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School Code

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Year

Republic of Namibia  
 Ministry of Education  
**Fifteenth School-Day Statistics**

School Pay point

1.

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2.

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3.

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This questionnaire is to be completed for all schools in Namibia on the 15th school day in February of the current year. It must be completed in quadruplicate. One copy is to be kept by the school. The other three copies must be sent to the school's Circuit Inspector. One of these will be kept by the Inspector, one kept by the Regional office and the other will be sent to Head Office.

The four (4) digit school code, as used in the Annual Education Census, must be stated in the space provided on the top left of this form. Please complete this page and all the following pages. All information stated in this questionnaire has to be certified correct by the school principal at the bottom of this page.

<b>1. Name of School</b>	1.
<b>2. Region</b> (e.g. Kunene)	2.
<b>3. Inspection Circuit</b>	3.
<b>4. Cluster Centre</b> If your school belongs to a cluster, state the code and name of the cluster centre. If your school is the cluster centre, repeat its code and name.	4. Cluster centre school code: _____ Cluster centre name: _____
<b>5. Postal Address</b>	5. _____
<b>6. Principal / Acting Principal's Name</b>	6.
<b>7. Telephone, Cellphone and E-mail Address</b> (if any)	7. Telephone: _____ Cellphone: _____ E-mail: _____
<b>8. Is the platoon system used at the school?</b> (Different teachers using the same classroom to teach in the morning and the afternoon)	8. Mark one <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>9. Is the double session system used at the school?</b> (One teacher teaching two sessions, one after the other)	9. Mark one <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>10. Satellite schools:</b> (See definition on page 2) <b>10.1 Does the school have satellite school?</b> If it does, please list the code numbers and name of all satellite schools. <b>10.2 Is this school a satellite school of another one?</b> If 'yes', please state the school (code and name) under which this school resorts.	10.1 Mark one <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please list the codes and names of all satellite schools: Code _____ Name _____ 10.2 Code _____ Name _____ 10.3 Mark one <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Please list the code and name of the parent school under which this school resorts: Code _____ Name _____
<b>11. Is the school a state or private school?</b> (Private school are controlled by a non-government organization such as a church, farm, mine, etc. Community schools financed by the state are state schools)	11. Mark one <input checked="" type="checkbox"/> State school <input type="checkbox"/> Private school <input type="checkbox"/>
<b>12. Private school only:</b> Indicate what support the school receives from the state. <b>Mark <input checked="" type="checkbox"/> either Yes or No in each line.</b> The box in the last line, d, must be marked if the answer to a, b and c were all 'No'.	12. a. Teachers appointed by the state Yes <input type="checkbox"/> No <input type="checkbox"/> b. Equipment and/or textbooks supplied by the state Yes <input type="checkbox"/> No <input type="checkbox"/> c. The state provides a financial subsidy of some kind Yes <input type="checkbox"/> No <input type="checkbox"/> d. Mark this box <input type="checkbox"/> if your school receives <b>no</b> state support of any kind.

The information stated in this questionnaire is Certified as correct:

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

## Guidelines for the completion of this form

### General

Guidelines for the completion of this questionnaire, as well as lists of codes, are printed opposite the relevant questions. Explanations are given only for those questions, which might not be very clear.

Whenever a particular code is not stated in a list of codes, the code should be left blank and the relevant information should be written out.

### Definition of a satellite school

A satellite school is a school which is located on separate premises, has staff of its own, but which is supervised by the principal of another school. A satellite school has no post of principal on its establishment. Satellite schools cannot be situated in a different region than their governing schools. A school in Otjozondjupa can, for example, not have a satellite school in Oshikoto.

### Table 13: Ages of Grade 1 learners

Report the numbers of learners of different ages separately for those who have entered Grade 1 for the first time and for those who are repeating Grade 1. Include as repeaters those who are re-entering Grade 1 after having left school some time previously.

### Table 15: Pass/fail figures for the end of the previous year

Record the number of passes and failures per grade at the end of the previous year. These figures should be obtained from the schedules completed during December of the previous year.

The numbers in this table are among others required to calculate the total school enrolment at the end of the year. Therefore, the numbers of all learners enrolled at the school at the end of the school year must be recorded, also for grades where the distinction between “pass” and “fail” cannot strictly be made. The following guidelines must be applied for such grades:

For Grade 11 and 12, record all the learners that were in these grades in the previous year as “**Pass**”. However, if there are learners that are repeating grade 11, record them as “**Fail**”.

Also for Pre-primary, Learning Support classes and classes for Intellectually impaired learners (Beginners phase, junior phase and senior phase, Autism etc.), the enrolment at the end of the previous year (males, females, total) must be reported under “**Pass**”.

### Notes

Use this space for any notes or explanations you wish to make

**13. Ages of Grade 1's on the 15th school-day of the current year. Record the numbers of learners in each age category**

Age (years)	New entrants to Grade 1			Learners repeating Grade 1		
	Males	Females	Total	Males	Females	Total
5 or younger						
6						
7						
8						
9						
10						
11						
12						
13 or older						
<b>TOTAL</b>						

**14. Learners enrollment summary on the 15th school-day of the current year**

MALE	FEMALE	TOTAL

**15. Number of learners that passed or failed at the end of the previous year**

Grade	Pass/Transferred			Fail/ Repeating		
	Males	Females	Total	Males	Females	Total
Pre-primary (see opposite page)						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11 (see opposite page)						
Grade 12 (see opposite page)						
Grade 13						
Learning Support Gr.1						
Learning Support Gr.2						
Learning Support Gr.3						
Learning Support Gr.4						
Learning Support Gr.5						
Learning Support Gr.6						
Learning Support Gr.7						
Basic Pre-Voc. Skill Yr.1						
Basic Pre-Voc. Skill Yr.2						
Advanced Vocational (NTA level)						
Orientation phase						
Beginners phase						
Junior phase						
Senior phase						
Access (Basic Skills Phase)						
Autism						
<b>TOTAL</b>						

**Table 16: Number of learners and class groups per grade**

State the number of learners (male, female and total) and the number of class groups per grade for the current year. In the case of multi-grade teaching, for example, Grade 1 and Grade 2 taught in one group, a one (1) is entered for each grade under “Class groups” and the combination of grades in a group is indicated in the last column.

**Table 17: Number of days and periods in each timetable cycle**

Schools draw up their timetables in different ways. Many schools have a five-day school week, other schools have a timetable cycle of seven days, etc. State the number of days in the timetable cycle under “Number of DAYS in each timetable cycle”. If the school has a five-day school week, write “5” in each applicable row.

The number of periods in a school week or timetable cycle may vary from grade to grade and it also depends on the length of

the periods. State the total number of periods each grade or school phase has in a school week or timetable cycle under “Number of PERIODS in each timetable cycle”. If there are, for example, five days in a cycle and each day has nine periods, then enter 45 in this column.

If there are different numbers of periods per timetable cycle at different times in a year, state the number applicable to most days in the school year. The information provided in the last two columns of Table 21 (Teachers’ Particulars) must relate to the same part of the year.

The length of each period in minutes must be stated in the last column, for example, 35 minutes. If not all the periods of the day or of the week are the same length, enter the length applicable to most periods. Please note the number of periods of different lengths in the space below in such a case.

**Notes**

Use this space for any notes or explanations you wish to make

**16. Number of learners and class groups per grade**

Grade	Morning or first session				Afternoon or second session				Total numbers (morning plus afternoon)				Indicate Combined groups
	Male	Female	Total	Class- groups	Male	Female	Total	Class- groups	Male	Female	Total	Class- groups	
Pre-primary													
Grade 1													
Grade 2													
Grade 3													
Grade 4													
Grade 5													
Grade 6													
Grade 7													
Grade 8													
Grade 9													
Grade 10													
Grade 11													
Grade 12													
Grade 13													
Learning Support Gr.1													
Learning Support Gr.2													
Learning Support Gr.3													
Learning Support Gr.4													
Learning Support Gr.5													
Learning Support Gr.6													
Learning Support Gr.7													
Basic Pre-Voc. Skill Yr.1													
Basic Pre-Voc. Skill Yr.2													
Advanced Vocational (NTA level)													
Orientation phase													
Beginners phase													
Junior phase													
Senior phase													
Access (Basic Skills Phase)													
Autism													
TOTAL													

**17. Number of days and periods in each timetable cycle**

Grades	Number of DAYS in each timetable cycle	Number of PERIODS in each timetable cycle	Length of each period in minutes
Pre-primary			
Grade 1			
Grade 2			
Grade 3			
Grade 4-7			
Grades 8-9			
Grades 10-12			
Other grades			

**Table 18: Existing vacancies to be filled**

This table must be completed if the school has vacant posts to be filled. Subject codes are printed on the back of the questionnaire.

If a teacher is required for class teaching, for example Grade 2 class teaching, "Class teaching" must be indicated under the heading "Subject".

Do not list the subjects in this case. For example:

GRADE 2 CLASS TEACHING	1	1	0	2	Gd		2	Gd		2	40
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In the case of a teacher required for subject teaching, the subjects must be indicated. For example, if a teacher is required to teach English in Grades 8 - 10 for

30 periods per week and History in Grades 10 and 11 for 12 periods per week, the following would be entered in Table 17:

English Second LANGUAGE	3	7	7	6	Gd		8	Gd	1	0	30
History	4	3	7	5	Gd	1	0	Gd	1	1	12

**Table 19: Numbers of staff (excluding hostel staff)**

The numbers of all teaching staff and non-teaching staff appointed on the 15th school-day are reported in Table 18. This includes staff on leave and, if applicable, relief teachers. Full particulars of all non-teaching staff are reported in Table 19 on page 9, and full particulars of all teaching staff are reported in Table 20 on pages 11 to 19.

**Schools with hostels must not include any staff only working in the hostel in the tables in this questionnaire.**

"Normal" staff are all staff other than relief staff. For non-teaching staff, the total numbers of normal plus relief staff in Table 18 must correspond to the total number of non-teaching staff listed in Table 19. Likewise, for teaching staff, the total number of normal plus relief staff must correspond to the number of teachers listed in Table 20.

**Notes**

Use this space for any notes or explanations you wish to make



**18. Existing vacancies to be filled**

If the school has teaching vacancies, indicate the subjects, grades and number of periods for which teachers are needed.

Position	Subject (s) (or Class Teaching Grade)	Code	Grade(s) for which the teacher is needed						Periods per week for which the teacher is required			
			From Grade			To Grade						
							Gd					
							Gd					
							Gd					
							Gd					
							Gd					
							Gd					
							Gd					
							Gd					
							Gd					
							Gd					

**19. Number of teaching and non-teaching staff (EXCLUDING HOSTEL STAFF)**

	Post	Code	Male	Female	Total
<b>Teaching staff</b>	Principal	(107)			
	Deputy Principal	(111)			
	Head of Department	(112)			
	Teacher	(113)			
	<b>TOTAL TEACHING STAFF</b>				
	<b>Non-teaching staff</b>	Admin Officer/ School secretary (full time)	(201)		
Admin Officer/ School secretary (25 hours/week)		(202)			
Admin Officer/ School secretary (10 hours/week)		(203)			
Leader Cleaner		(211)			
Caretaker		(212)			
Cleaner		(213)			
Other (specify)		(299)			
<b>TOTAL NON-TEACHING STAFF</b>					



## **20. Non-teaching Staff (EXCLUDING HOSTEL STAFF)**

Particulars of all non-teaching staff are reported in Table 20. Include staff on leave and, if applicable, relief staff. Do not include hostel staff.

### **CODES**

#### **Post presently held**

- 201 Admin Officer/ School secretary (full-time)
- 202 Admin Officer/ School secretary (25 hours per week)
- 203 Admin Officer/ School secretary (10 hours per week)
- 211 Leader cleaner
- 212 Caretaker
- 213 Cleaner
- 299 Other non-teaching post

#### **Appointment**

- 1 Permanent
- 2 On probation
- 3 Part-time (**Private Schools only**)
- 4 Relief staff
- 5 Contract appointment
- 6 Volunteer



## Table 21: Teacher particulars

Particulars of all staff in teaching posts, that is, teachers, principals, etc. are reported in Table 21. Any teachers on leave and relief staff must be included. The number of teachers listed must agree with the total number of teaching staff plus the total number of relief teaching staff reported in table 19 on page 7.

The following information is to be provided in the columns of table 21:

*Number:* Number the teachers consecutively - 01, 02, ... 09, 10, 11 ... etc.

*Teacher's name:* The teacher's surname and initials.

*Post presently held and appointment:* The codes indicated the post the teacher is presently holding and the type of appointment. Get the codes from the tables below. Staff members who have been officially assigned to act in a vacant position should enter the code for the post they are acting in. Whenever a code is not stated in the table below, write out the post.

*Sex:* Mark the teacher's sex as Male (M) or Female (F).

*Paid by the state or non-government organization:* Mark those teachers appearing on the state's payroll as "State" and those not paid directly by the state, including volunteer teachers, as "Non-Gov".

*Professionally qualified:* Indicate "Yes" if the teacher is professionally qualified, that is, has passed any teacher training. Otherwise mark "No".

*Academic/vocational qualifications:* Mark the code which best describes the teacher's highest qualification. Refer to the table of codes below.

### CODES

Subject codes appear on the back page of this questionnaire.

#### Post presently held

107 Principal: Master Teacher I

108 Principal: Senior Secondary, Master Teacher II

111 Deputy Principal

112 Head of Department

113 Teacher

#### Appointment

1 Permanent

2 On probation

3 Part-time teacher (Private schools only)

4 Relief

5 Contract appointment

6 Volunteer

Qualified teachers having no other qualification but grade 12 plus a teaching Diploma/Degree should be indicated as "2", meaning their highest academic/vocational is Grade 12(Std.10), N3.

*Subjects taught:* List all the subjects taught by the teacher under "Subject" in the case of subject teaching. In the case of class teaching in the lower primary phase, only write "Grade ... class teaching" without listing the subjects separately. Obtain the subject codes from the back page of this questionnaire. All subjects taught by the teacher must be listed, even if the teacher teaches more than four subjects - the fifth, sixth, etc. subjects should be listed in the next rows below the four rows allocated for each teacher. Report the highest and lowest grades the teacher is teaching in each subject.

Count the periods the teacher is teaching each subject in different grades and classes per week or per timetable cycle. Write the number of periods per subject in the second last column. The information must relate to the timetable cycle used in table 17 on page 6.

If a teacher is on study leave for more than 3 months, indicate this in the column, "Subjects taught" by filling in the subject code "9999". Teachers currently at school but have no teaching load allocated to them should be indicated with the code "1111".

*Total periods per week/cycle:* Report the total number of periods the teacher is teaching per week (or timetable cycle). This total must be equal to the sum of the periods the teacher teaches his/her subjects, that is, the sum of the periods listed in the second last column. The information stated in this column must be related to the information stated in table 17 on page 6, that is, to the number of days in a timetable cycle, the number of periods, etc.

#### Academic/vocational qualification

- 1 Lower than Grade 12 (Std. 10), lower than N3 or equivalent
- 2 Grade 12 (Std. 10), N3 or equivalent
- 3 Grade 12 (Std. 10) plus one or two years' tertiary training
- 4 Grade 12 (Std. 10) plus three or more years' tertiary

**NB:** Teachers with Grade 12 only plus teacher training should mark a "2" at Academic/Vocational qualifications



**Teacher's Particulars continues.....**

(Junior Primary teachers should indicate class teaching under subject name)

Number	Teachers' Employee Code, ID number, Surname and initials (include all staff in teaching positions-see list of posts)	Post presently held (code) and appointment (code)	Sex (mark Male or Female)	Paid by the state or non-government organization (mark either State or Non-Gov.)	Professionally qualified? (Teacher training) Mark Yes/No	Academic/vocational qualifications (Mark one-see codes)	Subjects taught					Total periods per week/cycle	
							Subject		From Grade	To Grade	Period per week/cycle		
							Subject name (or class teaching)	Code					
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							

**Teacher's Particulars continues.....**

(Junior Primary teachers should indicate class teaching under subject name)

Number	Teachers' Employee Code, ID number, Surname and initials (include all staff in teaching positions-see list of posts)	Post presently held (code) and appointment (code)	Sex (mark Male or Female)	Paid by the state or non-government organization (mark either State or Non-Gov.)	Professionally qualified? (Teacher training) Mark Yes/No	Academic/vocational qualifications (Mark one-see codes)	Subjects taught					Total periods per week/cycle	
							Subject		From Grade	To Grade	Period per week/cycle		
							Subject name (or class teaching)	Code					
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							
	E.Code:	Post:	M:	State:	Yes:	1							
	ID:					2							
		Appoint:	F:	Non-Gov.:	No:	3							
						4							



# Subject Codes

## CODES FOR CLASS TEACHING

1000	Pre-Primary class teaching
1101	Grade 1 class teaching
1102	Grade 2 class teaching
1103	Grade 3 class teaching
1104	Grade 4 class teaching
1105	Grade 5 class teaching
1106	Grade 6 class teaching
1107	Grade 7 class teaching
1400	Individual learning
1401	Learning support class teaching
7163	Phase teaching for intellectually impaired learners

## CODES FOR SUBJECT TEACHING

2009	Accounting Grade 8 – 12
2114	Afrikaans 1st or home Language, 1-12
2120	Afrikaans 2nd Language, 1-12
2133	Agriculture Science, Grade 8 - 12
6891	Arts, Grade 1-11
2409	Arts and Design, Gd. 10-12
2410	Arts in Culture, Gd. 8-10
2427	Art of Entertainment, Gd. 8-12
2532	Basic Techniques
2567	Biology, Gd. 10-12
2639	Bricklaying and Plastering, Gd.8-12
2615	Building Studies 10-11
2729	Business Economics, Gd. 10-12
2764	Business Studies, Gd.10-12
2822	Catering, Gd. 8-12
3024	Combined Science / Co-ordinated Science, Gd. 10-12
2909	Chemistry, Gd. 10- 12
3050	Communication & Department, Gd. 8-12
3146	Computer Literacy, Gd. 4-12
3153	Computer Science, Gd. 12
3173	Computer Studies, Gd. 8-11
3292	Craft and Technology, Gd. 3-7
3375	Design and Technology, Gd. 5-12
3378	Development Studies, Gd. 10-11

3503	Economics, Gd. 10-12
3524	Educare, Gd. 10-12
3666	Elementary Agriculture, Gd. 5-7
3743	Engineering Science, Gd. 10-12
3770	English 1st language, Gd.1-12
3776	English 2nd Language Gd. 1-12
2746	Entrepreneurship, Gd. 8-12
3806	Environmental Studies, Gd. 1-3
3859	Fashion and Fabrics, Gd. 8-11
4009	Fitting and Turning, Gd. 8-12
4159	French Foreign Language, Gd. 8-12
4231	General Science, Gd. 4-7
4234	Geography, Gd.8-12
4258	German 1st Language, Gd. 1-12
4261	German Foreign Language 8-12
4285	Hairdressing, Gd. 8-12
4297	Handwriting, Gd. 1-4
4298	Health and Social Care
4375	History, Gd. 8-12
4436	Home Ecology, Gd.5-7
4438	Home Economics, Gd.8-11
4439	Hospitality Gr. 8-11
2524	Information and Communication Gd. 4-12
4697	Integrated Performing Arts, Gd.8-11
4785	Ju/'hoasi, Gd.1-3
4784	Keyboard and Word processing, Gd.8-10
5575	Khoekhoegowab 1st Language, Gd.1-12
4913	Life Science, Gd. 8-9
4914	Life Skills, Gd. 4-12
3373	Literature (English), Gd. 10-12
4259	Literature (German), Gd. 10-12
5134	Mathematics, Gd. 1-12
5345	Metalwork and Welding, Gd. 10-11
5449	Motor Body Repairing, Gd.8-12
5503	Motor Mechanics, Gd. 10-11
6892	Music/School Music (Non-Prom), Gd1-12
5554	Music (Promotion Subject), Gd. 8-12
5584	Natural Economy



5585 Natural Science and Health Educ., Gd. 4-7  
 5605 Needlework and Clothing, Gd.8-12  
 5602 Needlework (Basic Techniques), Gd. 7  
 5713 Office Practice, Gd.8-11  
 5701 Office Administration and Keyboard application Gd. 8-12  
 4795 Oshikwanyama 1st Language, Gd.1-12  
 5598 Oshindonga, 1st Language Gd.1-12  
 4357 Otjiherero, 1st Language Gd. 1-12  
 5889 Panel Beating and Spray Painting, Gd.8-12  
 5955 Performing Art, Gd.8-10  
 6094 Physical Education, Gd.1-11  
 6095 Physical Ed. and Health Awareness, PP-7  
 4211 Portuguese Foreign Language  
 6130 Physical Science and Physics Gd.8-12  
 6253 Plumbing and Pipe Fitting Gd.8-12  
 2914 Reading Period, Gd. 4-9  
 6800 Religious Education, Gd.1-7  
 2544 Religious and Moral Education, Gd.4-9  
 6803 Remedial Teaching, Gd.1-12  
 4213 Rumanyo, 1st Language, Gd. 1-12  
 4792 Rukwangali, 1st Language, Gd.1-12  
 6874 Salon Science, Gd. 8-12  
 7609 Setswana, 1st Language, Gd. 1-12  
 6994 Namibian Sign Language  
 4960 Silozi 1st Language, Gd.1-12  
 1401 Special Education  
 7163 Specialized Education /Handicapped  
 7096 Social Studies, Gd. 4-7  
 7390 Technical Drawing Gd.8-9  
 7411 Technical Studies A, Gd. 8-12  
 7413 Technical Studies B, Gd. 8-12  
 7415 Technical Studies C, Gd. 8-12  
 7396 Technical Theory and Practice, Gd.8-12  
 7426 Television and Radiotrician work, Gd. 10-12  
 5170 Thimbukushu, 1st Language, Gd.1-12  
 7610 Typing/Typing and Office Admin. Gd.8-12  
 7751 Visual Art, Gd. 8-9  
 7901 Woodwork, Gd.8-11  
 9999 Teacher on study leave for more than 3 months  
 1111 Teacher has no teaching load

**In all other cases, state subject and leave code blank**