income by source in dollars
    • National Government: refers to funds allocated to school by the National Government or the Ministry of Education
    • State Government: refers to funds allocated to school by the State Government
    • Sponsoring Organization: refers to funds allocated to school by the organization sponsoring the school
    • Student Fees: refers to income, collected by the school from students.
    • PTA: refers to financial assistance contributed by Parents Teachers Association or similar organization.
    • School Fundraising: refers to income raised through fundraising activities sponsored by the school.
    • Donations: refers to financial assistance donated to school by individuals or organizations.
    • Other: refers to other income source which does not fit into the above categories.

24. Expenditure by type: State school expenditure by type in dollars
    • Teachers Salaries: refers to the amount of money spent for teachers' salaries.
    • Non-teaching Staff Salaries: refers to the amount of money spent on salaries for all other school staff, excluding teachers.
    • Books/Instructional Materials: refers to all expenses for books and instructional materials.
    • Equipment: refers to all expenses for equipment such as furniture, television, and computer or any other durable items.
    • Repair and Maintenance: refers to expenses for repairing and maintaining school facilities.
    • Communication: refers to expenditures for communication services such as telephone, fax, internet service, and postal services.
    • Utilities: refers to expenditures for utilities such as electricity, and water.
    • Supplies: refers to expenditures for all other school supplies not classified as instructional supplies such as fuel, cleaning agents, and tissues.

Note: Upon completing the Annual School Survey, enter your name and date in the space provided.

Annual School Survey

Purpose

The Palau Ministry of Education, in its effort to formalize an annual school report for all schools within the Republic, has developed an Annual School Survey. The purpose of this survey is to collect school data which will be used to compile a comprehensive report on elementary and secondary education. Results of the survey will be made available to school principals and administrators for planning and management purpose. Data being collected through this survey are classified into the following categories: school information, course information, personnel information, and plant and facilities.

School principals shall be responsible for completing the Annual School Survey to close out this school year and for submitting it to the Division of School Management by June11, 2004. Any questions regarding this survey can be directed to the Division of Research and Evaluation at 488-2570.

Directions for Completing the Annual School Survey

Heading
- Fill in current school year on the line provided.
- Fill in the beginning and ending dates of current school year

School Information

1. Name of School: Write the full name of the school on the line provided.
2. Mailing Address: Write the mailing address of the school on the line provided.
3. School Principal: Write the full name of school principal on the line provided.
4. Contact Numbers: Write contact numbers for the school (telephone, fax, and email address) on the lines provided.

5. School Type: Mark appropriate box to indicate school type.

- Public: refers to schools established and run by the government
- Religious Organization: refer to schools which are sponsored, owned, and managed by religious organizations
- Private Enterprise: refers to schools solely owned and run by private authorities
- Other: refers to any type of school not mentioned above, (i.e. foreign school)

6. School Level: Mark appropriate box to indicate school level and circle corresponding grade levels.

7. School Region: Mark appropriate box to indicate the location of the school.
- Central: refers to schools located in Koror and Airai
- Babeldaob: refers to schools located on Babeldaob, excluding Airai
- Outlying States: refers to schools located in Kayangel, Peleliu, Angaur, and Southwest Islands

8. Class Session: Mark appropriate box to indicate daily class sessions
- Students attend classes full day: refers to all students attending classes in the morning and the afternoon.
- Students attend split class sessions: refers to one portion of student population attending classes in the morning while the other portion attends classes in the afternoon.
- Fill in the number of classes taught per day on the line provided.
- Indicate the length of each class in minutes on the line provided.

Course Information

9. List all subjects taught by grade level:
- Note: indicate title of main textbook to show focus of subject taught if there isn't a specific course title.

Student Information

10. Students by age, grade, and gender:
- Fill in the number of all students (including those in Special Education) who are enrolled in school by age, grade, and gender in appropriate cell.

11. Special Education students by grade and gender: For each grade, indicate the number of students in Special Education Program.
- Full-time: refers to students who receive Special Education services in all subjects.
- Part-time: refers to students who receive Special Education services for only particular subjects, aside from their regular classes.

12. Repeaters by grade and gender: Fill in the number of students who repeated the same grade as that of previous year.

13. Transfers by grade and gender: Indicate number of students who transferred to and from other schools by grade and gender.
    • Transfer Out: refers to students who transferred out to other schools
    • Transfer In: refers to students who transferred in from other schools

14. Dropout/Withdrawal by grade and gender: Indicate number of students who dropped out or withdrew from school during current school year.
    • Dropout: refers to students who stopped coming to school or withdrew from school due to academic failure
    • Withdrawal: refers to students whose parents withdrew them from school for valid reasons such as migration and illness.

15. Number of sections by grade: Indicate number of sections by grade levels
    • Sections: refers to distinct classes or student groups within a grade level

16. Projected Enrollment for next school year: Indicate expected enrollment by grade level for a next school year.

Personnel Information

17. School Personnel: Indicate total number and list all employees at school site by the following: last name, first name, date of birth, position, highest level of educational attainment, and years of experience at current position.
    • Use additional sheets if needed.

Plant and Facilities

18. Number of school buildings: Indicate number of school buildings.
    • School buildings: refers to all building structures belonging to the school.

19. Number of instructional facilities: Indicate number of instructional facilities available at the school. If a certain type of facility is not available, write '0'.

20. Number of furniture and equipment: Indicate number of furniture and instructional equipment available at the school. If a certain furniture or equipment is not available, write '0'.
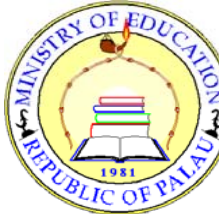
21. Number of other facilities: Indicate number of other facilities available at the school. If a certain type of facility is not available, write '0'.

22. Availability of support services: Mark appropriate box to indicate support services available at the school.

School Income

23. Income by source: State school income by source in dollars
   • National Government: refers to funds allocated to school by the National Government or the Ministry of Education
   • State Government: refers to funds allocated to school by the State Government
   • Sponsoring Organization: refers to funds allocated to school by the organization sponsoring the school
   • Student Fees: refers to income, collected by the school from students.
   • PTA: refers to financial assistance contributed by Parents Teachers Association or similar organization.
   • School Fundraising: refers to income raised through fundraising activities sponsored by the school.
   • Donations: refers to financial assistance donated to school by individuals or organizations.
   • Other: refers to other income source which does not fit into the above categories.

24. Expenditure by type: State school expenditure by type in dollars
   • Teachers Salaries: refers to the amount of money spent for teachers' salaries.
   • Non-teaching Staff Salaries: refers to the amount of money spent on salaries for all other school staff, excluding teachers.
   • Books/Instructional Materials: refers to all expenses for books and instructional materials.
   • Equipment: refers to all expenses for equipment such as furniture, television, and computer or any other durable items.
   • Repair and Maintenance: refers to expenses for repairing and maintaining school facilities.
   • Communication: refers to expenditures for communication services such as telephone, fax, internet service, and postal services.
   • Utilities: refers to expenditures for utilities such as electricity, and water.
   • Supplies: refers to expenditures for all other school supplies not classified as instructional supplies such as fuel, cleaning agents, and tissues.

Note: Upon completing the Annual School Survey, enter your name and date in the space provided.

MINISTRY OF EDUCATION
STUDENT DATA COLLECTION AND UPDATES
OCTOBER 12, 2004

Item #	Type of Data	Person Responsible	Collection Instrument:	Due Date	Updates	Collected By
1.	Student Information	School Principal	Registration Form	two weeks into a new school year	as needed	Division of Research & Evaluation (belechuus@co.palaumoe.net)
2.	Current Enrollment	School Principal	Enrollment Forms	two weeks into a new school year	quarterly	Division of Research & Evaluation (vremoket@co.palaumoe.net)
3.	Student Absenteeism	School Principals	Student Absenteeism Form	bi-weekly	bi-weekly	Division of Research & Evaluation (lruluked@co.palaumoe.net)
4.	Drop-Out, Withdraw, Expulsion	School Principals	Monthly Updates	first monday of the month	monthly	Division of Research & Evaluation (belechuus@co.palaumoe.net)
5.	Promotion, Retention, Referral, Suspension	School Principals	Monthly Updates	first monday of the month	monthly	Division of Research & Evaluation (belechuus@co.palaumoe.net)
6.	Student Transfers	School Principals	Monthly Updates	first monday of the month	monthly	Division of Research & Evaluation (belechuus@co.palaumoe.net)
7.	Student Offenses	School Principals	Monthly Updates	first monday of the month	monthly	Division of Research & Evaluation (belechuus@co.palaumoe.net)
8.	Quarterly Grades	School Principals	Quarterly Grades Worksheet	two weeks after each quarter	quarterly	Division of Research & Evaluation (vremoket@co.palaumoe.net)

Item #	Type of Data	Person Responsible	Collection Instrument:	Due Date	Collected and Reported By:	Type of Report	Frequency
1.	School Data; contact information, type of school, grade levels, location	School Principals	Annual School Survey	May each year	Chief of Research & Evaluation	Statistics Yearbook	Annual, every October
2.	Course Information; course offerings, graduation requirements	School Principals	Annual School Survey	May each year	Chief of Research & Evaluation	Statistics Yearbook	Annual, every October
3.	Student Data; enrollment age, gender special ed, repeaters, transfer, withdraw, drop out, sections by grade, projected enrollment	School Principals	Annual School Survey	May each year	Chief of Research & Evaluation	Statistics Yearbook	Annual, every October

Item #	Type of Data	Person Responsible	Collection Instrument:	Due Date	Collected and Reported By	Type of Report	Frequency
4.	Personnel Information; name, date of birth, gender, position, education level, years of experience @ current position	School Principals	Annual School Survey	May each year	Chief of Research & Evaluation	Statistics Yearbook	Annual, every October
5.	Plant & Facilities; school bldgs., instructional facilities, furniture $ equipment, other facilities, support facilities	School Principals	annual school survey	May each year	Chief of Research & Evaluation	Statistics Yearbook	Annual, every October
6.	Income & Expenditure; source of income and type of expenditure	School Principals, Admin. services	annual school survey	May each year	Chief of Research & Evaluation	Statistics Yearbook	Annual, every October
7.	General Inventory	School Principals	inventory forms	two weeks after end of school year	Chief of School Management	Inventory Report	Annual
8.	Class Schedule, Teachers Assignment	School Principals	Scheduling table	two weeks into a new school year or a semester	Chief of School Management	Class Schedule, Teachers Assignment	Annual for elementary schools and every semester for PHS
9.	Book Inventory	School Principals	inventory forms	two weeks after end of school year	Chief of Curriculum & Instruction	Inventory Report	annual
Item	Type of Data	Person	Collection	Due Date	Collected and	Type of	Frequency

#		Responsible	Instrument		Reported By	Report	
10.	Student quarterly grades, attendance	Teachers/ Principals	Quarterly grades worksheet	two weeks after each quarter	Chief of Research & Evaluation	quarterly student grades	quarterly
11.	Program activities and highlights	Chiefs, Program Coordinators	monthly reports	first friday of the month	Director	MOE monthly report	monthly
12.	MOE Financial Reports	Admin. Services Manager	financial report	Every 12th of the month	Administrative Services Manager	financial report	monthly
13.	School activities and highlights including classroom observation, contributions to school, PTA meetings, and financial reports	School Principals	monthly reports	first monday of the month	Chief of School Management	monthly report	first friday of the month
14.	Bus Data	School Principals, Transport. Manager	bi-weekly reports	bi-weekly	Administrative Services Manager	monthly report	first friday of the month
15.	Library use	School Principals, Public Librarian	monthly reports	first monday of the month	Chief of School Management	monthly report	first friday of the month
16.	Computer lab use	School Principals	monthly reports	first monday of the month	Chief of School Management	monthly report	first friday of the month
Item	Type of Data	Person	Collection	Due Date	Collected and	Type of	Frequency

#		Responsible	Instrument		Reported By	Report	
17.	Production Report; meal counts, menu	School Principals	bi-weekly reports	every other friday	Food Services Manager	monthly report	first friday of the month
18.	Food Services Report	School Principals	monthly reports	1st workday of the month	Food Services Manager	monthly report	first friday of the month
19.	Maintenance Needs (costs and status of work orders)	Maintenance Supervisor, Computer Technicians	monthly reports	first monday of the month	Administrative Services Manager	monthly report	first friday of the month
20.	Incidence Reports	Chiefs, Program Coordinators,	Incidence Report	bi-weekly	Director	-	-
21.	Incidence Reports	School Principals, other staff	Incidence Report	bi-weekly	Chief of School Management, other Supervisors	monthly report	first friday of the month
22.	Student Absenteeism	School Principals	Student absenteeism form	bi-weekly	DRE	Student absenteeism report	quarterly
23.	School Personnel Absenteeism	School Principals	School personnel absenteeism form	bi-weekly	DRE	Student absenteeism report	quarterly
24.	Personnel timesheet	School Principals	timesheet	bi-weekly	DPM		bi-weekly
25.	Personnel Actions	Chief of Personnel Management	monthly reports	first monday of the month	DPM	monthly report	first friday of the month
	A separate table entitled, **Student Data Collection and Updates**, outlines a schedule for collecting and updating student data throughout current school year.						

Ministry of Education
Republic of Palau
Annual School Survey
School Year _____ From _____ To _____

School Information:

1. Name of School _____

2. Mailing Address _____

3. School Principal _____

4. Contact Numbers   Tel: _____   Fax: _____

email: _____

5. School Type
Put an 'X' mark to indicate agency responsible for school operations

☐ Public

☐ Religious Organization

☐ Private Enterprise

☐ Other _____
        specify

6. School Level
Put an 'X' mark where appropriate

☐ Elementary (K 1   2   3   4   5   6   7   8)
   Circle appropriate grade levels

☐ Other_____ (K 1 2 3 4 5 6 7 8)
        Specify   Circle appropriate grade levels

7. School Region
Put an 'X' mark to indicate where school is located

☐ Central

☐ Babeldaob _____
            Specify State

☐ Outlying State _____
                Specify State

8. Class Session
Put an 'X' mark where appropriate

☐ Students attend classes full day

☐ Students attend split class session

Number of classes per day:_____   Length of each class: _____

Course Information:

9. List all Book Titles by grade level. (Note: Use another sheet of paper if more than one title)

COURSES	GRADE 1	GRADE 2	GRADE 3	GRADE 4
English				
Math				
Science				
Social Studies				
Palauan Studies				
Health				
Physical Education				
Career Guidance				
Other (specify)				
Other (specify)				

COURSES	GRADE 5	GRADE 6	GRADE 7	GRADE 8
English				
Math				
Science				
Social Studies				
Palauan Studies				
Health				
Physical Education				
Career Guidance				
Other (specify)				
Other (specify)				

Student Information:

10. Students by age, grade, and gender

(at Sept. 30th)	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Below 6																	
6 years																	
7 years																	
8 years																	
9 years																	
10 years																	
11 years																	
12 years																	
13 years																	
Over 13																	
Total																	

11. Special Education students by grade and gender

	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Full Time																	
Part Time																	

12. Repeaters by Grade and Gender

	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Repeaters																	

13. Transfers by grade and gender

	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Transfer Out																	
Transfer In																	

14. Dropout/Withdrawal by grade and gender

	Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Dropout																	
Withdraw																	

15. Number of sections by grade

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Totals
Sections									

16. Projected enrollment for next school year

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Totals
No. of Students									

Personnel Information:

17. School Personnel   **Total: _____**

Last Name	First Name	DOB	Gender	Position	Education Level	Years of experience @ current position

Personnel Information:

School Personnel continued (use additional sheets if needed)

Last Name	First Name	DOB	Gender	Position	Education Level	Years of experience @ current position

Plant and Facilities:

<table>
<tr><td>

18. Number of School buildings
_____ School Buildings

19. Number of instructional facilities
_____ Regular Classroom
_____ Special Ed. Classroom
_____ Computer Lab
_____ Library
_____ Other _____

20. Number of furniture and instructional equipment

</td><td>

21. Number of other facilities
_____ Office Space
_____ Teachers' Office
_____ Cafeteria
_____ Health Clinic
_____ Flush Toilet
_____ Store Room
_____ Conference Room
_____ _____
_____ _____

</td></tr>
</table>

20. Number of furniture and instructional equipment

____ Student Desks	____ Infocus Projector
____ Student Chairs	____ Television
____ Student Desk-combo	____ Tape Recorder
____ Teachers Desks	____ Laser Disc Players
____ Teachers Chairs	____ Video Player
____ Classroom Worktables	____ Video Camera
____ Chalkboard/Markerboard	____ Camera
____ Computers	____ PA System
____ Printers	____ Overhead Projector
____ Xerox Machine	

22. Availability of support services
mark 'X' to indicate availability

☐ Tutoring Services

☐ Student Lunch Program

☐ Bus Transportation

☐ Others _____
specify

School Income and Expenditure for Previous Budget Year:

23. Income by source (in dollars)		**24. Expenditure by type (in dollars)**	
National Government	_____	Teachers Salaries	_____
State Government	_____	Non-Teaching Staff Salaries	_____
Sponsoring Organization	_____	Books/Instructional Materials	_____
Student Fees	_____	Equipment	_____
PTA	_____	Repair and Maintenance	_____
School Fundraising	_____	Communication	_____
Donations	_____	Utilities	_____
Others _____	_____	Supplies	_____
Total Income	_____	**Total Expenditure**	_____

Prepared by:_____   Date: _____

Ministry of Education
Republic of Palau
Annual School Survey
School Year _____ From _____ To _____

School Information:

1. **Name of School** _____

2. **Mailing Address** _____

3. **School Principal** _____

4. **Contact Numbers** Tel: _____ Fax: _____

   Email: _____

5. **School Type**
   Put an 'X' mark to indicate agency responsible for school operations

   ☐ Public

   ☐ Religious Organization

   ☐ Private Enterprise

   ☐ Other _____
                         specify

6. **School Level**
   Put an 'X' mark where appropriate

   ☐ Secondary (7 8 9 10 11 12)
             circle appropriate grade

   ☐ Other_____(7 8 9 10 11 12)
            specify   circle appropriate grade

7. **School Region**
   Put an 'X' mark to indicate where school is located

   ☐ Central

   ☐ Babeldaob _____
                     specify state

   ☐ Outlying State _____
                   specify state

8. **Class Session**
   Put an 'X' mark where appropriate

   ☐ Students attend classes full day

   ☐ Students attend split class session

   Number of classes per day:_____ Length of each class: _____

Course Information:

9. List all courses by grade level and indicate graduation requirements with asterisk (*).

COURSES	GRADE 7	GRADE 8
English		
Math		
Science		
Social Studies		
Palauan Studies		
Vocational Course		
Other (specify)		
Other (specify)		

COURSES	GRADE 9	GRADE 10
English		
Math		
Science		
Social Studies		
Palauan Studies		
Health		
Physical Education		
Vocational Course		
Other (specify)		
Other (specify)		

COURSES	GRADE 11	GRADE 12
English		
Math		
Science		
Social Studies		
Palauan Studies		
Health		
Physical Education		
Vocational Course		
Other (specify)		
Other (specify)		

Student Information:

10. Students by age, grade, and gender

Age	Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		Totals
(at Sept. 30th)	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Below 13													
13 Years													
14 Years													
15 Years													
16 Years													
17 Years													
18 Years													
Over 18													
Total													

11.Special Education students by grade and gender

	Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Full Time Students													
Part Time Students													

12. Repeaters by Grade and Gender

	Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Repeaters													

13. Transfers by grade and gender

	Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Transfer Out													
Transfer In													

14. Dropout/Withdrawal by grade and gender

	Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		Totals
	M	F	M	F	M	F	M	F	M	F	M	F	M/F
Dropout													
Withdrawal													

15. Number of sections by grade

	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Section							

16. Projected enrollment for next school year

	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Totals
No. of Students							

Personnel Information:

17. School Personnel   **Total: _____**

Last Name	First Name	DOB	Gender	Position	Education Level	Years of experience @ current position

Personnel Information:

School Personnel continued (use additional sheets if needed)

Last Name	First Name	DOB	Gender	Position	Education Level	Years of experience @ current position

Plant and Facilities:

18. Number of School buildings on campus _____ School Buildings **19. Number of instructional facilities** _____ Regular Classroom _____ Special Ed. Classroom _____ Computer Lab _____ Library _____ Other _____ **20. Number of furniture and instructional equipment**	**21. Number of other facilities** _____ Office Space _____ Teachers' Office _____ Cafeteria _____ Health Clinic _____ Flush Toilet _____ Store Room _____ Conference Room _____ _____ _____ _____

20. Number of furniture and instructional equipment

____ Student Desks	____ Infocus Projector	**22. Availability of support services**
____ Student Chairs	____ Television	mark 'X' to indicate availability
____ Student Desk-combo	____ Tape Recorder	☐ Tutoring Services
____ Teachers Desks	____ Laser Disc Players	
____ Teachers Chairs	____ Video Player	☐ Student Lunch Program
____ Classroom Worktables	____ Video Camera	
____ Chalkboard/Markerboard	____ Camera	☐ Bus Transportation
____ Computers	____ PA System	
____ Printers	____ Overhead Projector	☐ Others _____
____ Xerox Machine		specify

School Income and Expenditure for Previous Budget Year:

23. Income by source (in dollars)		**24. Expenditure by type (in dollars)**	
National Government	_____	Teachers Salaries	_____
State Government	_____	Non-Teaching Staff Salaries	_____
Sponsoring Organization	_____	Books/Instructional Materials	_____
Student Fees	_____	Equipment	_____
PTA	_____	Repair and Maintenance	_____
School Fundraising	_____	Communication	_____
Donations	_____	Utilities	_____
Others _____ specify	_____	Supplies	_____
		Total Expenditure	_____
Total Income	_____		

Prepared by:_____   Date: _____