



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: _____