THE REPUBLIC OF UGANDA
MINISTRY OF EDUCATION AND SPORTS

EMIS
Education Management Information System

EDUCATION MANAGEMENT INFORMATION SYSTEM

GUIDELINES



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FOREWORD

The Ministry of Education and Sports is committed to strengthening evidence-based planning and accountability through credible, timely and accessible education statistics. These Guidelines provide overarching direction for the management and use of education data through EMIS and will be reviewed periodically to address contemporary concerns and emerging sector needs.

In line with this commitment, the Education Management Information System (EMIS) was revamped and rolled out by the Ministry in 2022 as an online data management platform to enhance the production of timely and reliable statistics within the education and sports sector. This redevelopment addressed challenges associated with previous manual modalities, including delays between data collection and reporting, low response to data collection efforts, questionnaire encumbrance arising from multiple data collection engagements and concerns regarding the authenticity and consistency of data submitted by respondents.

These Guidelines will provide clear direction on management and utilization of EMIS and outline the roles and responsibilities of the different stakeholders involved in education data generation, submission, validation and implementation processes.

As we strengthen the accuracy, timeliness and credibility of education statistics, all stakeholders are urged to internalise and consistently apply these Guidelines to promote evidence-based decision making, planning and accountability across the sector.

I convey my appreciation to the technical team that coordinated the development of these Guidelines, and to all Departments, Agencies and Development Partners that participated in consultations, reviews and validation. Your contributions have strengthened sector wide data governance by improving data quality and integrity, clarifying roles and accountability for EMIS processes, and reinforcing the consistent use of EMIS outputs to inform policy development, planning, budgeting, monitoring and service delivery across the education and sports sector.

Thank you and God bless you.

For God and My Country.



Dr. Kedrace R. Turyagyenda
PERMANENT SECRETARY

ACRONYMS

CDO – Community Development Officer

DIT – Directorate of Industrial Training

EMIS – Education Management Information System

HCM – Human Capital Management

HESFB – Higher Education Students Financing Board

ICT – Information and Communication Technology

LIN – Learner Identification Number

MOES – Ministry of Education and Sports

NIRA – National Identification and Registration Authority

NITA-U – National Information Technology Authority - Uganda

NPA – National Planning Authority

OPM – Office of the Prime Minister

PS – Permanent Secretary

TMIS – Teacher Management Information System

UBOS – Uganda Bureau of Statistics

UBTEB – Uganda Business and Technical Examinations Board

UNEB – Uganda National Examinations Board

UNMEB – Uganda Nurses and Midwives Examinations Board

1.0 INTRODUCTION

The fundamental importance of information as the cornerstone of prudent education sector management is an uncontested fact. Access to timely, reliable, and high-quality information has consistently proven to be a decisive factor in effectively guiding the education sector toward achieving its strategic goals.

In this context, educational data and information constitute the foundation for ensuring effective regulation, management, and oversight in the delivery of education services. The Education Management Information System (EMIS) serves as a critical tool for education planning, policy formulation, and management. It facilitates the systematic collection, storage, processing, analysis, and dissemination of education data to support evidence-based decision-making, planning, resource allocation, and overall sector performance management.

The Ministry of Education and Sports rolled out the revamped online Education Management Information System in 2022. Significant efforts have since been undertaken to accelerate its implementation. These include the recruitment of EMIS Support Officers across Local Governments to assist institutions in effectively utilizing the system, the execution of extensive capacity-building initiatives nationwide, and the procurement of essential ICT equipment to enhance system accessibility.

In line with these efforts, the Ministry has developed these guidelines to provide clear direction to all stakeholders on the utilization, access, and dissemination of EMIS data. This document is therefore issued by the Ministry of Education and Sports to guide all education sector stakeholders in the effective use of the EMIS for improved planning, policy development, and service delivery.

1.1 BACKGROUND

Information is a key ingredient in an effective education system. Effective education policy-making in a country requires information about the inputs, resources, governance, operations, and outcomes of its education system.

Uganda has, over time, strived to put in place a robust mechanism to ensure reliable data and information management in the education sector. These efforts first featured prominently under the Government White Paper on Education (GWPE) of 1992. The said GWPE, under Chapter 10, paragraph 531, on page 190, made provisions for the need to create and strengthen a database on education. The White Paper acknowledged the poor quality of statistics on education that were available at the time and noted that there was no reliable information on even basic items, such as the number of students and the number of teachers in education institutions. Consequently, the White Paper recommended that basic data on education should be centrally collected, compiled, and published annually without significant time lag. Appropriate verification was also recommended as a strategy to ensure data accuracy.

Following these commitments by the GWPE, efforts were made by the education sector to streamline education data and information management, including the establishment of a digital tool to aid data collection and management in the form of the Education Management Information System (EMIS). However, the EMIS was established, operationalized, and rolled out in an environment that lacked an education sector–oriented policy and legal framework.

Beyond the education sector, attempts to streamline data and information management are contained in the Uganda Bureau of Statistics (UBoS) Act of 1998. The Act provides the framework for the collection and dissemination of official statistics. However, it has been argued that the Act is inadequate to support the statistical functions of individual sectors, as some sectors may have unique data requirements.

To enhance education data and information management globally, the Incheon Declaration of 2015, under paragraph 18 (page 11), committed to supporting capacity development in data collection, analysis, and reporting at the country level. In line with this commitment, individual countries were expected to undertake reforms to strengthen their policy frameworks for data and information management, thereby enabling effective reporting and meaningful contribution to global education monitoring efforts.

1.2 PURPOSE AND OBJECTIVES OF THE GUIDELINES

The purpose of these Guidelines is to provide comprehensive guidance to all education sector stakeholders on all matters of generating, managing and utilization of education data and information.

The specific objectives of these Guidelines are to:

1. Provide for collection of data within the education sector
2. Provide for data processing and analysis procedures.
3. Provide for storage of data for all education institutions.
4. Provide for access to education data
5. Provide for utilization and disposal of education data.

The guidelines are organized into distinct chapters, each constituting a specific thematic area of focus. Every chapter sets out particular provisions, procedures, and standards intended to guide stakeholders in the implementation and utilization of the Education Management Information System (EMIS), as detailed in the succeeding sections of this document

2.0 TYPES OF DATA TO BE MANAGED ON EMIS

This chapter highlights the different types of data that shall be managed by the EMIS as highlighted below;

The following data shall be managed by the EMIS:

a. Institutional data: This covers aspects that contribute to a unique identifier for each education institution. These include; school name, location, ownership, year of founding, level of education offered by the institution, infrastructure and other facilities.

b. Learner data: This covers data pertaining to unique identifier and biodata information of a learner. These include; name, sex, date of birth, nationality, identification particulars of the parents or guardians, disability status, nature of vulnerability – (orphans, street children, child headed families, child- parent for learners).

c. Teaching staff data: This covers data pertaining to unique identifiers and biodata information of a teacher. These include; name, sex, date of birth, nationality, disability status, marital status) for respective teachers.

d. Non-teaching staff data: This covers data pertaining to unique identifiers and biodata information, including; name, sex, date of birth, nationality, disability status, marital status), and designation of non-teaching staff in an institution.

e. The Ministry responsible for education shall assign unique identifiers to all education institutions, learners, and teachers. These identifiers shall be used for consistent and accurate identification when collecting, managing, and reporting education data and information.

2.1 DATA COLLECTION GUIDELINES

2.1.1 Authority to collect data for the EMIS

Education data shall be collected as per the following guidelines:

1. The Ministry responsible for education shall spearhead collection of data from all education institutions through its departments and line agencies such as Uganda National Examinations Board (UNEB), UBTEB, UNMEB and DIT, or as may be applicable.
2. Data pertaining to licensing and registration of pre-primary, primary and secondary schools shall be managed by the Ministry through the EMIS as per the applicable operational guidelines as issued from time to time.
3. Data on other education institutions, including higher education and TVET shall be collected by designated bodies or agencies of the Ministry that are mandated with overseeing service delivery at these respective levels.
4. The primary source for data on teachers shall be the National Teacher Council and the Teacher Management Information System.
5. The primary respondent for education data pertaining to learners, teaching and non-teaching staff and the institution shall be the head of the respective education institution.

2.1.2 Procedure for data collection

The procedure for collecting data will entail the following:

1. The Ministry responsible for education will issue standardized tools/ templates on the EMIS to guide the data collectors.
2. The head of the respective education institution shall be the primary data provider.
3. The person submitting data to any information management system shall ensure accuracy of the data prior to its submission.
4. The person submitting data to EMIS shall retain a copy of the submitted data, subject to adherence to applicable privacy laws.

2.1.3 Frequency for collection of EMIS data

Data collection or update in the Education Management Information System shall be carried out on a termly basis and as and when need arises for some parameters that may not change over time.

2.1.4 Regulatory Measures for Data Submission Compliance

The Permanent Secretary shall ensure compliance with data submission requirements through appropriate regulatory mechanisms. These mechanisms may include linking the disbursement of government financial allocations to education institutions to their compliance with timely and accurate data submission obligations.

2.2 DATA PROCESSING GUIDELINES

The processing of education data on EMIS will be undertaken in line with the statistical procedures for analyzing data generated by respective data and information management systems.

In this regard, each data and information management system will be to collect all the relevant data and to develop statistical procedures for analysis of the data it collects. These statistical procedures should provide an elaborate and sound methodology to guide the analysis based on global best practices in statistical analysis.

2.2.1 Data cleaning;

The head of the education institution shall be responsible for regularly updating particulars of the institution, infrastructure, human resource and learners, as they are on ground.

The Local Government Education Office shall validate and verify all data uploaded by the heads of education institutions in their respective accounts and provide feedback on institutions with deviations and those that are no longer in operation.

The Ministry responsible for education shall employ appropriate procedures to verify all data provided by the education institutions.

Identification particulars of data subjects such as NIN, Work Permit, Student Pass, Index Number generated by mandated bodies shall be

verified using information provided to these bodies through system-to-system integration.

2.2.2 Data analysis

Data contained in the EMIS shall be analyzed mainly by the following approaches:

1. **System-based analysis:** The EMIS shall have inbuilt analytical functionalities capable of performing predetermined statistical operations. Analyses shall be generated based on queries and commands executed exclusively by authorized users

2. **Authorized Personnel Analysis:** Data within the EMIS shall also be analyzed by authorized personnel from the Ministry responsible for education, or by any other duly authorized person or entity, in accordance with established data access and confidentiality protocols.

2.3 DATA STORAGE AND ACCESS GUIDELINES

The EMIS shall put in place robust data storage mechanisms in line with relevant provisions of the National ICT Policy and existing legal framework. In this regard, a comprehensive backup system that enables offline and offsite access to all the data and information shall be contained in the system.

All data and information contained in the EMIS shall be stored as follows:

1. Storage at point of origin: For record purposes, a copy of the information and data submitted to EMIS shall be kept at respective education institutions, local governments or any other data submission point, for reference.

2. System storage: The EMIS shall have inbuilt system data storage capabilities, and these will store the collected data and information, as the context requires.

3. Storage at the Ministry responsible for education: The Ministry responsible for education shall put in place and maintain data storage capabilities for purposes of enabling effective and

sustainable storage, archiving and retrieval of education data and information.

4. Storage at the national database: All education data and information shall be submitted to the national data center (data depository) that is managed by NITA-U or any other sanctioned entity to manage the said data center.

2.3.1 Data Storage Security measures

This section involves protection of storage resources and the data stored on them – both on-premises and in external data centers and the cloud – from accidental or deliberate damage or destruction and from unauthorized users and uses.

2.3.1.1 Data Security

All EMIS data shall be encrypted to ensure that messages shall only be read by recipients with the appropriate decryption key. This is crucial, especially in the event of a data breach, because even if an attacker manages to gain access to the data, they will not be able to read it without the decryption key.

2.3.1.2 Data Erasure

There will be occasions in which data is no longer required and needs to be permanently removed from the system. Data erasure shall be used to ensure data security management and thus reduce the chance of a data breach occurring. This shall be in line with the National Records and Archives Act.

2.3.1.3 Data Resiliency

The ministry shall mitigate the risk of accidental destruction or loss of data by creating backups or copies of their data. Data backups shall be vital in protecting information and ensuring it is always available.

2.3.2 Data access guidelines

The guidelines below shall be followed for access of data onto the EMIS

2.3.2.1 Zero trust policy

Access to EMIS data shall be:

- based on a legitimate interest in or a "need to know" the data
- consistent with the recipient's authorization to access the data
- granted to fulfill an operational requirement
- limited to only necessary data
- granted only for as long as it is needed
- compliant with laws, regulations, policies, contracts, and other governing requirements.

2.3.2.2 Regular review of access

Access to the system shall be routinely reviewed to ensure that those who have it still need it. Access shall be revoked promptly when it's no longer necessary for an individual or group to perform their related duties.

2.3.2.3 Password sharing

Sharing any kind of password for users shall be prohibited as this puts user accounts at a great risk of compromise and misuse.

2.4 DATA REPORTING GUIDELINES

Data and information pertaining to basic and secondary education service delivery shall be reported by the Ministry responsible for education through the EMIS.

Data and information pertaining to aspects of education service delivery which are regulated under autonomous bodies shall be reported by the respective regulatory agencies or bodies with authority from the Ministry responsible for education.

All Education data and information shall be disseminated through official channels such as the Ministry website, media, policy briefs and circulars.

The following guidelines shall apply to reporting of education data and information;

a. Annual statistical abstracts will be prepared, published and disseminated by the Ministry responsible for education.

b. Quarterly statistical bulletins, policy briefs or reports containing Education data and information shall be prepared and shared with various stakeholders.

c. Ad hoc reports shall be prepared as and when required for managerial and decision-making purposes.

d. All requests for data that is not readily available to the public shall be made through the accounting officer of the Ministry responsible for education.

e. Media engagement and briefing sessions will be organized periodically so as to continuously inform the public about the different aspects pertaining to education data and information. This shall serve as a mechanism for raising public awareness on different aspects of education service delivery.

f. All other agencies and bodies charged with regulating any aspect of education service delivery, will prepare and implement their respective information reporting guidelines. However, these guidelines shall be linked with the annual reporting mechanisms under the Ministry responsible for education.

3.0 REGISTRATION GUIDELINES

The following guidelines shall apply for registration of the different stakeholders that are involved in the management of Education Data and Information.

3.1 INSTITUTION REGISTRATION GUIDELINES

In order for an institution to be registered onto the EMIS, the following guidelines shall hold;

3.1.1 Naming of schools

For purposes of the EMIS, institutions shall be named according to the Education Act 2008, as highlighted below;

a. Pre-Primary: All names of pre-primary schools and Early Childhood Centers (ECD) shall be accompanied by the word 'nursery' or 'kindergarten'.

b. Primary level: Names of primary schools shall be accompanied by the word 'Primary' or 'Junior'.

c. Secondary level: All names of secondary schools shall be accompanied by the word 'secondary'. *Ordinary secondary schools will not be registered as colleges and Academies*

d. Academy: Only schools which offer a particular skill, for instance; a Military Academy, a Music Academy, a Drama Academy, etc. shall be registered as an academy

e. College School: This shall apply to a secondary school attached to a college and used by the college to demonstrate skills taught in the college.

f. A College: Shall apply to a school that offers advanced studies where one can get a Bachelor's degree or one in which a particular subject or skill is taught e.g. a teacher training college leading to a skills certificate or diploma.

g. Demonstration School: Shall apply to a primary school opened by, and attached to a teacher training college for purposes of demonstration.

h. All school names shall be written in full at all times

3.1.2 Identification of Schools

At registration onto the EMIS, a unique identifier shall be assigned to each institution in the education sector. Each Education level shall be assigned a prefix to their unique number as follows;

a) 1A – Pre-Primary schools

b) 2A – Primary schools

c) 3A – Secondary schools

d) 4A – Certificate level

e) 5A – Diploma level

f) 6A – Degree level

g) 7A – International school

Prerequisites for assignment of a unique identifier:

The following shall be the considerations before assigning a unique identifier to an institution;

(i) Proof of physical existence, including proof of land occupancy, and physical structures (permanent, semi-permanent and temporary structures). This proof shall be provided by the functional experts of the Local Government in which the school belongs.

(ii) Proof that teaching and learning is being conducted in the premises of the education institution – the applying institution should be operational

(iii) An institution's contact details

(iv) Recommendation from the District Education Officer of the Local Government within which the applying institution is located.

(v) Details of the owner of the education institution

Procedure for acquisition of a unique identifier for an institution under the EMIS

The following guidelines shall apply in assigning a unique identifier for respective institutions on the EMIS: -

a. Each school shall apply for a unique identifier online on the EMIS portal of the Ministry of Education and Sports.

b. Once the registration process is completed, a recommendation shall be sought from the CEO/DEO/MEO for the district, city or municipality in which the institution belongs.

c. Upon recommendation by the CEO/DEO/MEO the application shall then be forwarded to the Ministry for approval, after which the unique identifier shall be assigned.

d. The school shall thereafter be assigned an account to be used to upload all information concerning the school.

3.1.6Ownership of schools

Schools shall be classified into three categories: -

a. Government – owned schools: These are schools which are wholly owned by the government and the land on which they are constructed is registered either in the title of government or the local government or the school itself.

b. Government – aided schools: These are schools which are founded by third parties but are granted support from government. This could be in form of capitation grants, teacher recruitment and support, instructional materials or infrastructure development, among others.

c. Private schools: These are schools that are established by non-state entities and private individuals, and do not access any form of financial or human resource support from the government, during their operations. These derive finances to run their operations from fees and other school charges, donations or project support from donors and other philanthropic agencies.

3.1.7Allocation of administrative units to schools

Each school shall be required to record and manage information on the GPS coordinates to include Local Government or municipal council, county, Sub county and Parish, as per the guidelines below;

Rural schools

For any school to be registered as a rural school, it shall be located in an area that is designated as a rural area by the Ministry of Local Government. (*Village, Parish, Sub county.)*

Urban schools

For any school to be registered as an urban school, it shall be located in an area that is designated as an urban area by the Ministry of Local Government. *(Cell, Ward, Town Council, Municipal Division or City Division.*)

Hard-to-reach schools

For any school to be registered as one located in a hard-to-reach area, it shall be located in an area that is designated as a hard-to-reach area by the Ministry of Public Service at the time of enrollment on EMIS or update as the case may be.

3.2 GUIDELINES FOR CHANGE OF INSTITUTION IDENTIFICATION DETAILS

The guidelines detailed below shall guide all EMIS stakeholders on the procedures to follow in case of change of school identification details;

3.2.1 Change of school name and location

A school shall be licensed and registered under a specific location and name (Education Act 2008 as amended).

Any change made to these shall have to be approved by the Ministry responsible for education.

A school therefore that requires a change of name and/ or location shall seek clearance from the Permanent Secretary of the Ministry responsible for education. The following shall accompany the requests;

1. Sound reason(s) for the change of name or location.
2. Proof of concurrence from the owner(s) of the school.
3. Proof of concurrence of the Governing body of the school.
4. Recommendation by the Local Government in which the school is located.

Upon clearance by the Ministry responsible for education, a new certificate shall be issued reflecting the new name or location of the school.

The new name shall then be reflected in the EMIS.

3.2.2 Change of school contact details (email, telephone number)

Any school that may desire to change its contact details on the EMIS shall officially communicate to the accounting officer of the Ministry responsible for education encompassing the following;

1. Old contact details
2. New contact details
3. Reason for change of the details

b. Quarterly statistical bulletins, policy briefs or reports containing Education data and information shall be prepared and shared with various stakeholders.

c. Ad hoc reports shall be prepared as and when required for managerial and decision-making purposes.

d. All requests for data that is not readily available to the public shall be made through the accounting officer of the Ministry responsible for education.

e. Media engagement and briefing sessions will be organized periodically so as to continuously inform the public about the different aspects pertaining to education data and information. This shall serve as a mechanism for raising public awareness on different aspects of education service delivery.

f. All other agencies and bodies charged with regulating any aspect of education service delivery, will prepare and implement their respective information reporting guidelines. However, these guidelines shall be linked with the annual reporting mechanisms under the Ministry responsible for education.

3.0 REGISTRATION GUIDELINES

The following guidelines shall apply for registration of the different stakeholders that are involved in the management of Education Data and Information.

3.1 INSTITUTION REGISTRATION GUIDELINES

In order for an institution to be registered onto the EMIS, the following guidelines shall hold;

3.1.1 Naming of schools

For purposes of the EMIS, institutions shall be named according to the Education Act 2008, as highlighted below;

a. Pre-Primary: All names of pre-primary schools and Early Childhood Centers (ECD) shall be accompanied by the word 'nursery' or 'kindergarten'.

b. Primary level: Names of primary schools shall be accompanied by the word 'Primary' or 'Junior'.

c. Secondary level: All names of secondary schools shall be accompanied by the word 'secondary'. *Ordinary secondary schools will not be registered as colleges and Academies*

d. Academy: Only schools which offer a particular skill, for instance; a Military Academy, a Music Academy, a Drama Academy, etc. shall be registered as an academy

e. College School: This shall apply to a secondary school attached to a college and used by the college to demonstrate skills taught in the college.

f. A College: Shall apply to a school that offers advanced studies where one can get a Bachelor's degree or one in which a particular subject or skill is taught e.g. a teacher training college leading to a skills certificate or diploma.

g. Demonstration School: Shall apply to a primary school opened by, and attached to a teacher training college for purposes of demonstration.

h. All school names shall be written in full at all times

3.1.2 Identification of Schools

At registration onto the EMIS, a unique identifier shall be assigned to each institution in the education sector. Each Education level shall be assigned a prefix to their unique number as follows;

a) 1A – Pre-Primary schools

b) 2A – Primary schools

c) 3A – Secondary schools

d) 4A – Certificate level

e) 5A – Diploma level

f) 6A – Degree level

g) 7A – International school

3.3.1 Registration of National learners

The following requirements shall apply to registration of learners who are Ugandan citizens:

a. Proof of nationality: The primary proof of citizenship shall be the national identity card issued by NIRA to the individual learner. For a learner to complete registration on the EMIS, he or she should submit their National Identification Number (NIN).
b. Each learner at each level of education shall be required to provide a NIN for the parent/ guardian. The registration of learners will be pegged on the NIN of the father or mother, with preference being accorded to the mother's NIN. Learners who are not under the care of their biological parents will provide the NIN details of their guardian – who may be a formal or informal guardian[1].
c. For secondary level and above, the learner shall be required to provide their Index number for the examining body such as UNEB or UBTEB for the preceding summative examinations.
d. Each learner shall be required to have his or her passport photograph uploaded on the EMIS.

3.3.2 Registration of Refugee learners

The following requirements shall apply to registration of learners who are refugees:

a. Valid refugee identification number such as, RM1-23456789 obtained from the Office of the Prime Minister.
b. Refugee identification number of the parent/guardian/or foster parent of the learner.
c. Where a learner is sponsored by a Ugandan citizen, the NIN of that citizen shall be provided.
d. Where a refugee is sponsored by a foreigner, the passport number of the foreigner shall be provided.
e. The learner shall submit equated qualifications for the different preceding levels of education obtained from respective examination bodies.

[1] A formal guardian means a person appointed as such under the law, whereas a non-formal guardian refers to a person exercising the duties of guardian as per the custom of the learner or by practice.

f. Each learner shall be required to have his or her passport photograph uploaded on the EMIS.

3.3.3 Registration of Foreign learners

The following requirements shall apply to registration of learners who are foreigners or aliens:

a. Student pass issued by the Ministry of Internal Affairs.

b. Parent/guardian's passport number for a foreign parent/ guardian or National Identification Number for a Ugandan parent/guardian.
c. Equated qualifications for the different levels of education, obtained from the responsible agency.
d. Learner's passport size photograph to be uploaded on the EMIS.

3.3.4 Registration of Cross-border learners

The following requirements shall apply to registration of learners who are cross-border learners[2]:

a. Passport Number or NIN of the learner issued by the responsible authority in the respective country.
b. Passport Number or NIN of the parents or guardians issued by the responsible authority in the respective country.
c. Each learner shall be required to have his or her passport photograph uploaded on the EMIS.

3.3.5 Registration of learners from 'child headed families'

The following requirements shall apply:

a. Learner shall provide a recommendation letter by the mandated LC 1 where the child resides.
b. The NIN of the LC1 Chairperson of the area where the child resides.
c. Each learner shall be required to have his or her passport photograph uploaded on the EMIS.

[2] Cross-border learners are learners who live in a neighboring country to Uganda but travel across the border daily to access education in Uganda or are Ugandan citizens living in border communities but cross the border daily to access education in the neighboring country, and then return to their home in Uganda after the school day.

3.3.6 Registration of learners domiciled in recognized institutions

This category shall include learners in prisons, orphanages, rehabilitation centers, reformatory schools, and remand homes, whose biological parents cannot be traced.

The following requirements shall apply;

a. A recommendation letter addressed to the head of the education institution from an entity exercising control over the learner.
b. NIN of the learner, incase available.
c. NIN of the head of the entity exercising control over the learner.
d. Each learner shall be required to have his or her passport photograph uploaded on the EMIS.

3.3.7 Registration of learners without known parents or guardians (Un accompanied learners)

This category shall include learners whose parents or guardians cannot be traced, For example Street children or any other learner whose parent cannot be traced.

For such a category, the Heads of education institutions shall request for a recommendation letter from the Community Development Officer (CDO) of the Local Government or Local council in which the learner resides. This shall be accompanied by the NIN of the CDO or LC1

3.3.8 Guidelines on Learner Movements

The following guidelines shall apply to promotion, transfer, and transition of learners.

1. Learner promotion: The head of an education institution shall update the promotion status of learners within 1 month after the end of the academic year.

2. Learner transfer: In case of movement of a learner from one school to another within the same academic level, the head of the receiving education institution shall be responsible for updating the learner details using their LIN.

3. Learner transition: In case of movement of a learner from a lower academic level to the next, the head of the education institution shall be responsible for updating the learner details using the LIN (primary level and below) or in.+9dex number (for levels above the primary level).

3.2 Guidelines for change of learner identification details

Once the learner has been registered in the education system and assigned a Learner Identification Number, the following guidelines shall be followed;

3.2.1 Change of Date of birth/ Sex/ Nationality of a learner

The unique identifier (Learner Identification Number) for any learner shall be tagged to his Nationality, Date of birth and sex. Whenever any change on the mentioned parameters is effected, the LIN for the learner shall be automatically changed.

Therefore, where there is a mismatch between the learner's records on the EMIS and their correct Date of Birth, Sex or Nationality, the learner's details shall be permanently deleted off the system and re-uploaded as a new learner and subsequently a new LIN shall be issued.

3.2.2 Change/ edit of name of a learner

Any learner that shall desire to change their name shall do so through the Head of their institution as follows;

a) A learner in Preprimary and primary level of education:

A learner that desires to change their name in the education database shall ensure consistency with the name on the National Identification card/ Number in case they possess one before any change is made. Upon ensuring consistency and correctness, the head of the institution shall be obliged to effect these changes.

b) Secondary level of education and above: Any learner that has been examined by the national examination body(ies), shall ensure consistency with the record used while registering for the national exam.

3.2.3 Correction of class:

Where the class of the learner was wrongfully recorded, it shall be upon the Head of institution to effect these changes to the right record.

4.0 EMIS USER GUIDELINES

The following guidelines shall apply to the different categories of users of the EMIS:

4.1 CATEGORIZATION OF THE USERS OF THE EMIS

The following shall entail the categories for users of education data and information: -

4.1.1 Executive users

These entail the top decision-making organs of the state and persons exercising executive authority. These include:

i. The President of the Republic of Uganda
ii. Cabinet and Cabinet Ministers
iii. Parliament

The users contained in this category shall have priority in accessing and utilizing education information generated through the EMIS.

4.1.2 Management users

This entails persons and entities engaged in strategic management of education service delivery, and they include: -

i. Permanent Secretaries of Ministries, and heads of specialized government departments and agencies such as NPA, UBoS, URSB and NIRA, among others.
ii. Directors and Commissioners under the MOES
iii. Heads of Local Governments, namely; Director of KCCA, Chief Administrative Officers, City Clerks and Town Clerks.

4.1.3 Technical users

These entail persons who interact with the EMIS as part of their normal schedule of duties and work operations. The technical users cover the following: -

i. Operators and technical backstopping personnel of the different data management systems relevant to the EMIS.
ii. Designated EMIS focal officers in the different local governments and MDAs.

iii. Heads of education institutions that provide the data to the EMIS.
iv. Any other authorized person by the Permanent Secretary for Ministry of Education to access the EMIS.

4.1.4 Public users

These entail other stakeholders from the wider public who are envisaged to utilize the data generated by the EMIS, and these include:

Members of academia, including universities, students and teachers, among others;

i. Foundation bodies
ii. Media agencies
iii. International agencies, such as UNESCO and UNICEF
iv. Education Development Partners
v. Civil Society
vi. Research agencies
vii. Foreign countries
viii. Business persons and commercial entities such as banks, insurance companies and private education agencies, among others.
ix. Any other members of the public.

4.2 GUIDELINES ON ACCESS TO THE EMIS

In order to facilitate seamless access, retrieval and utilization of education data and information, the following guidelines shall apply:

1. Users who require continuous access to education data and information shall be empowered to readily access the EMIS using authentic sign in credentials. These shall include the Executive users mentioned above and shall be assigned specific user rights.

2. Respective departments in the Ministry responsible for education shall designate a focal officer to handle education data and information management matters, and this officer shall be accorded credentials and user rights in line with the data and information needs of respective departments.

3. The public users of education data and information shall access the said data/information through the education sector statistics

abstracts, policy briefs or any other reports that are published and made available for public consumption and utilization. Such information shall be availed through different avenues which may include; online publications, dissemination of reports, media briefs and engagements, among others.

Any user of education data and information that is desirous of accessing any information which is not publicly available shall officially request the Permanent Secretary responsible for education for such information. Provision of such information shall be subject to availability and adherence to privacy rules and ethical considerations in data management.

Any user (entailing a management, technical or public user) who accesses information or data from the Ministry responsible for education or any other education data and information management system shall be personally liable for the information or data entrusted to them. In case of institutional users, the responsibility of ensuring that accessed data / information is utilized for only sanctioned purposes shall lie with the head of these respective institutions.

5.0 PRIVACY AND PROTECTION OF EMIS DATA

The Permanent Secretary shall assign the responsibility of protecting data and information to a designated officer.

Refer to the relevant laws that can address the identified infringement (Education Act, PSO, Computer Misuse act, Data privacy and protection Act)

5.1 PROHIBITED ACTS IN DATA MANAGEMENT OF EMIS DATA

In management of all education data and information, the following acts shall be prohibited:

1. Falsification of data and information
2. Refusal or failure to remit or submit required data or information
3. Unauthorized access and sharing of education data and information
4. Fraudulent dealing with education data and information

5. Unauthorized manipulation of education data and information for individual gain.

The Ministry responsible for education shall embark on legal reforms to provide for offences relating to persons who engage in prohibited dealings with education data and information, as per the guideline above.

5.2 SANCTIONED USES FOR EMIS DATA AND INFORMATION

Any statistics that is published from the EMIS will be utilized by its users for their lawful needs and purposes in line with the terms and conditions of respective publications.

Each publication of education statistics or information shall specify the terms and conditions governing their utilization by public users.

5.3 LIABILITY AND SANCTIONS FOR MISUSE OF EDUCATION DATA AND INFORMATION

Any management and technical user who misuses education data, information or statistics may be subjected to any or all of the following sanctions:

a. Administrative sanctions in line with applicable provisions of the Public service Standing orders, the National Teachers Act, and any other applicable laws.

b. Suspension or withdrawal of user rights and access credentials to the EMIS, either for a specific period or permanently.

c. Imposition of prescribed sanctions in line with other applicable laws such as the Data Protection and Privacy Act.

d. Withholding of funding and other support from Government until compliance with the said requirement is achieved.

e. Any other appropriate sanctions or measure in line with the guidance by the Permanent Secretary of the Ministry responsible for education.

f. Falsification of data submitted to any information management system shall constitute a professional offence, and the culpable

person shall be subjected to sanctions as determined by the laws regulating Data use and protection, as well as the law regulating the teaching profession. This provision shall equally apply to persons who fail to comply with their obligation to submit data to the EMIS.

5.4 GRIEVANCE HANDLING ON MATTERS PERTAINING TO MISUSE OF EDUCATION DATA AND INFORMATION

In case there is suspicion about a given management, technical or public user misusing the EMIS, such information shall be brought to the attention of the Permanent secretary responsible for education promptly.

Following reception of such a report, the Permanent Secretary shall constitute a committee, of at least three persons and not more than five persons, to investigate the allegations and report back within a stipulated timeline.

The findings and recommendations of the said committee shall guide the Permanent Secretary on which actions to take for purposes of addressing and handling the suspected abuse of user rights and education data and information.

6.0 GUIDELINES ON INTEGRATION OF EMIS WITH OTHER SYSTEMS

These guidelines provide for the EMIS as the one-stop center for accessing all critical education data and information.

In this regard, there shall be integration of other education data and information systems with the EMIS. Consequently, the EMIS shall reflect critical statistics, as determined by the Permanent secretary of the Ministry of Education from time to time, which will be extracted from the said satellite systems and integrated with the EMIS.

As at the time of coming into force of these guidelines, the following satellite education data and information management systems, shall be integrated with the EMIS:

a. Assessment data and information systems as managed by UNEB, UBTEB, UNMEB, UAHEB, DIT or their successor entities.

b. Student financing data and information as managed by HESFB or its successor entity.

c. ACMIS (Academic Management Information System)

d. OPM and UNCHR databases on refugee learner data and information

e. Human Capital Management (HCM) system

f. TELA/IIS

g. Teacher management information systems, including TMIS or any other successor systems that may be developed by the National Teacher Council.

h. Human Resource Management System by Ministry of Public Service

i. National Identification Database

j. Any other information management system that is applicable to Education Data and Information management

7.0 GOVERNANCE STRUCTURE OF EMIS STAKEHOLDERS

The following committees shall be operationalized so as to ensure governance and coordination of EMIS activities;

7.1 EMIS Steering Committee

This shall be the top most committee with the function of overseeing implementation of the project.

The specific functions of the Steering Committee include;

➢ Provide overall policy guidance for the EMIS project

➢ Approve project roadmap and strategy.

➢ Validate and approve high level plans for the project.

➢ Mobilize and secure resources required for successful implementation of the EMIS.

➢ Provide advocacy and visibility of the project by ensuring commitment at the highest levels of government.

➢ Resolve escalated issues

➢ Lead/ champion any business process changes that may be required in government as a result of implementing the EMIS.

This committee shall be composed of;

i. Permanent Secretary of the Ministry of Education & Sports
ii. Permanent Secretary of the Ministry of ICT & National Guidance
iii. Permanent Secretary of the Ministry of Internal Affairs
iv. Ministry of Local Government
v. Executive Director NIRA
vi. The Executive Director NITA-U

7.2 EMIS OPERATIONS COMMITTEE

This shall be the central organizing committee of all stakeholders of the EMIS

Roles of the Committee

1. Project coordination
2. EMIS Project Review
3. Execute tasks and project roadmap
4. Communication about EMIS
5. Provide EMIS feedback
6. Technical support

Committee Members

1. Commissioner Education Planning
2. Ministry of Information, Communication Technology & National Guidance
3. Assistant Commissioner Statistics & M&E
4. Commissioner for Communication and Information Management

5. Project officers
6. Representative from NITA-U
7. Representative from Ministry of Local Government

7.3 EMIS Technical Committee

TORs for the Task Force

This task force shall provide technical oversight during the Implementation of this project. The taskforce will be specifically charged with;

i. Developing a roadmap for the realization of a robust and fully functional EMIS

ii. Providing technical oversight for EMIS redevelopment and reengineering

iii. Advising Senior and Top Management on overall EMIS redevelopment and reengineering process

Below is the composition of the Technical task team;

i) Heads of departments/functional experts from technical education departments of MoES.

ii) Representative from Ministry of Information, Communication Technology & National Guidance

iii) Representatives from entities with whom EMIS shall integrate. These include; NIRA, MoIA, OPM, MoPS, National Council for Higher Education

iv) Representative from NITA(U)

v) Examination bodies like UNEB, UBTEB, UNMEB, UAHEB

Subsets of the Task team shall be formed according to the different areas of integration

8.0 APPLICATION OF THE EMIS GUIDELINES

The Guidelines in this document shall apply to all stakeholders involved in the generation, management and utilization of educational data and information. They shall be observed and adhered to by all education sub-programme stakeholders: - Government Ministries, Departments and Agencies; private education providers; public education

institutions; development partners; learners at all levels; parents; Civil Society; Faith Based Organizations; Foundation bodies; Community Based Organization; researchers and academia; as well as any other entity involved in education service delivery in Uganda.

9.0 REVIEW OF THE GUIDELINES

These EMIS Guidelines shall remain in force until such a time as and when the Ministry responsible for education reviews, amends or otherwise improves them.



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