

FIELD PAPERS

YEMEN ARAB REPUBLIC

Outline for an
Annual School Survey
(with Arabic Notes)

February 1987

IEES

Improving the
Efficiency of
Educational
Systems

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YEMEN ARAB REPUBLIC

Outline for an Annual School Survey (with Arabic Notes)

Jeremy Strudwick

February 1987

IEES Field Papers are the products of IEES assistance in collaborating countries. They are papers, outlines, guides, or summaries produced by consultants or staff as part of the long-term IEES strategy which is collaboratively developed with each country for improving educational efficiency. Some of these papers are products of USAID-funded and IEES-administered field projects now underway. These papers are copied and disseminated in their original form because of their potential usefulness to technical staff, planners, and decisionmakers in developing nations and to agencies assisting those nations in the improvement of their educational systems.

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DESCRIPTION OF DATA COLLECTION PROCESS

The flow of data through the educational system from its origination at the school level to its final tabulation at the Ministry level is a multi-stage process. The steps through which the data flow are outlined below.

1. Student registration forms are completed and a student file is started.
2. Class sheets containing the students names, data of birth, gender are developed and given to the Headmaster, Deputy or secretary. 3. The class lists are compiled at the school level and written into log books.
4. This information is compiled (aggregated) at the school level to provide, for example, information on the number of boys in first grade.
5. This information is tranfered to the MOE's Annual Enrollment Survey. Most frequently the forms are received and returned by schools to the Educational Division (Governorate Office) but some school receive and return their surveys directly to the MOE.
6. The Governorate Office collects the forms from the schools and keeps compiles the information for the schools in the Governorate and sends the forms to the MOE.
7. Once at the Ministry, the information from each school is transfered to coding sheets by school level and region. Totals are generated for each region by level.
8. The regional totals are transfered to larger data and are total to obtain national figures.

INFORMATION TO BE COLLECTED ON THE ANNUAL SCHOOL SURVEY

GENERAL INFORMATION

- date survey is completed
- name and title of person(s) completing survey
- date school was constructed

SCHOOL

- name
- location - Qhadaa, Ozla, Nahiya, Qada, Governorate
- school ownership - government, private
- stage - Primary, Preparatory, Secondary: General/
Vocational/Technical/Commercial/Agricultural,
TTI 3, TTI 5, Non-formal (BTC & other)
- type of school - boys, girls, mixed
- number of periods
- number of rooms - classrooms, other

STUDENTS

- number of students by grade by sex by age
- number of repeaters by grade by sex
- number of new students by grade by sex
- number of transfers by grade by sex
- number of promoted students by grade by sex
- number of students receiving food and cash supplements
- number of classes by grade

EDUCATIONAL STAFF

- number of teachers and administrators by nationality b
work status by sex
nationality: Yemeni, Egyptian, Sudanese, Saudi, Syria
Palistinian, other Arab, non-Arab;
work status: permanent, seconded, local contract,
external contract, compulsory
- number of teachers by qualifications by sex
qualifications: experience only, Preparatory
certificate, TTI3, TTI5, General
certificate, BA/BS

FINANCIAL

- number of students who paid textbook fees
- number of students who paid registration fees
- number of students who paid transcript fees
- number of students who paid certificate fees
- number of students who paid examination fees
- total amount of additional fees (non-official) collected
and used by schools
- number of teachers and administrators receiving
supplemental support from village or community, and
nature of those supplements (rent, food, fuel, etc.)

EXAMPLES OF INDICATORS WHICH CAN BE OBTAINED FROM THE
ANNUAL SCHOOL SURVEY

SCHOOL

The questions pertaining to schools will provide the number and percentage of schools by:

- Qhadda
- Ozla
- Nahiya
- Qada
- Governorate
- Republic
- stage
- type
- stage and type

EDUCATIONAL STAFF

The questions pertaining to educational staff will provide the number and percentage of teachers and administrators by:

- Qhadda
- Ozla
- Nahiya
- Qhadda
- Governorate
- Republic
- sex
- nationality
- qualification
- employment status
- nationality and employment status
- nationality and sex
- nationality by employment status by sex
- qualification and sex
- function
- sex
- function and sex

This information also allows:

- an assessment of the Yemeni participation in the teaching force
- evaluation of teacher qualifications

STUDENT

The questions pertaining to students will provide the number and percentage of students by:

- Qhadda
- Ozla
- Nahiya
- Qada
- Governorate
- Republic
- stage
- sex
- grade
- grade and Ozla

- grade and Nahiya
- grade and Governorate
- grade and Republic
- grade and sex

Student information will also provide the number and percentage of students:

- repeating any grade
- who transfer
- who drop-out
- promoted
- repeating any grade by sex
- who transfer by sex
- who drop-out by sex
- promoted by sex
- who repeat by stage
- who transfer by stage
- who drop-out by stage
- promoted by stage

These questions will also provide the number and percentage of classes by:

- grade
- school
- stage
- stage and grade

These indicators allow:

- enrollment projections to be estimated
- average class size to be determined
- cycle cost to be calculated
- assess educational access to be evaluated

FINANCIAL

The financial information will allow an assessment of school revenues by:

- Qhadra
- Ozla
- Nahiya
- Qada
- Governorate
- Republic
- Stage

The information will also allow an estimation of equivalent cost corresponding to local support for teachers, administrators and school maintenance. School level financial information is extremely important for calculating both the recurrent cost by Nahiya, Governorate, and Republic, and estimated recurrent costs of and revenues from education.

Teacher Data Base

Categories recommended for inclusion

Biographical

1. Name
2. Age
3. Sex
4. Nationality
5. Marital status
6. Qualifications

School(s)

1. Name
2. Qhadaa
3. Ozla
4. Nahiya
5. Qada
6. Governorate
7. Stage or level

Employment and Financial

1. Work status - contractual details
2. Salary, deductions and allowances
3. Source of salary
4. Method of payment
5. Place of payment

The Ministry would allocate a unique identification number to each teacher on the data base. Schools would simply list the ID#'s of their staff and the Ministry could then access whatever data they required.

MINISTRY OF EDUCATION
YEMEN ARAB REPUBLIC

Annual School Survey

DIRECTIONS:

The survey should be completed during the period November 1st to November 30th. Please read all definitions and questions carefully prior to completing this form. If your school has more than one stage, you should complete a separate form for each stage. Please check the accuracy of all responses prior to returning the survey. Completed surveys should be returned to the Director of Education at the Education Division. Please write down all difficulties encountered when completing this form next to the item.

DEFINITIONS:

- New - a student who has enrolled in school for the first time
- Repeater - a student who has remained in the same grade for two consecutive academic years
- Transfer - a student who was enrolled in another school during the previous academic year
- Promoted - a student who passed his examinations and moved into the next grade

SECTION I: School Information

1. School name: _____
2. School construction date: _____
3. School location: Governorate: _____
Qada: _____
Nahiya: _____
Ozla: _____
Qhadaa: _____
4. School ownership: _____ Government _____ Private
5. Stage: _____ Primary _____ Preparatory _____ Secondary _____ TT15
_____ TT13 _____ Vocational/Technical _____ Non-formal (BTC)
_____ Non-formal (other) _____ Commercial/Agricultural
6. Type of school: _____ Male _____ Female _____ Mixed
7. School periods: _____ Morning _____ Afternoon _____ Both
8. Number of rooms: _____ Classrooms _____ Other rooms
9. Name of person completing the survey: _____
10. Title of person completing the survey: _____
11. Date survey was completed: _____

Section 11: Student Information

12. Please indicate the number of students in each grade by age and gender. Be sure to complete the appropriate line(s) for second and third grade which differ according to school stage.

Grade	Gender	Age											
		(less 6	6	7	8	9	10	11	12	13	14	15	(more 15
1st	Males												
	Females												
Secondary Arts 2nd	Males												
	Females												
Secondary Science 3rd	Males												
	Females												
All other 3rd	Males												
	Females												
Secondary Arts 3rd	Males												
	Females												
Secondary Science 3rd	Males												
	Females												
All Other 3rd	Males												
	Females												
4th	Males												
	Females												
5th	Males												
	Females												
6th	Males												
	Females												

13. Please report the number of student in each category by grade. You should refer to the definitions of NEW, REPEATER, TRANSFER, and PROMOTED which are provided above prior to responding. Be sure to complete the appropriate line(s) for second and third grade which differ according to school stage.

Grade	Gender	Category of Student			
		New	Repeater	Transfer	Promoted
1st	Males				
	Females				
Secondary Arts 2nd	Males				
	Females				
Secondary Science 3rd	Males				
	Females				
All Other 3rd	Males				
	Females				
Secondary Arts 3rd	Males				
	Females				
Secondary Arts 3rd	Males				
	Females				
All Other 3rd	Males				
	Females				
4th	Males				
	Females				
5th	Males				
	Females				
6th	Males				
	Females				

14. Please indicate the number of students receiving food and cash supplements.

Gender	Type of Supplement			
	Meals & Money	Meals only	Rations only	Rations & Money
Males				
Females				

Section III. Educational Staff Information

15. Please indicate the number of teachers in each of the following categories.

Nationality	Work Status								
	Permanent		Seconded		Local Contract		External Contract		
	M	F	M	F	M	F	M	F	
Yemeni									
Egyptian									
Sudanese									
Saudi									
Syrian									
Other Arab									
Non-Arab									

16. Please indicate the number of teachers and administrators with each of the following qualifications.

Qualification	Teachers		Administrators	
	Male	Female	Male	Female
Experience only				
Preparatory Certificate				
General Certificate				
ITI 5 year				
ITI 3 year				
BA/BS				
Graduate degree				

17. Please indicate the number of administrators in each of the following categories.

Nationality	Work Status							
	Permanent		Seconded		Local Contract		External Contract	
	M	F	M	F	M	F	M	F
Yemeni								
Egyptian								
Sudanese								
Saudi								
Syrian								
Other Arab								
Non-Arab								

18. Please indicate the number of administrators by primary function and gender.

Primary Function	Gender	
	Male	Female
Headmaster		
Deputy		
Secretary		
Advisor		
Guidance		
Librarian		
Other		

Section IV. Financial Information

- 19. How many students paid textbook fees?
- 20. How many students paid registration fees?
- 21. How many students paid transcript fees?
- 22. How many students paid certificate fees?
- 23. How many students paid examination fees?
- 24. How many students paid other fees?
- 25. What was the total amount of additional fees collected by the school for school use. YK
- 26. How many teachers/administrators receive community support in the form of housing, food or fuel?
- 27. What would you estimate the equivalent value per teacher of this community support to be? YK

SUMMARY OF SCHOOL VISITS

Six schools were visited to identify the type of information schools maintain and how they respond to the MOE's data requests. An individual summary of each site visit is attached.

Discussions with headmasters and their deputies identified a variety of logs and record books maintained by schools. Some were kept at the MOE's request while others reflected specific school needs. One log of particular note, was distributed by the MOE to the schools and closely corresponded to the student information requested on the annual school survey. Another log common to each school, contained information on teacher qualifications, subjects taught, and nationality. A complete list and description of the schools records observed is attached.

Schools received the MOE's annual survey at different times during the year. Several schools completed the 1985-86 annual survey in early September 85 while for others, it was late February 1986. According to several MOE staff, some schools have yet to respond to the survey.

The source from which the schools received the survey also differed. Some schools received the annual survey directly from the MOE while others obtained it via the Education Division Office. Return of the surveys to the MOE also varied. Some schools returned their responses directly to the MOE and others sent them to the Education Division. A more detailed description of the data collection process from the classroom through the MOE's final analysis is appended.

Discussions with headmasters determined that schools did maintain records on student drop-out. Estimates they provided were quite low (1%-3%). The discussions also reflected the fact that headmasters use different definitions. Some considered students transferring to another school as dropping out, while others did not include girls leaving school to marry as dropping out.

Each school visited provided 1985-86 enrollment data taken from their school logs. These data were compared to the figures submitted by the schools to the MOE on the annual school survey, enrollment figures acquired from the MOE's final tally sheets, and two sets of figures from the ERDC's School Location and Facilities Study (one obtained from school records and a second derived from directly counting students). Comparison of these figures verified the existence of substantial discrepancies. An attempt to determine how such discrepancies could occur. One source of error results from the fact that many of the schools officials had to manually add the number of boys and girls in each grade. A second source occurs at the MOE when the data is being transferred from the original survey to the tally sheets. One specific transcription error noted, resulted in a class of 141 girls being recorded as 141 boys. A spreadsheet comparing the five sets of enrollment figures is attached.

School Site Visits

BACKGROUND INFORMATION

School name: Shohadad Al-Sabeen School

Date and time of visit: Wednesday, January 28, 1987 12:15-1:30

Persons contacted: Mohammed Nasser Alanisi, Headmaster (Manager)
Mohamzeid Maher, Deputy
Shaker Sraki, Teacher Guidance

Levels: Primary Preparatory Secondary TTI (3)
 TTI (5) Vocational

Number of periods: 2, Morning: grades 1,6 and preparatory
(Sessions) Afternoon: grades 2,3,4,5

Type of school: boys girls mixed

School Year Begins: October 1st

INFORMATION FLOW

Date Annual Enrollment Survey was received: December 86

From whom was the survey received: Education Division

Date survey was completed: December 86 (same day)

Who completed the survey: Headmaster

To whom is the completed survey was sent: Sometimes it is sent to
education division and sometimes the education division
collects it.

STUDENT INFORMATION

Are individual student records maintained: Yes No

Are records of students' age kept: Yes No
Comment: Only records are by date of birth. Information is not
recorded by age.

Are data on student repeaters kept: Yes No
Comment:

Drop out rate: estimated by headmaster at 2%

FINANCIAL INFORMATION

Who pays for school maintenance: MOE

Parent Committee Contributions: 100 YR per family every six months regardless of the number of children in school.

Registration fees: Primary: 20 YR - 15 MOE & 5 School
Preparatory: 28 YR - 20 MOE & 8 School
(one time fee)

Textbook fees: Primary: 20 YR all to MOE
Preparatory: 40 YR all to MOE
(annual fee)

Examination fees: 5 YR all to MOE; grades 1 & 2 are free
(annual fee)

Certification fees: Primary: 25 YR all to MOE
Preparatory: 30 YR all to MOE

Other revenues: None

GENERAL NOTES

- School construction funded by Bank of Yemen, mortgage arrangement
- Catchment area of school primarily civil servants
- 85-86 Primary enrollment based on school records

	Male	Female
Grade 1	120	99
Grade 2	129	102
Grade 3	152	129
Grade 4	85	55
Grade 5	90	82
Grade 6	112	60

School Site Visits

BACKGROUND INFORMATION

School name: Selem Al-Sabak Institute

Date and time of visit: Wednesday, January 28, 1987 10:45-11:45

Persons contacted: Fowzia Abdu Rabo Saleh, Manage
Gamda Said Al-Naklami, Deputy
Enaiah Abdul-Rakman Abu Hab, Deputy-Secretary
Maria Abdul-Gaban Salman, Math Inspector
Naser Mohammed Baden, Math Teacher

Levels: Primary Preparatory Secondary TTI (3)
 TTI (5) Vocational

Number of periods: n/a (TTI)
(Sessions)

Type of school: boys girls mixed

School year begins: late September

INFORMATION FLOW

Date Annual Enrollment Survey was received: September 86

From whom was the survey received: directly from MOE

Date survey was completed: November 86

Who completed the survey: Deputies

To whom is the completed survey was sent: return three copies:
Education Division; General Education (MOE), Planning Office
(MOE)

STUDENT INFORMATION

Are individual student records maintained: Yes No

Are records of students' age kept: Yes No
Comment: Only by date of birth

Are data on student retention kept: Yes No ;
Comment: last year 53/765 (@ 7%)

Drop out rate: last year 45/765 (@ 6%) most married, some
confusion between drop out, transfers and leaving to marry

School Site Visits

BACKGROUND INFORMATION

School name: Kalid Ben Al-Walsad

Date and time of visit: Wednesday, January 28, 1987 9:00-10:15

Persons contacted: Ali Saad Mohammed, Headmaster
Moathal al-Awbedah, Secretary
Ali Ahammed Al-Agbari, Secretary
Gammel Al-Deen Othman, Education Supervisor
(from the MOE)

Levels: Primary Preparatory Secondary TTI (3)
 TTI (5) Vocational

Number of periods: 2 Morning: Primary 1-3 boys & Preparatory mixed
(Sessions) Afternoon: girls 1-3 & 4-6

Type of school: boys girls mixed

School year begins: October 15th

INFORMATION FLOW

Date Annual Enrollment Survey was received: January 87

From whom was the survey received: Sometimes received from MOE
other times by the Education Division

Date survey was completed: January 87

Who completes the survey: either headmaster, deputy, or secretary

To whom is the completed survey was sent: to sender

STUDENT INFORMATION

Are individual student records maintained: Yes No

Are records of students' age kept: Yes No

Comment: accurate in grades 1-3 since government requirement to register births. Only means for older students is by birth date (?)

Are data on student retention kept: Yes No
Comment:

Drop out rate: estimated by headmaster at 2%

FINANCIAL INFORMATION

Who pays for school maintenance: school

Parent Committee Contributions: receive money but were reluctant to disclose the amount

Registration fees: Primary: 25 YR - 15 MOE, 10 school
Preparatory: 30 YR - 15 MOE, 10 school

Textbook fees: Primary: 20 YR all to MOE
Preparatory: 50 YR all to MOE

Examination fees: go to MOE

Certification fees:

Other revenues: none

GENERAL NOTES

- 85-86 Preparatory enrollments from school records

	Male	Female
Grade 1	451	407
Grade 2	411	395
Grade 3	472	345

School Site Visits

BACKGROUND INFORMATION

School name: Al-Fovrat School

Date and time of visit: 12:30 - 1:30

Persons contacted: Fatama Abduk-Lah Al Wasshi, Headmaster
Aisha Ahmad Sharf Al-Deen, Deputy

Levels: Primary Preparatory Secondary TTI (3)
 TTI (5) Vocational

Number of periods: 2 Morning: Grades 1,2,6 8:00-12:30
(Sessions) Afternoon: Grades 3,4,5 1:00-5:30

Type of school: boys girls mixed
Has boys in 1st and 2nd grade

School year begins: Early September

INFORMATION FLOW

Date Annual Enrollment Survey was received: mid November

From whom was the survey was received: Education Division

Date survey was completed: 2 days after received

Who completed the survey: headmaster & deputy

To whom is the completed survey was sent: Education Division sent
a person to the school and the data was checked for errors

STUDENT INFORMATION

Are individual student records maintained: Yes No

Are records of students' age kept: Yes No
Comment: only by date of birth

Are data on student retention kept: Yes No
Comment:

Drop out rate: estimated by headmaster at 1%, some confusing
distinguishing between drop out, tranfer and leaving to
marry

FINANCIAL INFORMATION

Who pays for school maintenance: MOE pays for some but schools officials must go to MOE and argue for monies

Parent Committee Contributions: no longer have committee, last year @ 12,000 YR were donated by parent by choice

Registration fees: primary 15 YR; preparatory 25 YR; goes to MOE

Textbook fees: primary 20 YR; preparatory 40 YR; goes to MOE

Examination fees: primary 5 YR; preparatory 8 YR; goes to school

Certification fees: same as in other schools

Other revenues: none

GENERAL NOTES

- Their personal perception regarding the quality of the data reported on the annual enrollement survey that it is quite accurate
- To determine the number of boys and girls in each grade they had to physically add up the numbers from their registration log
- school is 12 years old
- after second grade all boys are transfered to all boys schools
- 85-86 Primary enrollment figures from school records

	Male	Female
Grade 1	190	116
Grade 2	72	161
Grade 3		161
Grade 4		187
Grade 5		180
Grade 6		172

School Site Visits

BACKGROUND INFORMATION

School name: Belgees School

Date and time of visit: Thursday, January 29, 1987 11:00-11:45

Persons contacted: Malak Al Wagih, Headmaster
Latifa Miead, Deputy

Levels: Primary Preparatory Secondary TTI (3)
 TTI (5) Vocational

Number of periods: 2 (Sessions)

Type of school: boys girls mixed
Has boys 1st, 2nd, 3rd grade

School year begins: late August

INFORMATION FLOW

Date Annual Enrollment Survey was received: November

From whom was the survey was received: Educational Division

Date survey was completed: same day it was received

Who completed the survey: Headmaster

To whom is the completed survey was sent: Educational Division

STUDENT INFORMATION

Are individual student records maintained: Yes No

Are records of students' age kept: Yes No
Comment: only date of birth

Are data on student retention kept: Yes No
Comment: Students' names are listed in a log book

Drop out rate: estimated by headmaster at 3%, some confusion of
drop out with transfers

FINANCIAL INFORMATION

Who pays for school maintenance: School

Parent Committee Contributions: by choice contributions; totaled
@ 13,000 YR for 85-86, 1st year for committee

Registration fees: 5 YR to school

Textbook fees: 20 YR to MOE

Examination fees: 5 YR to school

Certification fees:

Other revenues: none

GENERAL NOTES

- oldest primary school in the country (1962)
- teachers salaries are higher than the headmaster's - 2,500 YR/month for teachers; headmaster 1,650 YR/month
- over abundance of practice teachers
- Someone from the MOE's Finance department comes to the school each year to review the amounts and types of expenditures the school makes with the fees it collects. School is not required by MOE to account for these expenditures however
- headmaster has files on students who don't exist
- 85-86 Primary enrollment data from school records

	Male	Female
Grade 1	138	152 (7)
Grade 2	76	126 (4)
Grade 3	3	95 (3)
Grade 4		112 (3)
Grade 5		89 (2)
Grade 6		153 (4)

of classes in parenthesis

School Site Visits

BACKGROUND INFORMATION

School name: Arwa School

Date and time of visit: Thursday, January 29, 1987 9:15-10:45

Persons contacted: Lotfia Ahmed Hamza, Headmaster
Rathia Yahia Al-Motakel, Deputy
Salma Abdulak Al-Osaki, Deputy
Fozia Ahamed Torboosk, Deputy

Levels: Primary Preparatory Secondary TTI (3)
 TTI (5) Vocational Commercial

Number of periods: 2
(Sessions)

Type of school: boys girls mixed

School year begins: early September

INFORMATION FLOW

Date Annual Enrollment Survey was received: October 1st

From whom was the survey was received: Educational Division

Date survey was completed: late October

Who completed the survey: Secretary with directions from the headmaster and deputies

To whom is the completed survey was sent: Education Division sent a person to collect the form and verify the data

STUDENT INFORMATION

Are individual student records maintained: Yes No

Are records of students' age kept: Yes No
Comment: only by date of birth

Are data on student retention kept: Yes No
Comment: a list of student names is kept

Drop out rate: estimated by headmaster at 2%

FINANCIAL INFORMATION

Who pays for school maintenance: MOE

Parent Committee Contributions: none, once in a while a parent might contribute a small sum to the school

Registration fees: Primary 5 YR; Preparatory 8 YR; Secondary 12 YR, for school

Textbook fees: Primary 20 YR; Preparatory 40 YR; Secondary 50 YR, for MOE

Examination fees: Primary 5 YR; Secondary 10 YR, for school

Certification fees: Primary 26 YR promotion; 31 YR transcript
Preparatory 31 YR promotion; 51 YR transcript
Secondary 31 YR promotion; 61 YR transcript

Other revenues: once in a while a donor will give money to the school. For example, recently a representative from Kuwait came to the school and paid for repairing the building.

GENERAL NOTES

- perception is that the accuracy of the information reported to the MOE is quite good
- all data requested on the MOE's annual survey is taken from MOE forms (log books) distributed to the schools which parallel the survey
- 85-86 Primary enrollment figures from school records

Female

Grade 1	150	(2)
Grade 2	146	(2)
Grade 3	139	(2)
Grade 4	145	(3)
Grade 5	150	(3)
Grade 6	359	(7)

of classes in parenthesis

DESCRIPTION OF SCHOOL RECORDS

During the site visits, a number of different types of records maintained by schools were reviewed. Some of these records were kept in compliance with MOE regulations while others were developed solely for the school's use. It is important to note that the records listed below were not common to all schools but rather represent a compilation of the all of records observed.

1. Teacher attendance log - documents teachers' attendance on a daily basis
2. Teacher leave log - documents teachers' vacations
3. Teacher personnel file - maintained on each teacher and includes his/her educational and work history, MOE appointment letter, qualifications, and headmaster evaluations.
4. Teacher register - contains each teacher's name, qualifications, nationality, number of classes and subjects taught.
5. Student register - contains each student's name, date of birth, parents names and address, and special academic notes (for exmple, missed grade).
6. Student attendance - documents student attendance on a daily basis.
7. Student examination register - lists each student, their scores on school tests, school grades, and their scores on the national promotional examinations.
8. Student file - contains the student's birth certificate, health certificate, enrollment paper, and academic tanscript including promotional certificates.
9. Financial record - records the amount of each deposit and withdrawal, date, reason for expenditure (only in schools which maintain bank accounts).
10. Textbook list - inventory of the schools' textbook holdings.
11. Library list - inventory of the schools' library collection.
12. Book loans - a record of books which are borrowed by both teachers and students.
13. Equipment inventory - inventory of the schools' equipment, such as furniture, projectors, etc.

14. Lab inventory - inventory of the schools' laboratory equipment.
15. Communication list - documents all correspondence in and out of the school.
16. Meeting list - a record of all meetings held at the school.

معلومات وبيانات من الواجب الحصول عليها عند انزال الاستبيان
بشكل خاص بالمدارس

- معلومات عامة:
- تاريخي جميع المعلومات
- اسم ووظيفة من قام بملء الاستبيان

المدرسة

- اسم المدرسة
- موقع المدرسة (عزلة، ناحية، لواء)
- السنوات (ابتدائي، ثانوي، اعدادي، معاهد اعداد
- المعلمية نظام خمس سنوات او نظام اربع سنوات
- تعليم متن او متين، تعليم غير نظامي
- نوعية المدرسة: (مدرسة بنين، مدرسة بنات، مدرسة مختلطة)

الطلاب

- اعداد الطلاب طبقاً للسنوات والجنس والعمر
- اعداد الفصول طبقاً للسنوات
- اعداد المعلمين للمناهج طبقاً للسنوات والجنس
- اعداد الطلاب الحدر طبقاً للسنوات والجنس
- اعداد الطلاب المحولين طبقاً للسنوات والجنس
- اعداد الطلاب المخرجه طبقاً للسنوات والجنس

العامليه بالمدرسه
- اعداد المدرسين طبقاً للجنس، طبيعة العمل، الجنس

الجنسية (يمن، مصري، سوداني، سعودي، سوري، فلسطيني
مه دوله مربيين اخرين، غير محرجي)
طبيعة العمل (ثابتة، متعاقد

- اعداد المدرسين طبقاً للمؤهلات والجنس
المؤهلات وتشمل (غير، فقط، من مرحله اعداد، تأصيل اعدادي،
معلمه نظام خمس ادنوات سنوات، شکرده معلم
بلادي بومس ادا ب، بلادي بومس علوم، دراست
عليا)

التويل

- امداد الطلاب الزيتية بدفوف رسوم الكتيب
- امداد الطلاب الزيتية بدفوف رسوم التثبيت
- امداد الطلاب الزيتية بدفوف رسوم الاستمارات
- امداد الطلاب الزيتية بدفوف رسوم الشراذح
- امداد الطلاب الزيتية بدفوف رسوم الترتيب (انجاز)
- امداد الطلاب الزيتية بدفوف رسوم الشهرية
- اجمالي الرسوم الإضافية التي تشمل وتعرف بواسطة
الدارس
- امداد المدرسية الخاصة بالمراسم (غذاء، سكن
بنزول)
- متوسط التكلفة المرادف لهذا الرسم لكل مدرس

مؤشرات إتقان استعمال اللغة
فلازل الاستيعاب بالدراسة السوية

الدرسة : إن الأسئلة التي تحتوي على الاستيعاب والخاصة بالدرسة
سوف تقدمنا بالاعداد والنسب المتكوية للدارس على مستوى :

- العزلة
- الناهية
- اللوات
- الجمهورية
- المرحلة الدراسية
- نوعية الدراسة
- المرحلة والنوعية معاً

العاملية بالدارس : مسائل في ان الأسئلة التي تقدم للعاملية بالدارس
سوف تقدمنا بمعلومات الاعداد والنسب المتكوية :

- المدرسية بحسب العزلة
- المدرسية بحسب الناهية
- المدرسية بحسب اللوات
- المدرسية بحسب العنصر السوي للجمهور
- المدرسية بحسب الجنس
- المدرسية بحسب الجنسية
- المدرسية بحسب المؤهلات
- المدرسية بحسب الحالة الوظيفية
- المدرسية بحسب الجنسية والحالة الوظيفية
- المدرسية بحسب الجنس والحالة الوظيفية والنوع
- المدرسية بحسب الجنسية والحالة الوظيفية والجنس
- المدرسية بحسب المؤهلات والجنس
- اداروية بحسب الوضائف
- اداروية بحسب الجنس
- اداروية بحسب الوظيفية والجنس

الاجانب ما سيم هذه البيانات سوف تمكننا من :
- دراسة ومعرفة مشاركة التلاميذ في مجال التدريس
- تقييم مؤهلات المدرسين

الطلاب : ان الاستدلال الخاصه بالطراب والذين يحتمون على ذلك يستقيمانه
 سوف نتمكننا من الحصول على الاعداد ونسب الكمويه
 الخاصه بهم على مستوي :

- نظريه
- لنا حبه
- اللواتي
- الجمهوريه
- المرحله الدراسيه
- الجنس
- لغوي
- المرحله و لغزله
- المرحله و لنا حبه
- المرحله و اللواتي
- المراحل في عموم الجمهوريه
- المرحله والجنس

الى جانب ذلك ناك استدلال خاصه بالطلاب سوف تمدنا بمعلومات
 تتعلق باعداد ونسب العناصر لتالده :

- امادة او مستوي دراسي
- المولدين من جيلهم الى اخرين
- المترقيم
- المترصفتين
- لياقتهم لتلامذه بحسب الفصول الدراسيه
- المولدين بحسب الجنس
- المترقيم بحسب الجنس
- لياقتهم لتلامذه بحسب المترقيم للدراسه
- المولدين بحسب المترقيم للدراسه
- المترقيم بحسب المترقيم للدراسه
- المترصفتين بحسب المترقيم للدراسه

وهذا الاستدلال قد شأنا ايضا انه تمدنا بمعلومات من اعداد
 ونسب الفصول بحسب ا

- المتويات للدراسه
- المدارس
- المراحل الدراسيه
- المترقيم والمرحله للدراسه

- هذه المبررات التي سبق الحديث عنك سوف تعلم من:
- عمل استطلاعات مستقبلية لمدى حاجتنا للتعليم
 - لتوضيح متوسط حجم الفصول لواقعنا
 - للقيام بحساب التكاليف لبرامجنا للتعليم
 - للقيام بتقييم الاحتياجات التربوية

التحويل المعلومات المالية سوف تمكننا من تحديد ومعرفة مصادر

التحويل بحسب:

- التبرعات
- لنا حسب
- للوزارة
- على مستوى الجمهورية
- المرحلة الدراسية

الاجابة ما سبقه فان المعلومات المالية سوف تساعد على القيام بعمل تقديرات للتكاليف المباشرة في كل مجال من المجالات للتعليم ولدراسة وابداعهم و الاصلاحات الخاصة بالمدارس والمعلومات الخاصة بالتحويل على مستوى المرحلة الدراسية ومنه للقيام بحساب التكاليف الخاصة وذلك على مستوى لنا حسب والوزارة والجمهوريه بكل عام. وكذلك تغييرهم الحياتي لتكلفتهم ومصادر التحويل التربوي المتكلم.