



The Demorcratic Republic of Timor-Leste
MINISTRY OF EDUCATION
Directorate of Policy and Planning
Department of EMIS
ANNUAL SCHOOL QUESTIONNAIRE
School Year:

Please update/complete all required information on this school form.

SCHOOL IDENTIFICATION

School Number: School Name:

School Address > District :

Sub-District:

Suko:

Village:

Phone No: Fax No: Email:

	Male	Female	Total
Total Students	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Male	Female	Total
Total Staff includig teachers	<input type="text"/>	<input type="text"/>	<input type="text"/>

School Director Name:

Phone number:

School Instpector Name:

Phone number:

Employment ID:

Employment ID:

*The Ministry Stamp
with Date*

PART 1: GENERAL SCHOOL INFORMATION

School Level: (Please tick in the appropriate box)

Primary
 Pre-Secondary
 Secondary
 Basic School

School Type: (Please tick in the appropriate box)

Public
 Catholic
 Other Private

Number of shifts: Does the school also offer other Nonformal Education? Yes No

Filial School: Yes No If YES, Name of Main School:

PART 2: SCHOOL BUILDING/FURNITURE/FACILITIES

Total Number of School Buildings: Year of School Construction:

Do you rent the school building from another school? Yes No If YES, please indicate, School Number:

School Name:

No. of Room Types with Condition:

Good: No need to be repaired in at least next 2 years
Bad: Can still use, but needs to be repaired
Urgent: Can not be used, must be repaired/expanded

Facilities	Numbers with condition		
	Good	Bad	Urgent
Classrooms			
Office of School Director			
Staff room			
Administration and other Offices			
Library			
Science Lab			
Art/Music room			
Kitchen			
Accommodation			
Toilets for students (Female)			
Toilets for students (Male)			
Toilets for students (Common)			
Toilets (Teachers)			
Hand washing facility			

Equipment	Numbers with condition	
	Functional	Non-functional
Photocopier		
Computer		
Printer		
Scanner		
Typewriter		
Video/CD/DVD Player		
Radio		
Television		
Projector		
Fans		
Air conditioners		

Furniture	Numbers with condition			Furniture	Numbers. with condition		
	Good	Bad	Urgent		Good	Bad	Urgent
Student Desks				Teachers tables			
Student Chairs				Teachers desks			
Student Benches				Safes			
White/Blackboard				Other:			

Availability of - Please tick to all applicable sources

Electricity: Main power Solar Generator Battery Other Not available

	Rain	Tanker/Truck	Tap	Well	Pipe	Handpump	Bottle	Other	Not available
Source of water for general use:									
Source of drinking water:									

Road accessible by: Only truck All types of vehicles Motorbike only No Road Access

Please tick in the appropriate boxes

Condition of drinking water:

Good	<input type="checkbox"/>	Bad	<input type="checkbox"/>
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Water in Toilets:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Availability of space for storage

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **YES**, it has roof

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Does school have a play ground?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **YES**, it is inside School

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Does school have spor equipment?

Football Volleyball Basketball

Does school have a secure fence?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Does the school have Parent Teacher Association (PTA)?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **YES**, Total

<input type="text"/>	meetings during year
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Does the school have a Students Association?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **YES**, Total

<input type="text"/>	meetings during year
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Do you rent the school building from another school?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If YES , from which school (Code):	<input type="text"/>
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School Name:

PART 3: DONORS / NGOs Supporting the School

Name of Donor / NGO

Support Providing

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Signature of School Director:

Name:

Date:



**MINISTRY OF EDUCATION
Directorate of Policy and Planning
Department of EMIS**

STUDENT ENROLMENT FORM (School Year: _____)

Please update/complete all required information on this school form.

School Number: School Name:

PART 1: STUDENT IDENTIFICATION

Student Name:

Sex: Male Female Date of Birth: (DD/MM/YYYY)

Father Name:

Mother Name:

Student Address > * Please do not enter school address here

District :
 Sub-District:
 Suko:
 Village: Phone No:

PART 2: STUDENT'S DISABILITY CONDITION (Pls ask these Questions to the child's parents)

(Please write down an appropriate code)	
Does your child having difficulty seeing?	<input type="text"/>
Does your child have difficulty hearing?	<input type="text"/>
Does your child have difficulty walking or climbing steps?	<input type="text"/>
Does your child have difficulty remembering or concentrating?	<input type="text"/>
Does your child have difficulty wathing themselves or putting on their clothers?	<input type="text"/>
Does your child have difficulty with language, for example understandinf what you say or being understand?	<input type="text"/>

- 0: No. No difficulty
- 1. Yes . Some Difficulty
- 2. Yes. Lot of Difficulty
- 3. Yes. Cannot do at all

PART 3: STUDENT'S ENROLMENT DETAILS

Date of Initial Enrolment: (DD/MM/YYYY) Grade: Class:

If the student is a **NEW ENTRANT** of **GRADE 1**, Does s/he ever attended the pre-school Yes No

If **YES**, the name of pre-school:

PART 3: STUDENT'S FAMILY INFORMATION

Student currently lives with: BothParents Mother only Father only Others

Level of Parents' Education:(Please write down an appropriate code)

	Literate		
Father	Yes	No	If YES ,
Mother	Yes	No	

Education Level
<input type="text"/>
<input type="text"/>

- 1. Non formal Education
- 2. Primary (incomplete)
- 3. Primary (complete)
- 4. Pre-secondary(incomplete)
- 5. Secondary (incomplete)
- 6. Secondary (complete)
- 7. Tertiary Education (incomplete)
- 8. University Graduate

Signature of School Director:

Name:

Date:



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TEACHER FORM (School Year:)

Please update/complete all required information on this school form.

School Number: School Name:

PART 1: TEACHER IDENTIFICATION

Teacher Name:

Sex: Male Female Date of Birth: (DD/MM/YYYY)

Marital status: Single Married Widowed Separated Divorced Cohabiting

Teacher Address > * Please do not enter school address here

District :

Sub-District:

Suko:

Village:

Phone No:

Email:

PART 2: TEACHER DETAILS

Date of Joining the current school: Date of Joining Service: (DD/MM/YYYY)

Teach also at other school in part-time: Yes No Current Designation:

School Name (where teach as a Part Time teacher):

Please write down an appropriate code)

Academic Qualifications: 1. Non formal Education 2. Primary (incomplete) 3. Primary (complete)
4. Pre-secondary(incomplete) 5. Secondary (incomplete) 6. Secondary (complete) 7. Tertiary Education (incomplete)
8. University Graduate

Teaching Qualifications:

Teaching Languages: (Please tick all applicable box(es)) Tetum Portuguese English

Signature of School Director:

Name:

Date:



Numeru Escola	Escola Nia Naran	Grade	Status	Distrito	Sub-Distrito
479	EP P N°03 Mantane	2010	2010	Aileu	Aileu vila

NO	Numeru EMIS Estudante	Estudante Nia Naran Completu	Sexu	Data Moris	Klasse 08/09	Turma 08/09	Status 08/09	Klasse 2010	Turma 2010	Status 2010	Father Name Aman Nia Naran Completu	Mother Name Inan Nia Naran Completu
1	1070241	Adelino Dos Santos	Mane	15/01/2003	1	A	N				Joao Bere Lequi	Amelia Exposto
2	1070242	Agustinho soares	Mane	22/03/1999	1	A	N				Paul Soares	Jacinta Maia Da Cista
3	1070257	Aiuda Varia Barreto	Feto	04/10/2002	1	A	N				Carlito Varia	Sujana Jose Barreto
4	9070008	Alegria M.Da Costa	Mane	27/12/1998	1	A	R				Caitano Da Costa	Marcelina Da Costa
5	1070248	Alegria Martins Mendonca	Mane	27/12/1999	1	A	N				Caitano Roni Da Costa	Marcelina Da Costa
6	9070007	Ana Lurdes Mendonca	Feto	15/03/2001	1	A	R				Mateus Oliviera Dos Santos	Angelina M.Soares Oliviera
7	1070262	Caitano Fatima A. R	Mane	19/09/2002	1	A	N				Dinis Rosario V. D.	Maria Do Rosaria Alves
8	1070247	Carlos Fatima	Mane	29/09/2002	1	A	N				Luis Fatima	Helena Martins
9	9070057	Cecilia Barbosa	Feto	14/12/2001	1	A	R				Orlando Barbosa	Elisa De Jesus
10	1070252	Domingos Mandonca	Mane	05/12/1998	1	A	N				Jose De Araujo M	Natalia Da Costa
11	1070249	Elisabet Neutasi Faria	Feto	18/05/2001	1	A	N				Sabino Faria	Maria Pinheiro
12	1070261	Imaculada Da Conceicao	Feto	15/06/2001	1	A	N				Joao Tilman	Cicilia Pinheiro

Instrusaun : Director da Escola

- A. Halo koreksaun karik iha informasaun ruma lalos
- B. Formatus ne'e ba estudante tuan nebe iha ona ita boot sira nia escola
- C. Prenche informasaun nebe klaru no los ba estudante nia Klasse, Turma no Status ba tinan 2010
- D. Karik estudante ruma nebe mak naran laiha iha lista nee favor prenche fali iha formatus mamuk nebe fo ba
- F. Depois de verifika keta haluha atu assina iha kada folha nia okos
- G. Ba estudante nebe maka passa ona exame final klasse 6 (2008-09), no sira nia naran sei iha lista ida nee.hakerek

(.....)

Naran no Assinatura

"REMATA EP" iha Coluna klasse, Turma no Status nia fatin

Obs : Code Status ba Estudantes : P = Passa, R = Repetenti, D = Drop out, E = Sai Tia Tama Fali, M = Mate, T = Transferensia, U = Lahatene



School Number

School Name

Numeru Escola	Escola Nia Naran	Klase no Turma Professores 2010	Distrito	Sub-Distrito
261	ES P No I Laulara		Aileu	Laulara

Staff Number

Staff Name

DOB

Designation

NO	Numero EMIS Professores	Numero Cartao Eleitoral	Professores Nia Naran Completu	Sexu	Data Moris	Designasaun do Professores	Data Nomeasaun Husi Ministeriu	Qualificasaun	Prenche Profesor Nia Turma no Klasse			Disciplina
									Klass	Turma	Turno	
1	18085023		Domingos Aleixo	Mane	13/05/1962	Director da esola	07/01/2000	Secundaria completo	Grade	Class	Shift	Subject
2	18083043		Antonio Baptista Pinto Carmo	Mane	16/07/1965	Permanente	01/06/2000	Graduado Universitario				
3	16000515		Antonio De Jesus do Rego	Mane	27/06/1981	Permanente	07/01/2000	Secundaria completo				

Director da Escola

Instrusaun :

- A.Halo koreksaun karik iha informasaun ruma lalos exemplu.Naran, Data Moris,Designasaun Profesores, Qualificasaun, no data Nomeasaun.
- B.Karik lista nee profesores balu mak la hanorin,ou Transfer,Mate,no Sai ona hakerek informacao iha koluna naran nia okos.
- C.Prence Data Moris no Data nomeasaun Professores nebe maka sei mamuk no halo koreksaun ba Designasaun nebe seidak los.
- D.Profesores nebe mak Transferencia ba Escola Seluk hakerek Escola ida nebe nia transferencia ba nia naran karik hatene.
- E.Karik Profesores ruma nebe mak naran laiha iha lista nee favor prenche fali iha formatus Identificasaun do Profesores.
- F.Keta haluha prenche informasaun ne'ebe klaru konaba Disciplina profesores ida-idak.
- G.Keta Halua prenxe informasaun Hanesan Numero Cartao Eleitoral (STAE).
- H.Depois de Prencemento Keta Haluha Atu Assina iha kada folha nia okos.

(.....)

Naran no Assinatura