MINISTRY OF BASIC AND SECONDARY EDUCATION (HEADQUARTERS)
PMB 5015
ASABA
DELTA STATE

OPERATIONAL GUIDELINE FOR
PRIVATE SCHOOLS
IN DELTA STATE
(NURSERY, PRIMARY AND SECONDARY SCHOOLS)

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1. Purpose

This guideline sets out how an approved private school operates in Delta State: the rules the Ministry applies to private schools, the national rules that apply to every school, and how the school keeps its records with the Ministry on the eMIS portal. It applies to private nursery, primary and secondary schools.

A new school applies for approval first, as set out in the **Requirements for New School Registration**.

2. Approval

- A school operates only with the Ministry's approval and only for the levels it was approved for: the Ministry has withdrawn the licences of schools running secondary classes on an approval for primary education.
- A school does not describe itself as "Government Approved" without the Ministry's approval.
- School premises are used as a school: the Ministry has withdrawn the licences of schools whose premises were also used as residential apartments.
- An approved school renews its approval every year, as the Ministry directs.

3. The academic calendar

- The State's approved academic calendar binds public and private schools alike: resumption, mid-term breaks, examinations and vacation.
- A school that runs an international curriculum or that wants to close outside the approved dates, first obtains the Ministry's approval.
- National public holidays are observed as declared by the Federal Government.

4. Examinations

The Ministry has zero tolerance for examination malpractice and has closed private schools involved in it.

5. Teachers and staff

- Every teacher must be registered with the **Teachers Registration Council of Nigeria (TRCN)**. Under the TRCN Act it is an offence for a person who is not registered to practise as a teacher. The minimum teaching qualification is the **Nigeria Certificate in Education (NCE)**.
- Every member of staff is on the school's staff register on eMIS, with their TIN, and is assigned to the subjects and classes they teach (Schools Portal › Staff).

6. Safety and welfare

- The **National Policy on Safety, Security and Violence-Free Schools** (2021) applies to every school, public or private.
- Report an emergency – a collapsed building, flooding, a security incident – to the Ministry at once with **Send SOS** on eMIS (Schools Portal › Monthly Returns). For a life-threatening emergency call the police, fire service or ambulance first.
- Learners' confidential reports of bullying, harassment or a safety concern reach the school's leadership through Help/Support on eMIS, and are acted on promptly and with discretion.

7. Records and returns on eMIS

The Ministry keeps the register of schools, learners and staff on the State's eMIS portal, and receives schools' returns there. National policy asks private schools to take part in the Annual School Census and other data collection, and to give accurate information on their learners, staff and facilities (National Policy on Non-State Schools, 2025). On eMIS, an approved school signs in to the Schools Portal and keeps these records:

Record	What the school keeps on eMIS
The school	Its registration details, addresses, telephone numbers and e-mail, kept current (Update School Data). The phone numbers and e-mail on the record are where the Ministry and parents reach the school.
Learners	Every learner on the register, in the right session, form and class, each with their DESLIN. A learner coming from another school is admitted through **Process Transfers**, so the same DESLIN follows them.
Staff	Every member of staff on the staff register, assigned to their subjects and classes.
Results	Each term's scores, uploaded while the Ministry has the term open for score entry. Results are released to learners by the Ministry.
Promotions	Learners promoted into the next session within the period the Ministry opens for promotions.
Monthly returns	The monthly return – attendance, enrolment and movements, staff, health and safety, facilities and events – submitted by the deadline shown on the return.
Infrastructure	The school's buildings, utilities, challenges and photographs for each period the Ministry opens, with photographs taken on the premises.

When the Ministry locks the register for a period (for example while a term's results are processed), changes go to the Ministry as a **Roster Change Request** with the authorisation letter.

An approved school that is not yet on the eMIS register asks the Ministry, through the eMIS support line, to add it; it then collects its access with the access code from the State office (**First time? A school's first access** on the sign-in page).

> **Tip.** The Schools Portal User Guide explains each of these step by step. The eMIS support line is 0705 712 6118 (calls and WhatsApp).

8. National rules that apply to every school

- **Basic education** is early childhood care and education and nine years of formal schooling, and every child of primary and junior secondary school age is to receive it (Compulsory, Free Universal Basic Education Act, 2004).
- **Textbooks:** the Federal Government's textbook policy (January 2026) prohibits bundling disposable workbooks with textbooks, so that textbooks can be passed on and reused.

The Federal Ministry of Education's **National Policy on Non-State Schools** (2025) also asks private schools to register as a corporate body before anything else, to complete the approval process before admitting learners, to follow the national curriculum developed by NERDC, to take part in the Annual School Census and other data collection, to give accurate information on their learners, staff and facilities, to keep proper financial records, and to open their doors to the government's quality assurance officers. It leaves the rules for approving schools to each State.

9. Inspection and sanctions

The Ministry's inspectors visit schools to check that they meet the standards for the levels they are approved for. The Ministry has sealed schools operating without approval until they obtained it, and has withdrawn the licences of schools that broke the terms of their approval.

A school co-operates with the Ministry's inspectors and quality assurance officers, and gives them accurate information.

10. Contact

Write to the Ministry through the eMIS **Contact** page, or call the eMIS support line **0705 712 6118** (calls and WhatsApp).