DEPARTMENT OF EDUCATION
2026 NATIONAL SCHOOL CENSUS
COMMUNITY / PRIMARY SCHOOL

The National Department of Education (NDoE) uses an efficient method for gathering data from all schools in the country. Once a year forms are distributed and collected from all schools during School Census Week. This data will be used to chart the progress of the National Education Plan and assist provinces for future education services.

Head Teachers are being asked to fill out these forms accurately and honestly as possible. The **Reference Point** of data collection is during the census week **(9th-13th March 2026)**. Hold one copy for your school's record, send one copy to the District Education Officer (DEO) and two copies to the Provincial Education Advisor (PEA). The PEA will verify and send one form to the Statistics Branch of NDoE as the official record for your school.

The Department wants to thank you in advance for taking time to carefully fill out this form and for assisting us in gathering more accurate and useful data for schools in our country.

SECTION 1: SCHOOL DETAILS

This first section covers the basic contact details about your school.

1. School Name _____ 2. School Code _____

3. Province Name _____ 4. Province Code _____

5. District Name _____ 6. District Code _____

    LLG Name _____ 8. Ward Name _____

9. What is the school status? *(Tick √ the appropriate box)* ☐ Operating ☐ Suspended ☐ Closed

10. Is your school under National Education System (NES) or a Private school? *(If you tick √ the NES box then answer question 11)*

    ☐ National Education System (NES) school   ☐ Permitted school   ☐ Private school

11. Is your school registered under the National Education System (NES)? *(Tick √ the appropriate box)*

    ☐ Yes   ☐ No

12. What agency does your school belong to? *(Tick √ the appropriate box)*
    ☐ Government   ☐ Catholic   ☐ Evangelical Alliance   ☐ United Church   ☐ Lutheran Church
    ☐ Anglican   ☐ Seventh Day Adventist   ☐ Int'l Education Agency   ☐ Others: _____

13. School sector: *(Tick √ the appropriate box)*
    ☐ Community School   ☐ Primary School

14. What is the level of your school? *(Tick √ the appropriate box)*
    ☐ 3   ☐ 4   ☐ 5   ☐ 6   ☐ 7   ☐ 8   ☐ Other: _____

15. Where is your school located? *(Tick √ the appropriate box)*   ☐ Urban   ☐ Rural

16. School Postal Address: _____
    _____

17. School Phone No: _____ 18. School Fax No: _____

19. School Email Address: _____

SECTION 2: SCHOOL FINANCES

This section covers the money your school received from various sources during 2025. Please be accurate as possible. If your school received no money from a particular source, please indicate with a dash (-) in the box below.

20. How much did your school actually receive from other sources in 2025?
(Only indicate the income your school received last year and not what it should have received. This should include any money received for ancillary staff salaries, school materials, school buildings, etc.)

Source of School Funds	Amount (in Kina)
Government Tuition Fee Subsidies:	K
Provincial Government Subsidies:	K
Local-level Government:	K
School fund raising activities:	K
Parents donations:	K
Politicians:	K
Project Fees:	K
Fees collection:	K
Overseas Donors:	K
Other:	K
Sub-total:	

SECTION 3: STUDENT ENROLMENT / CLASSES / GRADUATES

This section covers information about the number of classes, students and teachers in your school. Most of this information will be taken from the school attendance books. Questions 22 - 26 asks you to include all students still on the school roll after **13th March 2026**. Only question 21 asks about last year's graduated students.

21. Please indicate the number of Grade 6 or 8 students who graduated with a Primary School Certificate last year from your school.

2025 Grade 6		
Male	Female	Total

2025 Grade 8		
Male	Female	Total

22. How many classes, students and teachers does your school have in each grade this year?
Include all students still on the school roll after 13th March 2026 *(Remember, if a teacher is teaching two grades, then that teacher is 0.5 in each grade. If a teacher is teaching 3 or 4 grades, divide accordingly)*

Number of Classes, Students and Teachers by Grade and Gender							
Grade	No. of Classes	2026 Number of Students Enrolled			2026 Number of Teachers		
		M	F	Total	M	F	Total
Prep							
1							
2							
3							
4							
5							
6							
7							
8							
Total							

23. Indicate the total number of students enrolled in each grade, by year of birth and gender. If you have students born in years not indicated, then fill in those years in the spaces provided below the year 2010.
(Include all students still enrolled after 13th March 2026)

Year of Birth	Prep		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Total		
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
2021																					
2020																					
2019																					
2018																					
2017																					
2016																					
2015																					
2014																					
2013																					
2012																					
2011																					
2010																					
Total																					

(These totals should be the same as the total number of students in each grade from question 22)

24. Indicate the number of students repeating this year at your school by grade and gender.

Gender	Prep	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total
Male										
Female										
Total										

2026 Number of Students Repeating

(These totals should not exceed the total number of students in each grade from question 22 and 23.)

25. Indicate the number of students with special needs or disabilities this year at your school by grade and gender.

	Gender	Prep	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total
Registered with Special Education Resource Centre (SERC)	Male										
	Female										
Not Registered with Special Education Resource Centre (SERC)	Male										
	Female										
Total											

2026 Number of Students with Special Needs or Disabilities

(These totals should not exceed the total number of students in each grade from question 22 & 23.)

SECTION 4: SCHOOL INFRASTRUCTURE DETAILS

This section covers the existing school infrastructure and how well board of management is managing each school.

26. Indicate the number of classrooms, storerooms, offices, staff-rooms, staff houses and other buildings in the school.

☐ Classrooms ☐ Staff houses ☐ Library ☐ Offices ☐ Computer Lab ☐ Staff-rooms ☐ Others

27. How many classrooms of each type and condition are there? *(Write the number in the boxes provided)*

Building Types	Permanent	Semi-Permanent	Bush Material
Total Classrooms			
How many classrooms require minor repair			
How many classrooms require major repair			

28. What is the number of toilet type(s) the students use?

Toilet Types	Permanent		Semi-Permanent		Bush Material	
	M	F	M	F	M	F
Septic Toilets (Flush/Pour)						
Shore Drop (Solwara)						
Pit Toilets:						
Pit with Cover						
Pit without Cover						
Composting Toilet						
*None						
Total Toilets						

* If school has no toilets, please circle none and leave blank.

29. How many usable toilets does your school have? **Only fill in if your school toilets meet the definition of *usable.**

* Usable means toilets main doors are unlocked, the toilet is not broken, the toilet hole is not blocked, and water is available for flush/pour toilets, and there are closable doors that lock from the inside and no large gaps in the structure at the time of the questionnaire or survey.

Total Toilets	Male Toilets	Female Toilets	*Common (Shared) Toilets

* Common (Shared) toilets means when a school does not have separate toilets for male and female students and all students use the same toilet(s) .

30. Where does the school get most of its drinking water from? *(Tick one)*

☐ Town Supply ☐ Tank Water ☐ Piped Water ☐ Bringing water from home

☐ Well/Spring [protected/unprotected] (Circle one) ☐ Lake, Creek, River, Stream (Circle one) ☐ None

31. Is drinking water from the above main source currently available at the school? ☐ Yes ☐ No

32. Does the school have hand washing facilities with soap and water available? *(Tick one)*

☐ Yes, with both soap and water ☐ With water only ☐ With soap only ☐ No facilities with soap and water

33. What type of power supply does the school use? *(Tick one)*

☐ PNG Power ☐ Solar ☐ Generator ☐ Hydro ☐ Others:_____ *(Specify)*

SECTION 5: ADDITIONAL INFORMATION

34. In relation to the 1-6-6 school structure reform, indicate the year your school has implemented or will implement the reform structure.

_____

35. In what year did/ will your School be phasing in Prep, Grade 1 and Grade 2, if you are a Primary school with grade structure from Grade 3-8? *(Tick applicable year for each grade)*

Grades	2025	2026	2027
Prep	☐	☐	☐
Grade 1	☐	☐	☐
Grade 2	☐	☐	☐

36. Name the Elementary School(s) with its student enrolment that you are feeding into your Primary School

No	School Name	School Code	2026 Student Enrolment		
			Male	Female	Total
1					
2					
3					
Total					

37. In what year did/ will your School be phasing out Grade 7 and Grade 8, if you are a Primary school with grade structure that has Grade 7 and 8? *(Tick applicable year for each grade)*

Grades	2025	2026	2027	2028	2029	2030
Grade 7	☐	☐	☐	☐	☐	☐
Grade 8	☐	☐	☐	☐	☐	☐

38. Does your school currently have a functional school board? *(Tick one)*

☐ Yes   ☐ No

If, Yes how many meetings were conducted in the past 12 months?

_____

39. Does your school have a working School Learning Improvement Plan (SLIP)? (*Tick one*)

☐ Yes   ☐ No

40. Is the School Learning Improvement Plan (SLIP) for your school been endorsed by the PEB? *(Tick one)*

☐ Yes   ☐ No

41. Do you review the school's School Learning Improvement Plan (SLIP) annually? *(Tick one)*

☐ Yes   ☐ No

42. Did your school head receive training on finance and management in the past 12 months? *(Tick one)*

☐ Yes   ☐ No

43. Has your school been visited by a School Inspector and accessed in the past 12 months? *(Tick one)*

☐ Yes   ☐ No

44. Does your school currently have an endorsed PEB School behavior management policy? *(Tick one)*

☐ Yes   ☐ No

45. Provide the number of students' textbooks by selected subjects and grades in your school.

Subject	Grade	No. of students' textbook
Mathematics	3	
Language	3	
Mathematics	5	
Language	5	

SECTION 6:   TEACHER INFORMATION

This section provides key information for each teacher in your school. Fill out as much information as you can. You have to go to each teacher to get this information before completing the form. Also indicate each teacher's position.

The table below is to identify the number of teachers posted in your school with their highest qualification by gender.

No	Qualification	Male	Female
1	Degree in Education		
2	Primary Diploma		
3	Primary Certificate		
4	Others (Specify)		
Total			

Please fill in the tables below for all teachers that are r**egistered** and **retained, upgraded qualification** and the **teacher is new** or **transferred in**.

Teacher #	Teacher's Position No:	National Identity Number:

Surname	First Name	Gender	Date of Birth	Nationality
_____	_____	☐ Male ☐ Female	____/_____/____ (Day) (Month) (Year)	☐ PNG Citizen ☐ Non PNG Citizen

TSC File Number	Teacher Registration Type (*Tick √ one*) ☐ Full ☐ Provisional	Teacher Registration Number	Type of Employee (*Tick √ all that apply*) ☐ TSC Employee ☐ Non TSC Employee ☐ TSC Contract ☐ TSC Volunteer	What year did this teacher start teaching? _____yr.
_____		_____		

What is the highest teaching qualification obtained? (*Tick √ the highest only*) ☐ Primary Certificate ☐ Primary Diploma ☐ Degree in Education ☐ Other (*Specify*) _____	Certificate Number	Year of Issue	Issuing Institution
	_____	_____	_____

Indicate the grade(s) or class(s) you're taking: _____

_____

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_____	□ Full □ Provisional	_____	□ TSC Employee □ Non TSC Employee □ TSC Contract □ TSC Volunteer	_____yr

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□ Primary Certificate □ Primary Diploma □ Degree in Education □ Other *(Specify)* _____	_____	_____	_____

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_____	□ Full □ Provisional	_____	□ TSC Employee □ Non TSC Employee □ TSC Contract □ TSC Volunteer	_____yr

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Surname _____	First Name _____	Gender □ Male □ Female	Date of Birth ____/_____/____ (Day) (Month) (Year)	Nationality □ PNG Citizen □ Non PNG Citizen
TSC File Number _____	Teacher Registration Type (Tick √ one) □ Full □ Provisional	Teacher Registration Number _____	Type of Employee (Tick √ all that apply) □ TSC Employee □ Non TSC Employee □ TSC Contract □ TSC Volunteer	What year did this teacher start teaching? _____yr
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- Person filling out this National School Census Form needs to sign off the census forms as being accurate and completed on the spaces provided below;

 Name:_____Signature: _____Date filled out: _____

- Senior School Inspector Basic Education/School Inspector Basic Education (SSIBE/SIBE) needs to validate and verify that data is complete, correct and accurate.

 Name:_____Signature: _____Date: _____

- Provincial Education Office needs to certify the form, and stamp it before sending the form to DoE Headquarters.

Standards Officer Stamp	Provincial Education Advisor Stamp