



**Afghanistan SABER SERVICE DELIVERY
EDUCATION SURVEY
2017**

Module 1 – School Information



INTRODUCTION

Hello. My name is _____. I am working with <Survey Firm Name> with authorization from the Ministry of Education. I am leading the team comprised of myself and my colleagues _____ and _____. We are conducting a survey about education all over **Afghanistan**. The information we collect will help the government to plan for better education services. This school was selected for the survey. We would like to collect some information about the school, the teaching staff and the pupils. The survey usually takes most of the day. All of the answers you give will be confidential and will not be shared with anyone other than members of our survey team. All information collected will remain confidential. This survey is voluntary and at no cost to you.

Do you have any questions for the team on how this is going to work?

Team Leader/Enumerator Note: Please listen to the answer and respond as clearly as possible to the Head Teacher. Please make also sure you respond gently.

May I now begin the interview?

11. Did the respondent agree to be interviewed?	1 = Yes → START INTERVIEW 2 = No	__
12. If refused, reason for refusal.		

School Facility Questionnaire

Cover Sheet

QUESTIONS 1 – 8 TO BE COMPLETED BEFORE INTERVIEW

Enumerator Note: *Please write all responses clearly using CAPITAL LETTERS ONLY!*

Enumerator and School Information		Unit/Code	Response
1.	Enumerator (s) Name (First Visit)	Enter first name	
		Enter last name	
2.	Enumerator (s) Name (Second Visit)	Enter first name	
		Enter last name	
3.	Province	(Customized coding for Afghanistan) ¹	_ _
4.	District	(Customized coding for Afghanistan) ²	_ _
4a.	Village/Street address		
5.	Rural/Urban	1 = Urban; 2 = Rural	_
6.	School Name and Survey Code	_ _ _ _	_ _ _ _ _ _ _
7.	School EMIS Code/Registration Number		_ _ _ _ _ _ _ _ _
8.	Date of first visit	Day/Month/Year (e.g. 15/10/16)	_ _ / _ _ / _ _
9.	Date of second visit	Day/Month/Year (e.g. 15/10/16)	_ _ / _ _ / _ _

Supervision			Code	Response	Signature	Date
				1.		2.
10.	Questionnaire Verification	a. Enumerator	<u>Survey results codes:</u> 1 = Questionnaire completed 2 = Incomplete questionnaire 3 = School closed 4 = Refused	_		_ _ / _ _ / _ _
		b. Supervisor		_		_ _ / _ _ / _ _
		c. Data Entrant		_		_ _ / _ _ / _ _



¹ Please refer to the code assigned in excel sheet and Field Manual section....

² Same as Q4

Visit		Unit/Code	Response
First Visit	12. At what time did you start the survey?	Time in 24 hr. format (e.g. 08:30)	_ _ _ _ : _ _ _ _
	13. At what time did you end the survey?	Time in 24 hr. format (e.g. 14:30)	_ _ _ _ : _ _ _ _
Second Visit	14. At what time did you start the survey?	Time in 24 hr. format (e.g. 08:30)	_ _ _ _ : _ _ _ _
	15. At what time did you end the survey?	Time in 24 hr. format (e.g. 14:30)	_ _ _ _ : _ _ _ _

Enumerator: *Please allow me to ask a few questions about this school*

Section A:

	Question	Codes	Response
1.	What is your name?	<i>Please write first, middle, and last name</i>	_____
2.	Which position do you occupy in this school (most senior position)?	<i>1 = Principal</i> <i>2 = Deputy Principal</i> <i>3 = Head teacher</i> <i>4= Subject department head</i> <i>5= Teacher</i> <i>6= Lab Technician</i> <i>7= Librarian</i> <i>8= Administrative head</i> <i>99 = Other (specify)</i>	_____ _____
3.	What is this school's ownership type? Is it ...?  Enumerator Note: READ RESPONSE OPTIONS	<i>1 = Public</i> <i>2 = Community based schooling/education- Government</i> <i>3 = Community based schooling/education- NGO's</i> <i>99 = Other (specify):</i>	_____ _____
4.	How many shifts does the school have?  Enumerator Note: READ RESPONSE OPTIONS	<i>1 = One</i> <i>2 = Two</i> <i>3 = Three</i> <i>4 = Four</i>	_____
5.	What is the school category? Enumerator Note: If Co-ed Please ask which type <i>Co-ed (school) = boys and girls in separate classrooms</i> <i>Co-ed (classroom) = boys and girls in one classroom)</i>	<i>1 = Boys school</i> <i>2 = Girls school</i> <i>3 = Co-Education (school)</i> <i>4 = Co-Education (classroom)</i>	_____

6.	When did this school begin operating?	<i>Year</i> <i>98= Don't Know</i>	_ _ _ _
7.	Do you have any pupils with disabilities?	<i>1 = Yes</i> <i>2 = No</i> <i>98 = Don't Know</i>	_ _
7a.	Does this school offer any classes specifically for children with disabilities?	<i>1 = Yes</i> <i>2 = No</i> <i>98 = Don't Know</i>	_ _
7b.	Does this school offer any services for pupils to cope with post-traumatic stress disorder (PTSD)?	<i>1 = Yes</i> <i>2 = No</i> <i>If 2 = No → Skip to Question 8</i>	_
7c.	What kind of PTSD support is available?	<i>1 = Referral to a mental health professional</i> <i>2= Group therapy with a teacher</i> <i>3 = One-on-one counseling with a teacher</i>	_
8.	Please, can we have your mobile phone number?	<i>Number</i>	_ _ _ _ _ _ _ _ _ _ _ _


SECTION B: SANITATION, SAFETY AND ACCESSIBILITY

[ENUMERATOR NOTE: PLEASE NOTE THAT FOR ALL SANITATION AND SAFETY QUESTIONS, ACTUAL OBSERVATION AND/OR COUNTING ARE REQUIRED]

1.	Does the school have toilets for pupils? 👁️ Enumerator Note: Please observe and note	1 = Yes → Q2 2 = No → Q7	_____
2.	Are the toilets designated for boys and girls? 👁️ Enumerator Note: Please observe and note	1 = Yes → Q5 2 = No → Q3	_____
3.	How many toilets does the school have for pupils? 👁️ Enumerator Note: Please observe and count number of toilet holes	Number	____ ____
4.	Are the toilets clean? 👁️ Enumerator Note: Please observe and note	1 = Extremely clean 2 = Reasonably clean 3 = Not clean Go to Q7 after finishing this question	_____
5.	How many boys' toilet does the school have? 👁️ Enumerator Note: Please observe and count number of toilet holes	Number	____ ____

5a.	Are the boys' toilets clean? 👁 Enumerator Note: Please observe and note	1 = Extremely clean 2 = Reasonably clean 3 = Not clean	_ _
5b.	Are the boys' toilets private (have doors that can be locked or separating entry way wall)? 👁 Enumerator Note: Please observe and note	1 = Yes 2 = No	_ _
5c.	Are the boys' toilets useable (unlocked, not overflowing, etc.)? 👁 Enumerator Note: Please observe and note	1 = Yes 2 = No	_ _
5d.	Does the boys' bathroom have soap and water to wash hands? 👁 Enumerator Note: Please observe and note	1 = Yes (Both soap and water) 2 = Yes (water only) 3 = No	_ _
6.	How many girls' toilets does the school have? 👁 Enumerator Note: Please observe and count number of toilet holes	Number	_ _ _
6a.	Are the girls' toilets clean? 👁 Enumerator Note: Please observe and note	1 = Extremely clean 2 = Reasonably clean 3 = Not clean	_ _
6b.	Are the girls' toilets private (have doors that can be locked or separating entry way wall)? 👁 Enumerator Note: Please observe and note	1 = Yes 2 = No	_ _
6c.	Are the girls' toilets useable (unlocked, not overflowing, etc.)? 👁 Enumerator Note: Please observe and note	1 = Yes 2 = No	_ _
6d.	Does the girls' bathroom have soap and water to wash hands? 👁 Enumerator Note: Please observe and note	1 = Yes (Both soap and water) 2 = Yes (water only) 3 = No	_ _
7.	How many separate staff/teacher toilet does the school have? 👁 Enumerator Note: Please observe and count number of toilet holes	Number	_ _ _
8.	How many toilets does the school have for pupils with special needs/disabilities? 👁 Enumerator Note: Please observe and count number of toilet holes	Number	_ _ _
9.	What is the main pupil toilet facility used at the school?	1 = Flush toilet hole 2 = Ventilated Improved Pit latrine (VIP) 3 = Covered pit latrine with slab	_ _ _____

	<p>👁 Enumerator note: Select one option only. If there is more than one option, select most common: Please ask, observe and note</p>	<p>4 = Covered pit latrine without slab OR open pit 5 = Uncovered pit latrine without slab OR open pit 6 = No facilities; Use bush or field 99 = Other (specify)</p>	
10.	<p>What is the main source of drinking water used at this school?</p> <p>👁 Enumerator note: Please ask, observe and note</p>	<p>1 = Piped water into dwelling or household connection 2 = Piped water to yard/plot or yard connection 3 = Public tap or standpipe 4 = Tubewell or borehole 5 = Protected dug well 6 = Unprotected dug well 7 = Protected spring 8 = Unprotected spring 9 = Rainwater 10 = Tanker-truck OR Cart with small tank/drum 11 = Surface water 12 = No water source available 99 = Other (specify)</p>	<p> _ _ _____</p>
11.	<p>Is there a boundary wall around the school to provide extra protection?</p> <p>👁 Enumerator Note: Please observe and note</p>	<p>1= Yes 2 = No</p>	<p> _ </p>
12.	<p>Are there security guards posted at the gate?</p> <p>👁 Enumerator Note: Please observe and note</p>	<p>1= Yes 2 = No</p>	<p> _ </p>
13.	<p>Is there a safe, designated shelter on campus the students can assemble in, in case of external hostilities?</p> <p>👁 Enumerator Note: Please ask, observe and note</p>	<p>1 = Yes (observed) 2 = Yes (Not observed) 3 = No</p>	<p> _ </p>
14.	<p>This school is accessible by what type of road?</p> <p>👁 Enumerator Note: Please observe and note</p>	<p>1 = Tarmac road 2 = Gravel road 3 = Packed dirt road 4 = Foot path only</p>	<p> _ </p>
15.	<p>What means of transport do you usually use to get to the district education office?</p>	<p>1 = Car 2 = Motorcycle 3 = Bicycle 4 = By foot 5 = By animal 99= Other(specify)</p>	<p> _ _____</p>
16.	<p>Using this method of transport, what is the approximate traveling time from this school to the district education office?</p>	<p>Total Minutes</p>	<p> _ _ _ </p>

	Enumerator Note: Please ask and give answer in total minutes		
17.	Are there programs provided by, either the school or other organizations that can help students emotionally affected by external hostilities? Enumerator Read: Both options and mark Yes/No to each option	1= Yes 2 = No	Provided by the school? <input type="text"/> Provided by other organizations? <input type="text"/>
18.	Does this school have at least one computer?  Enumerator note: Please ask and observe	1= Yes 2 = No <i>If 2 = no → Skip to Section C</i>	<input type="text"/>
18a.	Does the computer(s) have internet connectivity?	1= Yes 2 = No	<input type="text"/>
18b.	Who is the computer intended to be used by? Enumerator Note: Multiple responses can be recorded	1 = Student use 2 = Teacher use 3 = Head Teacher/Principal use 99 = Other (specify)	<input type="text"/> <input type="text"/> <input type="text"/>

Section C: Enrollment and Shifts

Enumerator Read: *Could you please tell us more about the number of pupils in this school?*

(ENROLLMENT NUMBERS SHOULD BE BASED ON THE CURRENT SCHOOL REGISTER)

Class		1. How many streams (e.g., 4A, 4B) are there per class? IF 0 → NEXT	2. What is the total number of pupils currently enrolled in each class?		
			Boys	Girls	Total (Note: Boys + Girls = Total)
			1)	2)	3)
a.	Grade 1	_	_ _ _	_ _ _	_ _ _ _ _
b.	Grade 2	_	_ _ _	_ _ _	_ _ _ _ _
c.	Grade 3	_	_ _ _	_ _ _	_ _ _ _ _
d.	Grade 4	_	_ _ _	_ _ _	_ _ _ _ _
e.	Grade 5	_	_ _ _	_ _ _	_ _ _ _ _
f.	Grade 6	_	_ _ _	_ _ _	_ _ _ _ _
i.	Pre-primary	_	_ _ _	_ _ _	_ _ _ _ _
j.	Spec. Needs/Disability Classes	_	_ _ _	_ _ _	_ _ _ _ _
3.	Are there any multi-grade classes (i.e., classes that combine or group several grades) in your school? (e.g. Nursery/pre-primary, Grade 1 & Grade 2, etc.)		1= Yes 2= No → Q5a	_	
4.	Which grades are grouped together?		1-6 = Grades 7 = Pre Primary 8 = Special Needs 97 = N/A (if no second or third grouping)	a. First grouping: _ _ _ b. Second grouping: _ _ _ c. Third grouping: _ _ _	
5a.	During the <i>last school year</i> , how many of your pupils successfully completed grade 6 primary school?		[Number of pupils] 98 = Don't Know	_ _ _	

5.		What is the official reporting time (starting and ending time) and number of minutes of break during a <u>normal</u> teaching day for Standards 3, 4, and 5?									
		1ST SHIFT			2ND SHIFT ENUMERATOR NOTE: PLEASE LEAVE BLANK IF THERE IS NO SECOND SHIFT			3RD SHIFT ENUMERATOR NOTE: PLEASE LEAVE BLANK IF THERE IS NO THIRD SHIFT			
		Starting time (e.g. 08: 00)	Ending time (e.g. 17: 00)	Total number of minutes Break and Lunch	Starting time (e.g. 08: 00)	Ending time (e.g. 17: 00)	Total number of minutes Break and Lunch	Starting time (e.g. 08: 00)	Ending time (e.g. 17: 00)	Total number of minutes Break and Lunch	
		1.	2.	3.	4.	5.	6.	7.	8.	9.	
a.	Grade 3	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _		
b.	Grade 4	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _		
c.	Grade 5	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _	_ _ _ : _ _ _		
6.		During the <i>last school year</i> , how many days were the school closed due to rain, snow, natural disasters (such as earthquake and/or flood), bombing, attacks, explosions, etc.?				_ _ _ _ _ _					
6a.		<i>If Warm Weather School</i> → During <i>this school year</i> , how many days were the school closed due to rain, snow, natural disasters such as earthquake and/or flood, bombing, attacks, explosions, etc.?				_ _ _ _ _ _					
7.		For each grade (3, 4, 5) in year 2016 when did the school open and close? <i>Day/Month/Year (e.g. 13/04/15)</i>		<u>Start of Year</u>		<u>Winter/ Summer Break Starts</u>		<u>Winter/ Summer Break Ends</u>		<u>End of Year</u>	
				1.		2.		3.		4.	
				_ _ _ / _ _ _ _ _ _ _ _		_ _ _ / _ _ _ _ _ _ _ _		_ _ _ / _ _ _ _ _ _ _ _		_ _ _ / _ _ _ _ _ _ _ _	

ENUMERATOR NOTE: Section C, Question 5 asked about the normal schedule. If the schedule on the day of your visit is different from the normal schedule: Briefly record the start and end times in the Comment box below.

Comments: