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School Code

Republic of Namibia
Ministry of Education
Fifteenth School-Day Statistics

2009

This questionnaire is to be completed for all schools in Namibia on Tuesday, 03 February 2009. It must be completed in Quadruplicate. One copy is to be kept by the school. The other Three copies must be sent to school's Circuit Inspector. One of these will be kept by the Inspector, one kept by the Regional Office and one sent to Head Office.

The four (4) figure school code, as used in the Annual Education Census, must be stated in the space provided on the top left of this form. Please complete this page and all the following pages. All information stated in this questionnaire has to be certified correct by the school principal at the bottom of this page.

1. Name of School	1.
2. Region (e.g. Oshana)	2.
3. Inspection Circuit	3.
4. Cluster Centre If your school belongs to a cluster, state the code and name of the cluster centre. If your school is the cluster centre, repeat its code and name.	4. Cluster centre school code: _____ Cluster centre name: _____
5. Postal Address	5. _____
6. Principal's Name	6.
7. Telephone and Fax Number (if any)	7. Telephone: _____ Fax: _____
8. Is the platoon system used at the school? (Difference teachers using the same classroom to teach in the morning and the afternoon)	8. Mark one <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Is the double session system used at the school? (One teacher teaching two sessions, one after the other)	9. Mark one <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Satellite schools: (See definition on page 2) 10.1 Does the school have satellite schools? If it does, please list the code numbers and name of all satellite schools. 10.2 Is this school a satellite school of another one? If 'yes', please state the school (code and name) under which this school resorts.	10.1 Mark one <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please list the codes and names of all satellite schools: Code _____ Name _____ Code _____ Name _____ 10.2 Mark one <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please list the code and name of the parent school under which this school resorts: Code _____ Name _____
11. Is the school a state or private school? (Private school are controlled by a non-government organisation such as a church, farm, mine, etc. Community schools financed by the state are state schools)	11. Mark one <input checked="" type="checkbox"/> State school <input type="checkbox"/> Private school <input type="checkbox"/>
12. Private school only: Indicate what support the school receives from the state. Mark <input checked="" type="checkbox"/> either Yes or No in each line. The box in the last line, d, must be marked if the answer to a, b and c were all 'No'.	12. a. Teachers appointed by the state Yes <input type="checkbox"/> No <input type="checkbox"/> b. Equipment and/or textbooks supplied by the state Yes <input type="checkbox"/> No <input type="checkbox"/> c. The state provides a financial subsidy of some kind Yes <input type="checkbox"/> No <input type="checkbox"/> d. Mark this box <input type="checkbox"/> if your school receives no state support of any kind.

The information stated in this questionnaire is certified as correct (signature of principal and date): _____

Guidelines for the Completion of this Form

General

Guidelines for the completion of this questionnaire, as well as lists of codes, are printed opposite the relevant questions. Explanations are given only for those questions, which might not be very clear.

Whenever a particular code is not stated in a list of codes, the code should be left and relevant information should be written out.

Definition of a satellite school

A satellite school is a school which is located on separate premises, has staff of its own, but which is supervised by the principal of another school. A satellite school has no post of principal on its establishment. Satellite schools cannot be situated in a different administrative region than their governing schools. A schools in oshana can, for example, not have a satellite school in Omusati.

Table 13: Ages of grade 1 learners

Report the numbers of learners of different ages separate for those who have entered Grade 1 for the first time and for Those who repeating Grade 1. Include as repeaters those who are re-entering Grade 1 after having left school some time previously.

Table 14: Pass/Fail figures for the end of 2008

Record the number of passes and failures per grade at the end of 2008. These figures should be obtained from the schedules completed during December 2008.

The numbers in this table are among others required to calculate the total school enrolment at the end of the year. Therefore, the numbers of all learners enrolled at the school at the end of the school year must be recorded, also for grades where the distinction between "pass" and "fail" cannot strictly be made. The following guidelines must be applied for such grades:

For Grade 10 Learners, record the numbers qualifying for Grade 11 as "Pass", and the number not qualifying for Grade 11 as "Fail". If your school does not yet know the numbers of of Grade 10s qualifying for grade 11, clearly indicate this so that Head Office can fill in the information.

For Pre-primary, Grade 12, Special Classes and classes for Handicapped (leaners who are severely mentally challenged), the enrolment at the end of 2008 (males, females, total) must be reported under "Pass".

Notes

Use this page for any notes or explanations you wish to make

13. Ages of Grade 1's on the 15th school-day of 2009. Record the numbers learners in each age category

Age (years)	New entrants to grade 1			Learners repeating Grade 1		
	Males	Females	Total	Males	Females	Total
4 or less						
5						
6						
7						
8						
9						
10						
11						
12						
13 or older						
TOTAL						

14. Number of learners that passed or failed at the end of 2008

Grade	Pass			Fail		
	Males	Females	Total	Males	Females	Total
Pre-primary (see opposite page)						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10 (see opposite page)						
Grade 11						
Grade 12 (see opposite page)						
Grade 13						
Special slasses (see opposite page)						
Handicapped (enrolment-see opposite page)						
Special Grade 6						
Special Grade 7						
Special Grade 8						
Special Grade 9						
Special Grade 10						
N1						
Elementary Vocational						
Intermediate Vocational						
Advanced Vaocational						
TOTAL						

Table 15: Number of learners and classgroups per grade

State the number of learners (male, female and total) and the number of classgroups per grade. In the case of multigrade teaching, for example, Grade 1 and Grade 2 taught in one group, a one (1) is entered for each grade under "Classgroups" and the combination of grades in a group is indicated in the last column.

Table 16: Number of days and periods in each timetable cycle

Schools draw up their timetables in different ways. Many schools have a five-day school week, other schools have a timetable cycle of seven days, etc. State the number of days in the timetable cycle under "Number of DAYS in each timetable cycle". If the school has a five-day school week, write "5" in each applicable row.

The number of periods in a school week or timetable cycle may vary from grade to grade and it also depends on the length of

the periods. State the total number of periods each grade or school phase has in a school week or timetable cycle under "Number of PERIODS in each timetable cycle". If there are, for example, five days in a cycle and each day has nine periods, then enter 45 in this column.

If there are different numbers of periods per timetable cycle at different times in a year, state the number applicable to most days in the school year. The information provided in the last two columns of Table 20 (Teachers' Particulars) must relate to the same part of the year.

The length of each period in minutes must be stated in the last column, for example, 35 minutes. If not all the periods of the day or of the week are the same length, enter the length applicable to most periods. Please note the number of periods of different lengths in the space below in such a case.

Notes

Use this space for any notes or explanations you wish to make

15. Number of learners and classgroup per grade

Grade	Morning of first session				Afternoon or second session				Total numbers (morning plus afternoon)				Indicate Combined groups
	Male	Female	Total	Class- groups	Male	Female	Total	Class- groups	Male	Female	Total	Class- groups	
Pre-primary													
Grade 1													
Grade 2													
Grade 3													
Grade 4													
Grade 5													
Grade 6													
Grade 7													
Grade 8													
Grade 9													
Grade 10													
Grade 11													
Grade 12													
Grade 13													
Special classes													
Handicapped													
Special Grade 6													
Special Grade 7													
Special Grade 8													
Special Grade 9													
Special Grade 10													
N1													
Elementary Vocational													
Intermediate Vocational													
Advanced Vocational													
TOTAL													

16. Number of days and periods in each timetable cycle

Grades	Number of DAYS in each timetable cycle	Number of PERIODS in each timetable cycle	Length of each period in minutes
Pre-primary			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grades 5-7			
Grades 8-10			
Grades 11-12			
Other grades			

Table 17: Existing vacancies to be filled

This table must be completed if the school has vacant posts to be filled. Subject codes are printed on the back of the questionnaire.

If a teacher is required for class teaching, for example Grade 2 class teaching, "Class teaching" must be indicated under the heading "Subject".

Do not list the subjects in this case. For example:

Grade 2 Class Teaching	1	1	0	2	Gd		2	Gd		2	50
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In the case of a teacher required for subject teaching, the subjects must be indicated. For example, if a teacher is required to teach English in Grades 8 - 10 for

30 periods per week and History in Grades 10 and 11 for 12 periods per week, the following would be entered in Table 17:

English Second Language	3	7	7	6	Gd		8	Gd	1	0	30
History	4	3	7	5	Gd	1	0	Gd	1	1	12

Table 18: Numbers of staff (excluding hostel staff)

The numbers of all teaching staff and non-teaching staff appointed on the 15th school-day are reported in Table 18. This includes staff on leave and, if applicable, relief teachers. Full particulars of all non-teaching staff are reported in Table 19 on page 9, and full particulars of all teaching staff are reported in Table 20 on pages 11 to 15.

Schools with hostels must not include any staff only working in the hostel in the tables in this questionnaire.

"Normal" staff are all staff other than relief staff. For non-teaching staff, the total numbers of normal plus relief staff in Table 18 must correspond to the total number of non-teaching staff listed in Table 19. Likewise, for teaching staff, the total number of normal plus relief staff must correspond to the number of teachers listed in Table 20.

Notes

Use this space for any notes or explanations you wish to make

17. Existing vacancies to be filled

If the school has vacancies, indicate the subjects, grades and number of periods for which teachers are needed.

Subject (or Grade for class teaching)		Grade (s) for which the teacher is needed		Periods per week for which the teacher is required
Subject name or Grade	Code	From Grade	To Grade	
	_ _ _ _	Gd _ _	Gd _ _	
	_ _ _ _	Gd _ _	Gd _ _	
	_ _ _ _	Gd _ _	Gd _ _	
	_ _ _ _	Gd _ _	Gd _ _	
	_ _ _ _	Gd _ _	Gd _ _	
	_ _ _ _	Gd _ _	Gd _ _	
	_ _ _ _	Gd _ _	Gd _ _	
	_ _ _ _	Gd _ _	Gd _ _	
	_ _ _ _	Gd _ _	Gd _ _	
	_ _ _ _	Gd _ _	Gd _ _	

18. Numbers of staff (EXCLUDING HOSTEL STAFF)

Post and Code			Normal Staff			Relief staff
			Male	Female	Total	
Ordinary teaching staff	Principal	(107/108)				
	Deputy Principal	(111)				
	Head of Department	(112)				
	Teacher	(113)				
	Other (Specify)	(199)				
TOTAL TEACHING STAFF						
Non-teaching staff	School secretary (full time)	(201)				
	School secretary (25 hour/week)	(202)				
	School secretary (10 hour/week)	(203)				
	Leader Cleaner	(211)				
	Caretaker	(212)				
	Cleaner	(213)				
	Other (Specify)	(299)				
TOTAL NON-TEACHING STAFF						

19. Non-teaching Staff (EXCLUDING HOSTEL STAFF)

Particulars of all non-teaching staff are reported in Table 19. Include staff on leave and, if applicable, relief staff. Do not include hostel staff.

CODES

Post presently held

- 201 School secretary (full-time)
- 202 School secretary (25 hours per week)
- 203 School secretary (10 hours per week)
- 211 Leader cleaner
- 212 Caretaker
- 213 Cleaner
- 299 Other non-teaching post

Appointment

- 1 Permanent
- 2 On probation
- 3 Temporary full-time
- 4 Part-time
- 5 Relief staff
- 6 Contract appointment
- 7 Volunteer

19. Names and details of non-teaching staff (DO NOT INCLUDE HOSTEL STAFF)

No.	Name (Surname and initials)	Post presently held (Code)	Appointment (Code)	Identity Number	Sex (mark one)		Appointed by (mark one)	
					Male	Female	The state	Non-government organisation
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
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25								
26								
27								
28								
29								
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31								
32								
33								
34								

Table 20: Teacher particulars

Particulars of all staff in teaching posts, that is, teachers, principals, etc. are reported in table 20. Any teachers on leave and relief staff must be included. The number of teachers listed must agree with the total number of teaching staff plus the total number of relief teaching staff reported in table 18 on page 7.

The following information is to be provided in the columns of table 20:

Number: Number the teachers consecutively - 01, 02, ... 09, 10, 11 ... etc.

Teacher's name: The teacher's surname and initials.

Post presently held and appointment: The codes indicated the post the teacher is presently holding and the type of appointment. Get the codes from the tables below. Staff members who have been officially assigned to act in a vacant position should enter the code for the post they are acting in. Whenever a code is not stated in the table below, write out the post.

Sex: Mark the teacher's sex as Male (M) or Female (F).

Paid by the state or non-government organisation: Mark those teachers appearing on the state's payroll as "State" and those not paid directly by the state, including volunteer teachers, as "Non-Gov".

Professionally qualified: Indicate "Yes" if the teacher is professionally qualified, that is, has passed any teacher training. Otherwise mark "No".

Academic/vocational qualifications: Mark the code which best describes the teacher's highest qualification. Refer to the table of codes below.

CODES

Subject codes appear on the back page of this questionnaire.

Post presently held

- | | |
|-----|--|
| 107 | Principal: Master teacher I |
| 108 | Principal: Senior Secondary, Master teacher II |
| 111 | Deputy Principal |
| 112 | Head of Department |
| 113 | Teacher |

Appointment

- | | |
|---|---------------------|
| 1 | Permanent |
| 2 | On probation |
| 3 | Temporary full-time |
| 4 | Part-time |
| 5 | Relief Staff |
| 6 | Contact appointment |
| 9 | Volunteer |

Subjects taught: List all the subjects taught by the teacher under "Subject" in the case of subject teaching. In the case of class teaching in the lower primary phase, only write "Grade ... class teaching" without listing the subjects separately. Obtain the subject codes from the back page of this questionnaire. All subjects taught by the teacher must be listed, even if the teacher teaches more than four subjects - the fifth, sixth, etc. subjects should be listed in the next rows below the four rows allocated for each teacher. Report the highest and lowest grades the teacher is teaching in each subject.

Count the periods the teacher is teaching each subject in different grades and classes per week or per timetable cycle. Write the number of periods per subject in the second last column. The information must relate to the timetable cycle used in table 16 on page 5.

If a teacher is on study leave for more than 3 months, indicate this in the column, "Subjects taught" by filling in the subject code "9999".

Total periods per week/cycle: Report the total number of periods the teacher is teaching per week (or timetable cycle). This total must be equal to the sum of the periods the teacher teaches his/her subjects, that is, the sum of the periods listed in the second last column. The information stated in this column must be related to the information stated in table 16 on page 5, that is, to the number of days in a timetable cycle, the number of periods, etc.

Academic/vocational qualification

- | | |
|---|--|
| 1 | Lower than Grade 12 (Std. 10), lower than N3 or equivalent |
| 2 | Grade 12 (Std. 10), N3 or equivalent |
| 3 | Grade 12 (Std. 10) plus one or two years tertiary training |
| 4 | Grade 12 (Std. 10) plus three or more years' tertiary training |

20. Teacher's Particulars

Number	Teacher's name Surname and initials (include all staff in teaching positions-see list of posts)	Post presently held (code) and appointed (code)	Sex (mark Male or Female)	Paid by the state or non-governmental organisation (mark either State or Non-Gov.)	Professionally qualified? (Teacher training) Mark Yes/No	Academic/vocational qualifications (Mark one-see codes)	Subjects taught (indicate class teaching as such)					Total periods per week/cycle
							Subject		From Grade	To Grade	Periods per week/cycle	
							Subject name (or class teaching grade)	Code				
<input type="text"/>		Post: <input type="text"/> Appoint: <input type="text"/>	M: <input type="text"/> F: <input type="text"/>	State: <input type="text"/> Non-Gov.: <input type="text"/>	Yes: <input type="text"/> No: <input type="text"/>	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/>						
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20. Teacher's Particulars

Number	Teacher's name Surname and initials (include all staff in teaching positions-see list of posts)	Post presently held (code) and appointed (code)	Sex (mark Male or Female)	Paid by the state or non-governmental organisation (mark either State or Non-Gov.)	Professionally qualified? (Teacher training) Mark Yes/No	Academic/vocational qualifications (Mark one-see codes)	Subjects taught (indicate class teaching as such)					Total periods per week/cycle
							Subject		From Grade	To Grade	Periods per week/cycle	
							Subject name (or class teaching grade)	Code				
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20. Teacher's Particulars

Number	Teacher's name Surname and initials (include all staff in teaching positions-see list of posts)	Post presently held (code) and appointed (code)	Sex (mark Male or Female)	Paid by the state or non-governmental organisation (mark either State or Non-Gov.)	Professionally qualified? (Teacher training) Mark Yes/No	Academic/vocational qualifications (Mark one-see codes)	Subjects taught (indicate class teaching as such)					Total periods per week/cycle
							Subject		From Grade	To Grade	Periods per week/cycle	
							Subject name (or class teaching grade)	Code				
<input type="text"/>		Post: <input type="text"/> Appoint: <input type="text"/>	M: <input type="text"/> F: <input type="text"/>	State: <input type="text"/> Non-Gov.: <input type="text"/>	Yes: <input type="text"/> No: <input type="text"/>	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/>						
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20. Teacher's Particulars

Number	Teacher's name Surname and initials (include all staff in teaching positions-see list of posts)	Post presently held (code) and appointed (code)	Sex (mark Male or Female)	Paid by the state or non-governmental organisation (mark either State or Non-Gov.)	Professionally qualified? (Teacher training) Mark Yes/No	Academic/vocational qualifications (Mark one-see codes)	Subjects taught (indicate class teaching as such)					Total periods per week/cycle
							Subject		From Grade	To Grade	Periods per week/cycle	
							Subject name (or class teaching grade)	Code				
<input type="text"/>		Post: <input type="text"/> Appoint: <input type="text"/>	M: <input type="text"/> F: <input type="text"/>	State: <input type="text"/> Non-Gov.: <input type="text"/>	Yes: <input type="text"/> No: <input type="text"/>	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/> 4 <input type="text"/>						
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20. Teacher's Particulars

Number	Teacher's name Surname and initials (include all staff in teaching positions-see list of posts)	Post presently held (code) and appointed (code)	Sex (mark Male or Female)	Paid by the state or non-governmental organisation (mark either State or Non-Gov.)	Professionally qualified? (Teacher training) Mark Yes/No	Academic/vocational qualifications (Mark one-see codes)	Subjects taught (indicate class teaching as such)					Total periods per week/cycle
							Subject		From Grade	To Grade	Periods per week/cycle	
							Subject name (or class teaching grade)	Code				
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Subject codes

CODES FOR ALL CLASS TEACHING

- 1000 Pre-primary class teaching
- 1100 Bridging year class teaching
- 1101 Grade 1 class teaching
- 1102 Grade 2 class teaching
- 1103 Grade 3 class teaching
- 1104 Grade 4 class teaching
- 1105 Grade 5 class teaching
- 1106 Grade 6 class teaching
- 1107 Grade 7 class teaching
- 1401 Special class teaching
- 7163 Class teaching for handicapped learners

CODES FOR SUBJECT TEACHING

- 2009 Accounting, Gd. 8-12
- 2114 Afrikaans 1st or Home Language, Gd. 1-12
- 2120 Afrikaans 2nd language, Gd. 1-10
- 2133 Agriculture, Gd. 8-12
- 2132 Agriculture Science Gd. 11-12
- 6891 Arts, Gd. 1-7
- 2409 Arts and Design, Gd. 11-12
- 2411 Arts in Culture (non-prom. Subject) Gd. 8-10
- 2427 Arts of Entertainment, Gd. 8-12
- 2524 Basic Information Science, Gd.5-10
- 2532 Basic Techniques, Gd. 7
- 2567 Biology, Gd. 11-12
- 2639 Bricklaying and Plastering, Gd.8-12
- 2729 Business Economics, Gd.11-12
- 2746 Business Management/Entrepreneurship, Gd.8-10
- 2764 Business Studies, Gd.11-12
- 2822 Catering, Gd.8-12
- 3024 Combined Science/Co-ordinated Science, Gd. 11-12
- 3050 Communication and Deportment, Gd. 8-12
- 3146 Computer Literacy, Gd. 1-12
- 3173 Computer Studies, Gd. 8-12
- 3292 Craft and Technology, Gd. 5-7
- 3375 Design and Technology, Gd. 11-12 (5-12)
- 3378 Development Studies, Gd. 11-12
- 3503 Economics, Gd. 11-12
- 3524 Educare, Gd. 11-12
- 3582 Electricity, Gd. 8-12
- 3626 Electronics, Gd. 8-12
- 3666 Elementary Agriculture, Gd. 5-7
- 3743 Engineering Science, Gd. 10-12
- 3370 English 1st or Home Language, Gd. 1-12
- 3776 English 2nd Language, Gd. 1-12
- 3806 Environmental Studies, Gd. 1-4
- 5584 Environmental Management / Natural Economy, Gd. 11-12
- 3859 Fashion and Fabrics, Gd. 11-12
- 4009 Fitting and Turning, Gd. 8-12
- 4159 French, Gd. 1-12
- 4231 General Science, Gd. 4-7 (see 5585, Natural Science and Health Education)
- 4234 Geography, Gd. 8-12
- 4258 German 1st Language Gd. 1-12
- 4261 German Third / Foreign Language, Gd. 8-12
- 4285 Hairdressing, Gd. 8-12

- 4297 Handwriting, Gd.1-4
- 4375 History, Gd. 8-12
- 4436 Home Ecology, Gd.5-7
- 4438 Home Economics, Gd.8-12
- 4697 Integrated Performing Arts, Gd.8-10
- 4785 Ju/'hoasi, Gd.1-4
- 4784 Keyboard and Word Processing, Gd.8-10
- 5575 Khoekhoegowab, Gd. 1-12
- 4913 Life Science, Gd. 8-10
- 4914 Life Skills (non-prom. Subject), Gd. 5-12
- 3373 Literature (English), Gd. 11-12
- 4259 Literature (German), Gd. 11-12
- 5134 Mathematics, Gd. 8-12
- 5345 Metalwork, Gd. 8-12
- 5449 Motor Body Repair, Gd. 8-12
- 5503 Motor Mechanics, Gd. 8-12
- 5585 Natural Science and Health, Gd. 5-7
- 5605 Needlework and clothing, Gd. 8-10
- 5602 Needlework (Basic Techniques), Gd. 7
- 5701 Office Administration and Keyboard Applications, Gd. 11-12
- 5713 Office Practice, Gd. 8-12
- 4795 Oshikwanyama, Gd. 1-12
- 5598 Oshindonga, Gd. 1-12
- 4357 Otjiherero Gd. 1-12
- 5889 Panel beating and spray-painting, Gd. 8-12
- 5955 Performing Arts, Gd. 8-10
- 6094 Physical Education, Gd. 1-12
- 6130 Physical Science Gd. 8-12
- 6253 Plumbing and Sheet-Metal Work, Gd. 8-12
- 2544 Religious and Moral Education (non-prom. Subject), Gd. 1-10
- 6803 Remedial Teaching, Gd. 1-7
- 4213 Rumanyo (Rugciriku), Gd. 1-12
- 4792 Rukwangali, Gd. 1-12
- 6874 Salon Science, Gd. 8-12
- 7609 Setswana, Gd. 1-12
- 4960 Silozi, Gd. 1-12
- 1401 Special Education
- 7163 Specialized Education/ Handicapped
- 7096 Social Studies, Gd. 5-7
- 7390 Technical Drawing / Design and Communication, Gd. 8-12
- 7396 Technical Theory and Practice, Gd. 8-12
- 7426 Television and Radiotricianwork, Gd. 11-10
- 5170 Thimbukushu, Gd. 1-12
- 7610 Typing / Typing and Office Administration, Gd.8-10
- 7751 Visual Arts, Gd. 8-10
- 7832 Welding and Metal Work Gd. 8-12
- 7901 Woodwork, Gd. 8-12
- 9999 Teacher on Study leave for more than 3 months
- 1111 No teaching

In all other cases, state subject and leave code blank.