

Annex 1. Data Capture Forms BE

BE1: Annual School Data Capture Form

BE-1

1. IDENTIFICATION AND BACKGROUND INFORMATION

1(A) School Information

School Code (EMIS)	
School Name	
Shift : 1- 1 Shift/ 2- 2Shift	
If 2 shift, Reasons	

Pre-School (1- Yes/2-No)	
Primary Level (1- Yes/2-No)	
Lower Secondary Level (1- Yes/2-No)	
Upper Secondary Level (1- Yes/2-No)	
Distance From Nearest School of Higher Level(Miles)
Distance From School to TEO Office(Miles)
School Cluster Name	
Head or Satellite School 1-Head, 2-Statellite	
If Post-Primary/Branch/Attach school then what is the name of the head school	
If Head school, have Post-Primary school or not 1-Yes/ 2- No	
If Head school, have branch school or not 1-Yes/ 2- No	
If Head school, have attach school or not 1- Yes/ 2-No	
How many times was the school visited by inspectors during the previous years?	

1(B) School Location

Area of Location :1. Urban 2. Rural	
Street	
Village/Ward	
Village Tract/ Town	

Township	
Distinct	
State/Region	

1(C) School History

Type of School	Self-Standby School	A-BEP S	B-BEP S	BEPF	P-BEP S	A-BEM S	B-BEM S	BEM S	A-BEHS	B-BEH S	BEHS
Date											
Official Letter Number											

1(D) Landlord

Type of Land	Date of Approved

1. Ancestral Land 2. Grant 3. Lana(39) 4. Form(7) 5. Forest Land 6. Other

1(E) School Area and Current Usage Status

Type	Area (Square Feet)
Land Owned By School	
Playground	
Area of Building	

Eg. School area is 2.5 area, so express square feet by multiply in (43560)

$2.5 \times 43560 = 108900$ square feet

1(F) Structure of Building

Structure Type	No. of Buildings	No. of Rooms	Need of Maintain (Yes/No)	No. of buildings need to Maintain
Concrete				
Brick(Wood)				
Brick(Iron)				
Wooden				
Bamboo/Poles				
Other				
Total				

1(G) Classrooms in Use

Level of School	No. of Classrooms			
	Less than (18 x 20) feet	18x20 feet	20x24 feet	24x30 feet
Pre-Primary				
KG				
Primary				

Lower Secondary				
Upper Secondary				
Number of Classrooms in Use				

Particulars	No. of Rooms	No. of Classroom (To get with Partition)
No of Rooms (can be used by Partition)		

1(H) Class

Classes	Pre-school	KG	G1	G 2	G 3	G 4	G 5	G 6	G 7	G 8	G 9	G 10	G 11	G 12	Total
No of Classes															
No of Classes those are met with standard criteria															

1(I) Furniture

Particulars	Number			Remark
	Total Number	No of Damage	No of Requirements	
Students' Desk (Single)				
Students' Chair(Single)				
Students' Armchair (Set)				
Students' Desk (Benches) 3 persons				
Students' Chair(Benches) 3 persons				
Students' Desk (Benches) 4 persons				
Students' Chair(Benches) 4 persons				
Students' Benches (Set) 3 Persons				
Students' Benches (Set) 4 Persons				
Teachers' Tables				
Teachers' Chairs				
Black Board				
White Board				
Cupboard (Wood)				
Cupboard (Iron)				
Iron Box				

1(J) Separate Rooms

		No of rooms
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Separate Rooms for	If have, No of rooms	(Condition)		
		Good	Fair	Bad
School Principle Office				
School Office				
Teachers Common Room				
Computer Room				
Multimedia Rooms				
Science Laboratory Rooms				
Library				
language lab				
Assembly Hall				
Common Hall				
Home Economic				
Stadium				

1(K) Others (1- Yes, 2- No)

Exterior Fencing		School Residence	Principle Residence
Flagpole		Staff Residence	
Notice Board		Do you have Sufficient Staff Residence?	
Seller's Area/ Food Preparation Area (inside School Grounds)		How many number of staffs can live?	
Garden			
Do you have facilitated for disabled person?			

1(L) Boarders

Boarder Students (1- Yes/2-No)	
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If Yes, Number of Students in current academic year

Academic Year	Primary			Lower Secondary			Upper Secondary			Total		
	M	F	T	M	F	T	M	F	T	M	F	T

2. Textbooks and Uniforms

Do you have sufficient student uniforms (1- Yes/2-No)	
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If not how many uniforms do you require?	
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			(M&F)			(M&F)		
Flush toilet connected to sewage system								
Flush toilet connected to septic tank								
Ventilated improved pit latrine								
Pour flush toilet with water seal								
Pit latrine, remove to stream or river								
Covered pit latrine with foot step lid								
Open pit latrine								
If not sufficient, number of toilets?								

Remark: this should not include boy's urinals.

4. Utilities

Is enough drinking water?			
4.1 Is drinking water treated?		Is electricity available throughout the year? (1- Yes/2-No)	
4.2 What is the main source of water?		4.3 What is the main source of electricity?	

4.1 Not treated = 1, Boiling = 2, Straining = 3, Boiling and straining = 4, Iodine = 5, Filtration (any type) = 6, ,Osmosis (any type) = 7

4.2 Public tap = 1, Public water system piped into facility ground = 2, Protected well/spring = 3, Unprotected well/spring = 4, Pool/pond/lake/dam/stagnant water = 5, River/stream/canal = 6, Rainwater collection/tank = 7, Rainwater/Runoff water=8,Bottled water = 9, Tanker/truck = 10, Other = 11

4.3 Government grid = 1, Border country grid = 2, Hydro power (family) = 3, Hydro power (public) = 4, Fossil fuel, based generator(family) = 5, , Fossil fuel, based generator(public) = 6,Solar system (family) = 7, Solar system (public) = 8,Wind(family) =9, Wind(public)=10, Battery system = 11, No electricity = 12, No use = 13, Other =14

5. ICT

	Administrators		Students	
	Use	Not use	Use	Not use
Computer (Desktop)				
Computer (Laptop)				
Printer (Blank & White)				
Printer (Color)				
Copier (Eg. Rasio, Juplo)				
Photocopier				
Copier				
Scanner				
Typewriter				
Camera				
Fax				
Projector				
Type of Internet Access (1-Yes/2- No)		Type		1. Mobile Internet, 2 ADSL, 3.Fiber Optic, 4.Skynet, 5. Other
Multimedia				1. 1platform, 2. 2platform, 3. 3platform
Using Multimedia or not				1.Yes/ 2. No
Does the school well maintain documentation?				1.Yes/ 2. No

6. Parent Teacher Association (PTA) and Board of Trustee (BoT)

	Number of Members Last Year			Number of Meetings conducted Last year
	M	F	T	
Does the school have a PTA? (1- Yes/2- No)				
Does the school have a BoT? (1-Yes/2- No)				

7. School Income and Expenditure

Is the school budget plan displayed on the wall?	
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Is the school grant poster displayed on the wall?	
Does the school have a bank account?	
If the school has a bank account please specify the bank name	
If the school has a bank account please specify the account number	

	M	F	T
How many members in the school grants committee?			
Number of meetings held by the school grants committee			

Number of students supported through stipend

Level	Government			Expend Program (eg. World Bank)			Others			Total		
	M	F	T	M	F	T	M	F	T	M	F	T
Primary												
Lower Secondary												
Upper Secondary												
Total												

Number of students supported through scholarship	Lower Secondary			Upper Secondary		
	M	F	T	M	F	T

8. Funding from Organization

Funding from Organization			1.Yes 2. No
Title	Date of Started	Amount	Organization Name

BE2. Teaching and Non-Teaching Staff

School Name		School Code (EMIS)	
Month		Year	

1. School Principal Information

Name		Other Name	
Employee ID		NRC Number	
Attended Administrative Training (1-Yes/2-No)		Mobile Phone Number	
Office Phone Number		Fax	
Email		Teaching hour/week	
Substituted School Principal(1-Yes/2- No)		If Yes, substitute School Principal Name	

2. Government Teaching Staff and Administrative Staff

Sr. No	Position	Sanction	Appointed			Number of staff who are responsibility for teaching		
			M	F	T	M	F	T
1	Head Master (High School Level)							
2	Head Master (Middle School Level)							
3	High School Level Teacher							
4	High School Level Teacher (Physical)							
5	Middle School Level Teacher							
6	Middle School Level Teacher (PGDMA)							
7	Middle School Level Teacher (Physical)							
8	Middle School Level Teacher (Pre)							
9	Middle School Level Teacher (Attach Primary Level)							
10	Head Master (Primary School Level)							
11	Primary School Level Teacher							
12	Primary School Level Teacher (Daily wages)							
13	Clerk (2)/ Senior Clerk							
14	/Assistant Science Laboratory (3) Profession Level							
15	Clerk (1)/ Junior Clerk							

Sr. No	Position	Sanction	Appointed			Number of staff who are responsibility for teaching		
			M	F	T	M	F	T
16	Assistant person for duplicator							
17	Machinist							
18	staff (Science Room)							
19	Gardener							
20	Office assistant							
21	Clearer							
22	Security guard							
23	General worker							
24	Community volunteers							
25	Community hiring teachers							
Total								

3. Non-Teaching Staff

SN	Name	NRC Number	Gender	Position in School	Current Salary	Payroll Status
1						
2						
3						
4						
5						
6						
7						
8						
9						

Position in School: Defined in HR module

Payroll Status: Defined in HR module

Gender: 1=Male, 2=Female

4. Individual Teachers

SN	Name	NRC Number	Position in School	Payroll Status	Current Salary	Teaching Period per Week	Level Teaching	Subject 1	Subject 2	Subject 3	Multi Subject	Shift	Grades Taught	Multigrade
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														

Position in School: Defined by HR module

Payroll Status: Defined by HR module

Level Teaching: 1=KG and Pre-Primary, 2=Primary, 3=Lower Secondary, 4=Upper Secondary

Subject: 1=Myanmar, 2=English, 3=Mathematic, 4=Physics, 5=Chemistry, 6=Biology, 7=Geography, 8=History, 9=Economic, 10=General Science, 11=Social Science, 12=Life Skill, 13=Ethics, 14=Home Economy and Technology, 15=Music and Arts, 16=Agriculture, 17=Sports, 18=ICT, 19=Laboratory

Shift: 1 = first shift or 1 shift schools, 2=second shift, 3=both shifts

Multigrade: 1=single grade, 2=multigrade

Grades Taught: Write Grade Number(s) and separate with a comma.

Age Year	Grade 8												Grade 9											
	New Pupils			Repeating (1 Year)			Repeating (2 Year)			Repeating (3 Year+)			New Pupils			Repeating (1 Year)			Repeating (2 Year)			Repeating (3 Year+)		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
11																								
12																								
13																								
14																								
15																								
16																								
17																								
18+																								
Total																								

Age Year	Total (Lower Secondary)											
	New Pupils			Repeating (1 Year)			Repeating (2 Year)			Repeating (3 Year+)		
	M	F	T	M	F	T	M	F	T	M	F	T
11												
12												
13												
14												
15												
16												
17												
18+												
Total												

3. Upper Secondary Students By Grade

Age Year	Grade 10									Grade 11														
	New Pupils			Repeating (1 Year)			Repeating (2 Year)			Repeating (3 Year+)			New Pupils			Repeating (1 Year)			Repeating (2 Year)			Repeating (3 Year+)		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
13																								
14																								
goo15																								
16																								
17																								
18+																								
Total																								

Age Year	Grade 10									Grade 11														
	New Pupils			Repeating (1 Year)			Repeating (2 Year)			Repeating (3 Year+)			New Pupils			Repeating (1 Year)			Repeating (2 Year)			Repeating (3 Year+)		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
13																								
14																								
goo15																								
16																								
17																								
18+																								
Total																								

4. Disable Students (count each pupil only once)

Chinese																
Indian																
Bangladeshi																
Thai																
Lao																
Other																
Total																

7. Students by Races

Races	Pre-School			KG			Primary(Not Included KG)			Lower Secondary			Upper Secondary			
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	
Kachin																
Kayah																
Kayin																
Chin																
Mon																
Burma																
Rakhine																
Shan																
Rest of Races																
Other																
Total																

8. Dropouts by Grade in the Previous School Year

Reasons	Primary			Lower Secondary			Upper Secondary			Total		
	M	F	T	M	F	T	M	F	T	M	F	T
Financial												
Social												
Health												
Difficult of Study												
Death												
Other												
Total												

Remark: Social (Pregnancy, Marriage, Expulsion)

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BE4: Monthly Attendance Form

1. Attendance Summary (Monthly)

School Name		School EMIS Code (ID)	
Month		Year	

Grade	Number of Pupils			No. Pupils Absent			Absence (%)		
	M	F	T	M	F	T	M	F	T
KG									
Grade 1									
Grade 2									
Grade 3									
Grade 4									
Grade 5									
Grade 6									
Grade 7									
Grade 8									
Grade 9									
Grade 10									
Grade 11									
Grade 12									
Total									

Prepared by

BE5: Term Critical Absence Form

2. Critical Absence Summary

School Name		School EMIS Code(ID)	
Month		Year	

Grade	Number of pupils absent for 5 to 10 days			Number of pupils absent for 10 or more days		
	M	F	T	M	F	T
KG						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						
Total						

Prepared L

2(C) Matriculation /Grade 12

Subject	M			F			T		
	No. Sat (Appeared)	No. Passed	Average Grade Result(%) (Pass Rate)	No. Sat (Appeared)	No. Passed	Average Grade Result(%) (Pass Rate)	No. Sat (Appeared)	No. Passed	Average Grade Result(%) (Pass Rate)
Myanmar									
English									
Mathematics									
Chemistry									
Physics									
Biology									
History									
Geography									
Economic									
Myanmar Literature									

Prepared

BE6: Basic Education Individual Student Exam Module

1.1.2. Overview

The basic education exams unit stores information on individual students and their examination results for basic education subjects. There are three core subjects (maths, English, Myanmar) and 5 optional subjects (physics, chemistry, biology, geography, history, economics, Myanmar Literature). Each student must sit the core subjects.

The Basic Education student exam module should be developed for Basic Education on a subset of data required for the HE/TVET modules (as per student tracking).

Presently the module is only for grade 12 exams however the module should be flexible enough to be expanded in the future. Additional subjects should be able to be added as required.

1.1.3. Basic Education Individual Student Exam Module Tables

Table 1. BEE1: Student Data (Subset of HE/TVET student data)

Field	type	Description if required
Student ID	ID	Unique student number for their academic career. This number is generated as [Township number of the school in which the student attends + serial number + year + R (if repeater)]
Student Picture	Picture File	Picture of the student
First name		First name of the student
Surname		Surname name of the student
Gender		Gender (male or female)
NRC No.		Unique NRC Number of the student
Nationality	Selected Text	Nationality of the student
Race		Race of the student
Religion		Religion of the student
Date of Birth	Date	Date of birth of the student

Table 2. BEE2: Relations contact Details

Field	type	Description if required
First name	Text	The first name of the parent
Surname	Text	The surname of the parent
Gender	Boolean	Whether the student is male or female
NRC No.	Number	The NRC number of the parent
Relationship	Text	Relationship to the student (mother, father)

Table 3. BEE3: Student Exam Registration

Field	type	Description if required
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Student ID	ID	Unique student number for their academic career
School EMIS Code	ID	Unique school EMIS code at which the student studied
Repeater	Boolean	Whether the student is repeating or not
Registration No	Number	The registration number of the student
Row ID	Number	The row number of the student.
Year	Date	Year of the exam

Table 4. BEE4: BasicExam_Subject

Field	type	Description if required
Subject ID	Subject ID	The ID of the subject studied
Subject Name	Text	The name of the subject
CompulsoryOptional	Boolean	Defines whether the subject is compulsory or optional

Table 5. BEE5: BasicExam_ResultsbySubject

Field	type	Description if required
Subject ID	Subject ID	The ID of the subject studied
Grade ID	Grade ID	The ID of the grade year (default 11)
Result	Number	The percentage result out of 100

Prepared By Mohamed Elmaghrabi