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**Ministry of Education and Sports**  
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**Kampala, Uganda**

In any correspondence on  
this subject please quote **EPD/235/298/01**

26<sup>th</sup> April 2022

All Heads of Education Institutions  
Pre – primary Schools  
Primary Schools  
Secondary Schools  
International Schools  
BTVET institutions  
Tertiary Institutions  
Universities

**RE: SUBMISSION OF LEARNER AND PARENT / GUARDIAN  
NATIONAL IDENTIFICATION NUMBERS (NINs) FOR  
REGISTRATION IN THE EDUCATION MANAGEMENT  
INFORMATION SYSTEM (EMIS).**

The Ministry of Education and Sports (MOES) is in the process of finalising the redevelopment of the Education Management Information System (EMIS) as a one stop centre for data and management information for the Education and Sports sector.

The new EMIS has been developed as a web based scalable information system that will integrate with existing legacy systems for purposes of validating the data submitted by education institutions. The system has also been designed to pick individual learner, teacher and non –teaching staff information which will facilitate the elimination of ‘ghosts’ in the education system that have resulted into a number of inefficiencies in education and sports service delivery.

Furthermore, as you are already aware, the Ministry of Education and Sports recently rolled out a revised lower secondary education curriculum. The new curriculum requires each learner to have a unique identification number that will facilitate the transmission of their marks to the relevant examination bodies under the new continuous assessment framework.

To facilitate the above initiative, learners at all levels of education (Pre-primary / ECD, Primary, secondary, Post Primary (Certificate awarding), Post Primary (Diploma awarding), Tertiary/ Universities), both government and private,

will be required to present their National Identification Numbers (NINs) as well as those of their parents / guardians (see attached form).

The purpose of this letter therefore is to:

- i. Update you about the efforts that are being taken by MOES towards the registration of all learners (both government and private) into the EMIS; and,
- ii. Request you to immediately issue circulars to all parents/ guardians notifying them of this development and request them to fill out the attached form, which their children (learners) **MUST** submit to their head teachers at the beginning of Term II, in time for the roll out of EMIS.



Ketty Lamaro

**PERMANENT SECRETARY**

- CC: The First Lady/ Hon. Minister of Education and Sports  
CC: The Hon. Ministers of State for Education and Sports  
CC: Permanent Secretary, Ministry of Information, Communication Technology and National Guidance  
CC: Permanent Secretary, Ministry of Local Government  
CC: Permanent Secretary, Ministry of Internal Affairs  
CC: Permanent Secretary, Ministry of Public Service  
CC: The Permanent Secretary, Education Service Commission  
CC: The Executive Director, National Identification Registration Authority (NIRA)  
CC: The Executive Director, National Information Technology Authority (NITA)  
CC: All Chief Administrative Officers / Town Clerks  
CC: DEOs/MEOs/ Director Education Services, KCCA  
CC: Chairperson, Association of Secondary Schools Head teachers  
CC: Chairperson, Association of Primary Schools Head teachers  
CC: Chairperson, Association of Principals of UTCs  
CC: Chairperson, Association of Principals of PTCs  
CC: Chairperson, Association of Principals of UCCs  
CC: Chairperson, Association of Principals of Nursing Schools  
CC: Chairperson, Association of Principals of Technical Institutes  
CC: LCV Chairpersons  
CC: RDCs



The Republic of Uganda  
Ministry of Education and Sports

# STUDENT EMIS REGISTRATION FORM

Attach Learner  
Passport  
Photograph  
(3.5cm x 3.5cm)

Embassy House, Parliamentary Avenue  
P.O Box 7063 Kampala

Email: [info@education.go.ug](mailto:info@education.go.ug)  
Website: [www.education.go.ug](http://www.education.go.ug)



Educ\_SportsUg

## Dear Parent/Guardian

The Ministry of Education & Sports is undertaking the registration of all learners across all education levels in Uganda. This information will assist Government in proper planning and improved service delivery in the education sector. The exercise is being conducted by the school authorities and the respective Local Government in your area. Information pertaining to identification particulars of the parent/guardian and enrolment of your child will be required. Please note that the information you provide will be treated with strict confidentiality.

**IMPORTANT NOTICE!** Please fill in all the details below and ensure to return the completed form to the school where your child is enrolled before **30th July 2022**.

## SECTION A: SCHOOL IDENTIFICATION

School/Institution Name:	<input type="text"/>		
District:	<input type="text"/>	Education Level (Tick one):	
Sub-county:	<input type="text"/>	Pre-Primary	<input type="checkbox"/>
Class Enrolled:	<input type="text"/>	Primary	<input type="checkbox"/>
Term:	<input type="text"/>	Secondary	<input type="checkbox"/>
		Certificate	<input type="checkbox"/>
		Diploma	<input type="checkbox"/>
		Degree	<input type="checkbox"/>

## SECTION B: LEARNER'S BASIC INFORMATION

First Name:	<input type="text"/>	Nationality:	<input type="text"/>
Surname:	<input type="text"/>	Date of Birth (dd/mm/yyyy):	<input type="text"/>
Other Name:	<input type="text"/>	District of Birth:	<input type="text"/>
Sex:	Male <input type="checkbox"/> Female <input type="checkbox"/>	National ID No. (NIN)	<input type="text"/>

## SECTION C: PARENTS/GUARDIAN INFORMATION

### FATHER/GUARDIAN DETAILS

First Name:	<input type="text"/>
Surname:	<input type="text"/>
Nationality:	<input type="text"/>
NIN:	<input type="text"/>
Mobile Phone:	<input type="text"/>

### MOTHER/GUARDIAN DETAILS

First Name:	<input type="text"/>
Surname:	<input type="text"/>
Nationality:	<input type="text"/>
NIN:	<input type="text"/>
Mobile Phone:	<input type="text"/>

## DECLARATION

I hereby declare that all the above information is correct and accurate.

Signed by:

\_\_\_\_\_

Signature

Date signed

☐ Parent ☐ Guardian