KHALSA COLLEGE FEMIS POLICY

1. Purpose is to provide a framework that will enhance and facilitate effective, efficient and timely data collection from schools and reporting to the MOE.

2. Census date will be specified for each academic year and will fall in the month of February.

3. Deadlines for submission of registration of students will fall in the month of March.

4. All school heads with internet will upload relevant school data into FEMIS database in a timely manner.

5. Data needs to be submitted timely, be current and complete school data.

6. School will enter daily attendance data into FEMIS database, which provides timely reports on student attendances.

7. School must submit data into femis database in a timely and efficient manner.

8. All data of school must be current, correct and complete.

9. For Fijian students, birth registration number shall be uploaded. For international students, the passport number shall be uploaded. Citizen classification of student has to be provided.

10. Accounts for school payments made shall be entered by school within 3 days of payment being issued.

11. All student registration and other school based data available at start of school year should be entered into Femis database.

12. Exams and assessment unit will use student data from Femis to register students for all external exams.

13. Attendance data should be entered by end of the following week.

14. All data to be entered by end of school year must be entered into Femis database by the end of the second week of December.

Principal   Date: _____