



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

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INSPECTION REPORT FOR ESTABLISHMENT / APPROVAL OF PRIVATE SCHOOLS, LICENSE/ LICENSE RENEWAL

NAME OF SCHOOL:

LOCAL GOVERNMENT AREA:

DATE OF INSPECTION:

INSPECTION OFFICERS:

S/N	NAME	DEPT. /DESIGNATION	CONTACT NO.	SIGNATURE
1				
2				
3				
4				

KEY REQUIREMENTS ANALYSIS

1. LAND SIZE: - A Minimum of 10,000 m² (1 Hectre)	
S/N	DESCRIPTION * INSTRUCTION: INDICATE [Y] AS APPLICABLE
a.	(i)10,000 m ² and ABOVE [] (ii) 5000 - 9990 m ² [] (iii)2000 m ² – 4990 m ² []
b.	(vi)1000 m ² – 1990 m ² [] (vi) BELOW 1000 m ² [] (vii) Permanent [] or Temporary []
	REMARK:
2. LAND DOCUMENTS *IF ENDORSED, INDICATE [Y], IF NOT ENDORSED INDICATE [N]	
a.	(i) C of O / R of O [] (ii) Survey site plan []
b.	(iii)Layout site plan[] (iv)Building plan[] (v)Health Report []
c.	(Vi) Receipts of Purchase Of Application Form [] (Vii) Amount paid:
	REMARK:
3. SCHOOL RECORDS *IF AVAILABLE, INDICATE [Y]. IF NOT AVAILABLE, INDICATE [N]	
a.	(i)Log Book[] (ii) Admission Register[] (iii) Curriculum[] (iv)Class Attendance Reg.[]
b.	(v)Time Book/Movement Book[] (vi) Visitor's Book[](vii) Duty report Book (ix) Lesson Notes[]
c.	(x) Terminal Report Card [] (xi) Continuous Assessment Records [] (xii) School Album[]
d.	(xiii) Health/Hospital Book[] (xiv) Past Question Papers[] (xv) Punishment Book[]
e.	(xvi) Disciplinary Book [] (xvii) Inventory Book [] (xvii) National Policy on Education []
f.	(xviii) Transfer Certificate [] (xvix) Staff Minute Book [] (xx) PTA Minute Book []
g.	(xxi) School Book list [] (xxii) Students Individual File [] (xxii) Employment File []
h.	(xxiii) Staff Disposition List [] (xxiv) School Time Table [] (xxv) Inspection Report File []
i.	(xxvi) Correspondence File [] (xxvii) Payment Voucher [] (xxviii) Marks Book []
j.	(xxvii) Announcement /Information Book[] (xxviii) Schemes and Records of Work []
	REMARK:
4. STAFFING AND QUALIFICATION * INDICATE THE NUMBER OF STAFF AVAILABLE	
a.	Post Graduate: (i) PHD[] (ii) M ED [] (iii) MSc. [] (iv) PGDE []
b.	Graduate: (i) B ED [] (ii) B.Sc. [] (iii) BA [] (iv) HND [] (v) NCE []
c.	Others: (i) (ND) [] (ii) GII [] (iii) SSCE/WASC [] (iv)FSLC []
	REMARK:

5. INFRASTRUCTURAL FACILITIES		*IF AVAILABLE, INDICATE [Y]. IF NOT AVAILABLE, INDICATE [N]	
a.	(i) Number of classrooms []	(ii) Principal's Office []	(iii) Head Teacher's Office []
b.	(iv) Staff Room []	(v) Computer Room []	(vi) Library [] (vii) Exam Hall []
c.	(viii) Vocational Lab/ Workshop []		
REMARK:			
6. SPORTS FACILITIES		*IF AVAILABLE, INDICATE [Y]. IF NOT AVAILABLE, INDICATE [N]	
a.	(i)Football Pitch []	(ii) Playing field []	(iii)Jingle Over [] (iii)Tennis court []
b.	(iv)Swings []	(v)Slides[]	(vi)Volley ball/Hand ball court [] (vii)Merry – Go – Round[]
c.	(viii) Others(Specify):		
REMARK:			
7. HEALTH FACILITIES		*IF AVAILABLE, INDICATE [Y]. IF NOT AVAILABLE, INDICATE [N]	
a.	(i) Water Supply: Bore hole [], Well [], Tap []		
b.	(ii) Toilets/Urinals: Water Cistern [], Pit Latrine []		
c.	(iii) First Aid Box[] (iv) General Cleanliness[] (v) Wash hand basins[] (vi)Waste basket []		
REMARK:			
8. SCHOOL ACCOUNTS		* IF AVAILABLE, INDICATE [Y]. IF NOT AVAILABLE, INDICATE [N]	
a.	(i)Payment Receipts[]	(ii) Cash Book[]	(iii) Salary Voucher[] (iv) Fees Register[]
b.	Payment to Government [Last three (3) years]: [], [] and []		
REMARK:			
9. INSTRUCTIONAL FACILITIES		*IF AVAILABLE, INDICATE [Y]. IF NOT AVAILABLE, INDICATE [N]	
a.	(i) Charts []	(ii) Pictures []	(iii) Models [] (iv) Time Table []
REMARK:			
10. SCHOOL ENROLMENT :			

SUMMARY RATING/ ASSESSMENT

SUITABLE

NOT SUITABLE

Team Leader's Remark:

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MOEST Official Only

AEE's Remark:

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License/Registration Desk Officer's Remark:

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Director PRS/EMIS:
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Director Quality Assurance Remark:
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Director Basic and Secondary Education:
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Permanent Secretary's Remark:
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Approved

Not Approved