



THE SIAYA NATIONAL POLYTECHNIC

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OFFICE OF THE REGISTRAR - ACADEMICS AND TRAINING AFFAIRS

TRAINEE DATA CAPTURE FORM

(Complete part A & B only)

SECTION A: GENERAL INFORMATION OF THE NEW STUDENT

1. NAME _____ ADMISSION NO. _____ SEX: _____

2. TEL. NO. _____ ID NO. _____

3. DATE OF BIRTH _____ MARITAL STATUS (SINGLE/MARRIED)

4. FATHER'S NAME: _____ OCCUPATION _____ TEL NO. _____
 MOTHER'S NAME _____ OCCUPATION _____ TEL NO. _____
 GUARDIAN'S NAME _____ OCCUPATION _____ TEL NO. _____

5. SPONSOR'S NAME _____ TEL NO. _____

6. COUNTY: _____ SUB-COUNTY: _____ LOCATION: _____ SUB-LOCATION: _____

7. ARE YOU PARTIALLY/TOTALLY ORPHANED/NEITHER OF THE TWO? (PLEASE TICK ONE)

8. SIBLINGS IN LEARNING INSTITUTIONS

NAME	SCHOOLS/INSTITUTION	LEVEL
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. HAVE YOU BEEN BENEFICIARY OF ANY BURSARY SCHEME? YES/NO IF YES WHICH ORGANIZATION _____

10. DO YOU SUFFER FROM ANY CHRONIC DISEASE/DISABILITY? _____ IF YES, EXPLAIN _____

11. STATE WHETHER BOARDER OR DAY SCHOLAR _____

SECTION B: ACADEMIC DETAILS OF THE STUDENT

1. PREVIOUS INSTITUTION/SECONDARY/PRIMARY SCHOOL_____

CRAFT/KCSE/KCPE YEAR_____

KCSE/CRAFT SUBJECTS	GRADE	KCSE/CRAFT SUBJECTS	GRADE
I)	_____	VI)	_____
II)	_____	VII)	_____
III)	_____	VIII)	_____
IV)	_____	IX)	_____
V)	_____	X)	_____

2. AGGREGATE/MEAN GRADE _____ INDEX NO. _____

3. KCPE YEAR _____ INDEX NO. _____

SIGNATURE _____ DATE _____

SECTION C: FOR OFFICIAL USE ONLY

COURSE _____

DEPARTMENT _____

ADMISSION NUMBER _____

CLASS _____

COMMENT _____

I CERTIFY THAT I HAVE RECEIVED THE UNDER MENTIONED DOCUMENTS FROM THE STUDENT

1. PHOTOCOPIES OF:

- a) ACADEMIC CERTIFICATE/RESULTS SLIP/PROVISIONAL SLIP
- b) IDENTIFICATION CARD/WAITING CARD
- c) BIRTH CERTIFICATE

2. RECENT MEDICAL CERTIFICATE

3. A REAM OF PHOTOCOPYING PAPER

ANY OTHER _____

SIGNATURE: _____ DATE: _____

REGISTRAR

Data has been entered into the ERP system? (Y / N)

SIGNATURE: _____ DATE: _____