

**Questionnaire for Head-teacher of school  
Expenditure and Service Delivery Survey  
ZAMBIA: Educational Sector  
The World Bank**

School Code

		<b>Put in the names here</b>	<b>Put comments here</b>
1	Name of supervisor		To be filled in by area supervisor
2	Name of enumerator		Fill in at time of survey
3	Location of school: Province		Fill in at time of survey
4	Location of school: District		Fill in at time of survey
5	Location of school: Village/Town		Fill in at time of survey
6	Type of School		Fill in at time of survey
7	Interview Date		Fill in at time of survey
8	Interview Time		Fill in at time of survey
9	Name of School		Fill in at time of survey
10	Name of Respondent		Fill in at time of survey
11	Respondent's job		1=Head-Teacher 2=Deputy Head-Teacher 3=Acting Head-Teacher 4=Senior Teacher 5=Other
12	If the respondent is not the head-teacher, please record why the head-teacher is not available		1=Head-Teacher is sick 2=Family Member is Sick 3=Head-Teacher is on Leave 4=Head-Teacher has gone on official work 5=Other

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Province:

District:

**Section I: Demographics**

Number	Question	Answer	Codes/Instructions
1 (*)	What is your gender?	<input type="checkbox"/>	1=Male 2=Female
2 (*)	What is your age?	<input type="checkbox"/> <input type="checkbox"/>	Fill in <i>age</i> of the head-teacher and <b>not</b> the year that he/she was born
3 (*)	What is your place of birth	----- Province                      District	
4 (*)	What ethnic group do you belong to?	_____	
5 (*)	Are you currently married?	<input type="checkbox"/>	1=Single 2=Married 3=Widowed 4=Separated/Divorced <i>If 1 skip to 7</i>
6	What is your spouse's level of education?	<input type="checkbox"/>	1=Primary or less than primary 2=Junior Secondary 3=Senior Secondary 4= College level 5=University
7 (*)	How many children do you have living with you?	<input type="checkbox"/> <input type="checkbox"/>	Record 0 for no children
8 (*)	What type of housing do you live in?	<input type="checkbox"/>	1= Own house 2=Accommodation provided by school 3=Accommodation provided by community 4=Rented House/Apartment 5=Other (specify) <i>IF (1,3,4,5) skip to 10</i>
9	What kind of housing does the school provide for you?	<input type="checkbox"/>	1=Own Teacher's House 2=Shared housing with other teachers 3=Not living in teacher's housing 4=Other
10 (*)	How long does it take for you to get to the school from home?	<input type="checkbox"/>	1=Less than 15 minutes 2=15 minute to 30 minutes 3=30 to 1 hour 5=More than 1 hour
11	Does the community provide any land for your use?	<input type="checkbox"/>	1=Yes 2=No

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Number	Question	Answer	Codes/Instructions
12 (*)	Sometimes we or our families are struck by emergencies. Were you obliged to take any time off during the { <b>last month</b> } as a result of an	<input type="checkbox"/>	1=Yes 2=No <i>If 2 skip to 16</i>
13	How many working days off did you have to take off as a result?	<input type="text"/> <input type="text"/> Days	
14	What kind of emergency was it?	<input type="checkbox"/>	1= Own Illness 2=Illness of Others 3=School Emergency 4=Funeral 5=Other (specify) <i>If 2,3,4 or 5 skip to 16</i>
15	If it was own illness, where were you treated for the illness	<input type="checkbox"/>	1=Treatment at home/No treatment 2=Local Health Centre 3=Health Centre in Nearby Town 4=Health Centre Elsewhere 5=Other
16 (*)	Were you obliged to take time off during the { <b>last month</b> } as a result of any official work (such as workshops)?	<input type="checkbox"/>	1=Yes 2=No <i>If 2 skip to Section II</i>
17	How many working days did you take off as a result?	<input type="text"/> <input type="text"/> Days	Add all working days taken off
18	What kind of work was required?	<input type="checkbox"/>	1=Meeting 2=Workshop 3=File Request/Complaint 4=Obtain school/office provisions 5=Collecting Salary 6=Other (specify _____)
19 (*)	How many years were you a teacher before becoming a Head-teacher?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Years                                  Months	
20 (*)	Where was your last post before coming here?	----- Province                                  District	
21 (*)	How long have you been the head of the school?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Years    Months	

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**Section II: Characteristics of Head-teacher**

Number	Question	Answer	Codes/Instructions
1 (*)	What is the highest level of education you have attained?	<input type="text"/>	1=Primary, 2=Junior Secondary, 3=Senior Secondary, 4= College level 5=University
2 (*)	How many years of pre-service training have you had?	<input type="text"/> <input type="text"/> Years	
3 (*)	Did you receive a primary certificate as part of your teacher training?	<input type="text"/>	1=Yes 2=No
4 (*)	Did you receive any other certificate as part of your training?	<input type="text"/>	1=Yes 2=No <i>If 2 skip to 6</i>
5	What other certificate did you obtain as part of your training?	<input type="text"/>	1=Advanced Primary Certificate 2=Primary Teacher's Degree 3=Secondary Teacher's Diploma 4=Secondary Teacher's Degree 5=Special Education Certificate 6=Student Trainee 7=Other
6 (*)	Have you had any Education management training?	<input type="text"/>	1=Yes 2=No <i>If 2 skip to 8</i>
7	When did you have this training?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Year	Record the year that the training ended (not began)
8 (*)	What were the main grades you taught before becoming a head-teacher?	<input type="text"/> , <input type="text"/> , <input type="text"/> , <input type="text"/> , <input type="text"/>	Record each grade taught separately in the boxes, up to a maximum of 5
10 (*)	How many hours do you teach {every day} on average?	<input type="text"/> Hours <input type="text"/> <input type="text"/> Minutes	Record 0 if the head-teacher does not teach.
11 (*)	At what times of the day do you teach?	<input type="text"/>	1= Morning only 2= Afternoon only 3=Both morning and afternoon 4=Don't teach at all
12 (*)	When was the last time you were visited by a standards officer?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Year	Please note that this is <b>not</b> a standard officer's visit to the school, but to the head-teacher in his/her teaching capacity

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**Section III: Remuneration of the Head-teacher**

Number	Question	Answers	Codes/Instructions																					
1 (*)	How much is your { <b>monthly</b> net salary as the head teacher of this school? (Give the actual pay received.)	K_____																						
2 (*)	Apart from your salary do you also receive any allowances?	<table border="0"> <tr> <td>APU/Open Class Allowance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Double Class Allowance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Housing Allowance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Hardship Allowance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Subsistence Allowance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Student Trainee Allowance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other Allowance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	APU/Open Class Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Double Class Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Housing Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Hardship Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Subsistence Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Student Trainee Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Other Allowance	<input type="checkbox"/>	<input type="checkbox"/>	1=Yes 2=No 99= Not sure <i>If No Allowances skip to 6</i>  Please note that these are <i>monthly recurring allowances</i> : Do not include one-time allowances or benefits here
APU/Open Class Allowance	<input type="checkbox"/>	<input type="checkbox"/>																						
Double Class Allowance	<input type="checkbox"/>	<input type="checkbox"/>																						
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Other Allowance	<input type="checkbox"/>	<input type="checkbox"/>																						
3	Please tell us the amount you are supposed to receive under each of these allowances { <b>per month</b> }	APU/Open Class Allowance K_____ Double Class Allowance K_____ Housing Allowance K_____ Hardship Allowance K_____ Subsistence Allowance K_____ Student Trainee Allowance K_____ Other Allowances K_____	Remember to ask the teacher if the allowance is per term or per month: in case he/she gives you the amount per term, <b>please divide by 3.</b>																					
4	Please tell us the amount that you actually received last month under each of these allowances { <b>per month</b> }	APU/Open Class Allowance K_____ Double Class Allowance K_____ Housing Allowance K_____ Hardship Allowance K_____ Subsistence Allowance K_____ Student Trainee Allowance K_____ Other Allowances K_____																						

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Number	Question	Answers	Codes/Instructions																																
5	How many months of pay do you have still outstanding for each of the allowance you are supposed to receive (cumulatively, not just from last month)?	<table border="0"> <tr> <td>Salary</td> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>APU/Open Class Allowance</td> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>Double Class Allowance</td> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>Housing Allowance</td> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>Hardship Allowance</td> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>Subsistence Allowance</td> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>Student Trainee Allowance</td> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> <tr> <td>Other Allowances</td> <td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td> </tr> </table>	Salary	<input type="text"/>	<input type="text"/>	<input type="text"/>	APU/Open Class Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	Double Class Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	Housing Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	Hardship Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	Subsistence Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	Student Trainee Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other Allowances	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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Other Allowances	<input type="text"/>	<input type="text"/>	<input type="text"/>																																
6	How much of your <b>one time benefits/grants</b> are outstanding?	<table border="0"> <tr> <td>Leave Benefit</td> <td>K_____</td> </tr> <tr> <td>Transfer Benefit</td> <td>K_____</td> </tr> <tr> <td>Other Benefits</td> <td>K_____</td> </tr> </table>	Leave Benefit	K_____	Transfer Benefit	K_____	Other Benefits	K_____																											
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Transfer Benefit	K_____																																		
Other Benefits	K_____																																		
7(*)	Besides your own salary and allowances do you have any other sources of income?	<table border="0"> <tr> <td>From agriculture</td> <td><input type="text"/></td> </tr> <tr> <td>From other wage employment</td> <td><input type="text"/></td> </tr> <tr> <td>From teaching outside hours</td> <td><input type="text"/></td> </tr> <tr> <td>From business</td> <td><input type="text"/></td> </tr> <tr> <td>From any other sources</td> <td><input type="text"/></td> </tr> </table>	From agriculture	<input type="text"/>	From other wage employment	<input type="text"/>	From teaching outside hours	<input type="text"/>	From business	<input type="text"/>	From any other sources	<input type="text"/>	1=Yes 2=No <i>If 2 skip to Section IV</i>  <i>Please note that every box must be filled in!</i>																						
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From any other sources	<input type="text"/>																																		
8	As a percentage of your salary as a head-teacher, how much extra doe these other sources of income give you?	<div style="text-align: center;"><input type="text"/></div>	1=Less than 10% 2=Between 10 and 25% 3=Between 25 and 50% 4=Between 50 and 75% 5=Between 75 and 100% 6=More than 100%																																

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**Section IVa: Teachers (Specific)**

Number	Teacher Code	Has this teacher been absent in the last month?  1=Yes 2=No <i>If 2 skip to next teacher</i>	How many days has the teacher been absent?  <input type="text"/> <input type="text"/> Days	What was the reason for the absence?  1=Own Illness 2=Illness in family 3=Away on training 4=Travel to town 5=Funeral 6=Other
1	Teacher Code <b>01</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>
2	Teacher Code <b>02</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>
3	Teacher Code <b>03</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>
4	Teacher Code <b>04</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>
5	Teacher Code <b>05</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>
6	Teacher Code <b>06</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>
7	Teacher Code <b>07</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>
8	Teacher Code <b>08</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>
9	Teacher Code <b>09</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>
10	Teacher Code <b>10</b>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> Days	<input type="checkbox"/>

Please use the **same codes** for the teachers as in the teacher roster that you filled up in the morning. Remember that teacher's names **should not appear** anywhere besides the roster!

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**Section IVb: Teachers (General)**

Number	Question	Answer	Codes
1	What action did you take the last time a teacher was absent for an extended period without official clearance?	<input data-bbox="857 512 922 575" type="checkbox"/>	1=Not applicable/Headmaster not respondent 2=None 3=Warned teacher 4=Referred matter to DEO 5=Asked teacher to be suspended/transferred 6=Respondent not Headmaster 7=Other (specify _____)  <i>Only ask if this is the headmaster. If the headmaster is new to the school, ask what action he took at his previous school</i>
2 (*)	Have any teachers left the school in the last year?	<input data-bbox="857 863 922 926" type="checkbox"/>	1=Yes 2=No <i>If 2 skip to 4</i> <i>Check to make sure that head-teacher or respondent does not include teachers who have passed away</i>
3	What were the main reasons for teachers leaving the school?  (Record a maximum of 2 reasons)	<input data-bbox="818 1108 883 1171" type="checkbox"/> , <input data-bbox="893 1108 958 1171" type="checkbox"/>	1=Voluntary Transfer 2=Promoted 3=Married 4=Transferred at request of head teacher 5=Other Transfer 6=Other reason(specify)_____
4 (*)	How many teachers passed away in the last year?	<input data-bbox="824 1306 889 1369" type="checkbox"/> <input data-bbox="899 1306 964 1369" type="checkbox"/>	Record 0 if none

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**Section V: Pupils' Attendance**

Question Number	Question	Answer	Codes/Instructions`
1 (*)	Would you say that pupils attend classes regularly?	<input type="checkbox"/>	1=Yes 2=No 3=Depends on the season
2 (*)	How would you characterize the attendance of boys over the course of the year?	<input type="checkbox"/>	1=Very High Attendance (present more than 90% of all days) 2=High Attendance (present 80-90% of all days) 3=Moderate attendance (present 70-80% of all days) 4= Intermediate Attendance (present 60-70% of all days) 5=Moderate Attendance (present 50-60% of all days) 6=Low Attendance (less than 50% of all days)
3 (*)	How would you characterize the attendance of girls over the course of the year?	<input type="checkbox"/>	1=Very High Attendance (present more than 90% of all days) 2=High Attendance (present 80-90% of all days) 3=Moderate attendance (present 70-80% of all days) 4= Intermediate Attendance (present 60-70% of all days) 5=Moderate Attendance (present 50-60% of all days) 6=Low Attendance (less than 50% of all days)
4 (*)	Are there particular times of the year when attendance is low?	<input type="checkbox"/>	1=No 2=Yes, during the rainy Season 3=Yes, during the harvest Season 4=Yes, during the planting season 5=Yes, during the cold season 6=Other (Specify) _____
5 (*)	Have you suspended any students for absenteeism in the last term?	<input type="checkbox"/>	1=Yes 2=No
6 (*)	What are the typical reasons for boys not attending school regularly?	<input type="checkbox"/> , <input type="checkbox"/> , <input type="checkbox"/>	1=Needed at home to look after siblings 2=Needed at home to look after livestock/garden/household chores 3=Needed at home to look after sick parents/siblings 4=Own Illness 5=Lack of food/Malnutrition 6=No one to accompany child to school 7=Needed at home to fetch water/firewood 8=Other (specify) <i>Record up to 3 reasons</i>
7 (*)	What are the typical reasons for girls not attending schools regularly?	<input type="checkbox"/> , <input type="checkbox"/> , <input type="checkbox"/>	1=Needed at home to look after siblings 2=Needed at home to look after livestock/garden/household chores 3=Needed at home to look after sick parents/siblings 4=Own Illness 5=Lack of food/Malnutrition 6=No one to accompany child to school 7=Menstruation 8=Other (specify) <i>Record up to 3 reasons</i>

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**Section VIa: DEO (Relationship Roster)**

**Relationship with DEO/PEO**

We are now going to ask you some questions about your relationship with other institutions that help in the running of this school. First, we will ask you about the DEO and the PEO, and then we are going to ask you about the PTA.

Could you please list for us the people you know personally at the DEO’s office

Number		Record Answer Here	Number of times seen
1 (*)	How many visits has a Standards Officer (from DEOs office) made to this school since <b>January 2002?</b>	<input type="checkbox"/>	1=One time 2=Two times 3=Three times 4=More than three times 5=No visits since January
2 (*)	How many visits has a Buildings Officer (from DEOs office) made to this school since <b>January 2002?</b>	<input type="checkbox"/>	1=One time 2=Two times 3=Three times 4=More than three times 5=No visits since January
3 (*)	How many visits has a Sports Officer (from DEOs office) made to this school since <b>January 2002?</b>	<input type="checkbox"/>	1=One time 2=Two times 3=Three times 4=More than three times 5=No visits since January
4 (*)	Which official from the DEO’s office visited this school most recently?	<input type="checkbox"/>	1=DEO 2=Standards Officer 3=Accounts Officer 4=Building Officer 5=Educational Officer 6=Other (Specify)_____

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**Section VIb: DEO/PEO (Contacts and Visits)**

Num ber	Question	Answer for DEO	Answer for PEO	Codes
1 (*)	How many times have you met the _____ since January 2002?	<input type="text"/>	<input type="text"/>	1=One time 2=Two times 3=Three times 4=More than three times 5=No meeting last year
2 (*)	How many times has _____ visited the school since January 2002?	<input type="text"/>	<input type="text"/>	1=One time 2=Two times 3=Three times 4=More than three times 5=No visit this year
3 (*)	When did you last see the _____?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Month Year	
4 (*)	What was the occasion?	<input type="text"/>	<input type="text"/>	1=Zonal Meeting 2=Workshop/Other Educational Meeting 3=Infrastructure plans 4=Other School Related Work 5=Do not remember 6=Other
5 (*)	Have you received any direct transfers of money from the _____'s office this year (apart from the BESSIP 2 million)	<input type="text"/>	<input type="text"/>	1=Yes 2=No <i>If 2 skip to 10</i>
6	If yes, what was it for?	<input type="text"/>	<input type="text"/>	1=School Repair 2=Building Construction 3=Purchase of Textbooks 4=Purchase of Educational Material 5=Other (Specify)
7 (*)	Have you applied for any transfers that the school is eligible for, but that have not been received?	<input type="text"/>	<input type="text"/>	1=Yes 2=No
8	In your opinion what impact has decentralisation had on the flow of educational materials/money to the school? ( <i>only in decentralized districts</i> )	<hr/> <hr/> <hr/>		

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**Section VIc. PTA**

Number	Question	Answer	Code/Instructions
1 (*)	How long has the PTA been in existence in this school?	<input type="checkbox"/>	1=Less than 1 year 2=Between 1 and 5 years 3=Between 5 and 10 years 4=Between 10 and 20 years 5=More than 20 years 6= Don't know
2 (*)	How many times has the PTA executive met {since January 2002}?	<input type="checkbox"/>	1=One time 2=Two times 3=Three times 4=More than three times 5=Has not met this term
3 (*)	When did the PTA executive last meet?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Month                      Year	
4 (*)	Where did this meeting take place?	<input type="checkbox"/>	1=School Building 2=Chairman's House 3=Other officer's house 4=Other (Specify)_____
5 (*)	What was the occasion?	<input type="checkbox"/>	1=Emergency (Specify) _____ 2=Workshop/Other Educational Meeting 3=School Infrastructure 4=Other School Related Work 5=Not sure/Do not remember 6=Other
6 (*)	How many men and women are on the PTA executive?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Men                      Women	
7 (*)	Is the chair of the PTA executive a man or a woman?	<input type="checkbox"/>	1=Man 2=Woman
8 (*)	What is the level of education attained by the PTA chair?	<input type="checkbox"/>	1=Primary or less than primary 2=Junior Secondary 3=Senior Secondary 4= College level 5=University
9 (*)	How long has he/she been in the present post?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Months                      Years	
10 (*)	How rich would you say that the chairperson is relative to other parents in the PTA?	<input type="checkbox"/>	1=Much richer than the average 2=Richer than the average 3=Average 4=Less rich than average 5=Much less rich than the average

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Number	Question	Answer	Code/Instructions
11 (*)	How many times have you met <i>all the members</i> of the PTA { <b>this year</b> }? (including the parents not on the executive committee)	<input type="text"/>	1=One time 2=Two times 3=Three times 4=More than three times 5=Has not met this year
12 (*)	How much are the PTA/Community fees?	Fees/Year	Specify the fees per year. Write 0 if the school does not have PTA fees.
13 (*)	Does the PTA provide any in-kind support ( <i>such as textbooks, chalk etc.</i> )?	<input type="text"/>	1=Yes 2=No <i>If 2 skip to Section VII</i>
14 (*)	What is the most important support that that PTA provides?	<input type="text"/>	1=Labour 2=Transport 3=Labour animals 4=Building Materials 5=Other(specify _____)
15 (*)	What other support does the PTA provide?  <i>Please fill 1 or 2 for every item in the list</i>	Labour <input type="text"/> Transport <input type="text"/> Labour animals <input type="text"/> Building Materials <input type="text"/>	1=Yes 2=No

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**Section VII Decision Section**

We are going to ask some questions about problems that arise during the running of the school. We will ask you to tell us who the people making decisions and providing money are. For instance, we may ask you about what happens when a window is broken- who makes the decision that the window be repaired, and who provides money for fixing the window. For each question, please provide the most important and the 2<sup>nd</sup> most important body/individual for the decision/action.

Num ber	Topic	Which of the following have to make the decision to		Which of the following have to provide money for		History
		1=Ministry of Education 2=PEO 3=DEO 4=Head-teacher 5=Teachers 6=PTA Executive 7=Churches/Donors 8=NGO's 9=Parents 10=Community 11=Other	1=Ministry of Education 2=PEO 3=DEO 4=Head-teacher 5=Teachers 6=PTA Executive 7=Churches/Donors 8=NGO's 9=Parents 10=Community 11=Other	Most important	2 <sup>nd</sup> Most Important	
						Have You had to deal with a case like this in this school?
1	Decide PTA/Community fees	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
2	Exempt a child from PTA fees	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
3	Provide financial support to a child who is particularly needy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Provide housing for teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Provide more permanent classrooms for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Repair something that has broken in the school such as the borehole or a window	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Provide textbooks that are in short supply after the allotment from the MOE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Provide chalk if it is in short supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Rehabilitation of classrooms/offices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Hire an extra teacher to supplement shortage of teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Transfer/Suspend a teacher	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

School Code
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**Section VIII: Shortages and Requests**

Finally, we would like to ask you some questions about shortages and problems that you have faced in the last year, and how they were dealt with.

Number	Use this column to fill in the blank in the next column	Did you experience a shortage/ problem in the {last year} of _____  1=Yes 2=No (*)  <i>If 2 skip to next row. This is a required question!</i>	Did you make a request  1= Yes 2=No  <i>If I skip next column</i>	If you made a request, when did you make that request?  <i>Please write in month and last two digits of the year</i>  <i>e.g April 2001 should be entered as 04 01</i>	Was your request successful?  1=Fully Successful 2=Partially Successful 3=Not Successful 4=Request is Pending	To whom was the request made?  1=DEO 2=PEO 3=Ministry of Education 4=NGO's 5=Other (Specify)  <b>Up to 2 officials</b>	If no request was made, why not?  1= Requests never successful 2=Problem was not serious 3=Other (Specify)
1	Shortage of textbooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> month                      year	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
2	Shortage of desks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> month                      year	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
3	Shortage of Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> month                      year	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
4	Late payment of Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> month                      year	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>
5	Problem with building maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> month                      year	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="checkbox"/>

**Interviewer Checkpoint:**

1. Have you filled in the school code on all pages?
2. Have you put the cover page and the roster card in the CONFIDENTIAL ENVELOPE
3. Have you filled up all **required (\*) questions**
4. Have you completed *all* columns on the cover page (except the `supervisor`)?

School Code
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