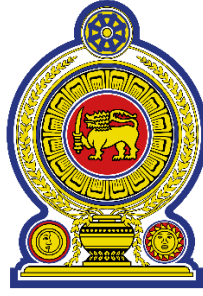


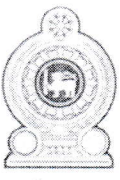


Circular and Instruction Manual On School Structure Matters



Circular and Instruction Manual on School Structure Matters

Ministry of Education, Higher Education and Vocational Education



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திகதி
Date

.04.2025

Circular Number : 13/2025

All Provincial Chief Secretaries
All Provincial Education Secretaries
All Provincial Directors of Education
All Zonal Directors of Education
All Deputy/Assistant Directors of Education in charge of Divisions

Circular and Instruction Manual on School Structure Matters

This Circular and Instruction Manual are hereby issued with the aim of ensuring that various structural changes and other administrative decisions made in schools are carried out systematically and logically within the education system.

Accordingly, you are hereby kindly notified that in making decisions on school structural matters, the Ministry of Education, Higher Education and Vocational Education's Structural Committee, Provincial Level Structural Committee and Zonal Level Structural Committee should be acted in terms of the instructions stated in this guidance with effect from 21.04.2025.

Nalaka Kaluwewe
Secretary

Copies :

1. Secretary, Ministry of Finance, Planning and Economic Development
2. Secretary, Finance Commission
3. Auditor General
4. All the Additional Secretaries, Ministry of Education, Higher Education and Vocational Education
5. Chairman, National Education Commission
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10. Chief Internal Auditor, Ministry of Education, Higher Education and Vocational Education

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Circular and Instruction Manual on School Structure Matters

1.0 Introduction

Requests on various structural changes and other administrative decisions made in schools are constantly received by the Ministry of Education, Higher Education and Vocational Education, Provincial Department of Education and Zonal Education Offices. Among them, decisions are taken by the Ministry of Education, Higher Education and Vocational Education Structural Committee, Provincial Department of Education Structural Committees and Zonal Education Office Structural Committees on the matters clearly identified as school structural matters as stated in No. 1.1 below. In addition, recommendations can also be made for tasks identified by the Head of the Institution occasionally.

The purpose of issuing this Manual of Instructions is to streamline the mechanism for submitting requests for those structural committees and to implement those requests in a uniform manner throughout the island by the school structural committees.

1.1 School Structure Matters

Following activities are considered as the school structure matters.

- i. Starting new schools
- ii. Starting primary Grades anew
- iii. Starting secondary Grades anew
- iv. Commencement of G.C.E. (A.L.) Subject Streams (Physical Science, Biological -Science, Commerce, Arts, Technology)
- v. Commencement of 13years Vocational Stream under the Advanced Level.
- vi. Starting/increasing/reducing bilingual classes within the currently approved number of parallel classes for Grades 6-11
- vii. Starting/increasing/reducing of G.C.E. (A.L.) English medium classes
- viii. Increasing/decreasing of the number of parallel classes
- ix. Restructuring of the School
- x. Temporary closure of schools
- xi. Changing school location
- xii. Land acquisition activities for a school
- xiii. Changing the name of a school
- xiv. Changing the uniform of a school

1.2 Structural Committees Composition

Structure Committee of the Ministry of Education, Higher Education and Vocational Education is consisting with the following members.

- Additional Secretary (Policy Planning and Performance Review) (Chairman)
- Additional Secretary (Educational Quality Development)
- Additional Secretary (School Affairs)
- Additional Secretary (Co-Curricular and Primary Education Development)
- Director of Education (Policy and Planning) (Secretary)
- Director of Education (National Schools)
- Director of Education (School Affairs)
- Director of Education (Data Management)
- Director of Education (Primary Education)
- Officers who can be called as per the necessity
 - Additional Secretaries
 - Additional Secretary (Education Reforms)
 - Directors of Education
 - Director of Education (Bilingual Education)
 - Director of Education (Technical Education)
 - Director of Education (Agriculture and Environmental Studies)
 - Director of Education (English and Foreign Languages)
 - Director of Education (Aesthetics)
 - Director of Education (Mathematics)
 - Director of Education (Science)
 - Director of Education (Education for All)
 - Director of Education (Administrative Reforms)
 - Senior Assistant Secretaries
 - Senior Assistant Secretary (Lands)

Permanent members of the Provincial Level Structural Affairs Committee are as follows and the Chairman of the Committee has the authority to contact the Additional/ Deputy/ Assistant Directors of Education of the Provincial Department of Education as required.

- Provincial Director of Education - Chairman
- Additional Provincial Director of Education (Planning/Development) - Member
- Additional Provincial Director of Education (Educational Administration) - Member
- Deputy Director of Education (Planning) - Secretary
- Deputy Director of Education (Educational Development) - Member

Permanent members of the Zonal Level Structural Affairs Committee are as follows and the Committee Chairman has the authority to contact the Deputy/Assistant Directors of Education and Divisional Directors of Education of the Zonal Education Office as required.

- Zonal Education Director - Chairman
- Deputy Director of Education (Planning) - Secretary
- Deputy Director of Education (Development) - Member

2.0 Starting a new school

2.1 Necessity of starting a new school

A recommendation to start a new school should only be made in an occasion where it can be confirmed that the initiation of a school is mandatory. In that case, from the location where the new school is proposed to be started, there should not be a school with a primary or secondary division located within a circular area of radius of 3 km or 5 km respectively.

However, even if there are primary and secondary schools that meet the above requirement, a new school can be started in the following circumstances.

- i. Even if schools are located within the specified distance, in case of it is difficult to reach them due to natural obstacles such as forests, riverbeds, and mountains.
- ii. If the necessity of starting a school is arisen, in the event of an emergency, upon a Government policy decision, or based on a new project being implemented/special necessity, an opportunity may be granted by concering the reasonable grounds.
- iii. At the occasions where it can be assured that obstacles are available for increasing the number of parallel classes existing in schools currently in compliance of the number of students in the area (e.g., insufficient land for the construction of new buildings, inability to meet the space requirement at an alternative location near the school)

2.2 Procedure for granting approval to start a new school

- The Zonal Structure Committee shall examine the proposal to start a new school and submit it to the Provincial Structure Committee along with a written report containing its recommendation, a completed 2-1 form and all relevant documents.
- The Provincial Structure Committee shall submit its written report with its recommendation and relevant documents, along with all the documents submitted by the Zonal Structure Committee above, to the Provincial Secretary of Education in case of a Provincial School and to the Secretary of the Ministry of Education, Higher Education and Vocational Education in case of a National School, for approval.

2.3 Facts that should be considered when recommendations are made to the Zonal and Provincial Structural Committees

- Suitability of the land (It is advisable to obtain expert assistance and reports when and where necessary)
- Extension of the land

Range of the Grades	Minimum land requirement
1-5	2 Acres
6-11/13	4 Acres
1-11/13	5 Acres

- Possession of land (taking actions to acquire the land lawfully)
- Suitability of existing buildings (A confirmation should be obtained from the Deputy Chief Secretary (Engineering)/Provincial Director of Buildings that the buildings are suitable for maintaining a school)
- Ability to provide funding for the construction of new buildings
- Ability to meet academic/non-academic staff requirements
- Ability to provide physical resources and other infrastructure facilities

3.0 Amalgamation of Schools

This means amalgamating and operating the school with another school nearby (maximum distance 05 kilometers) in cases where there is no adequate student population to run a school (If total number of students in the school is less than 50). Followed by a feasibility study, amalgamation should be carried out in a way that ensures equitable access for all students.

After amalgamating schools, the resources of the two schools shall be belonged to the new school to which amalgamated.

4.0 Starting New Grades

A primary division cannot be started in a school that has only a secondary division and no primary grades. However, new primary divisions can be started within the relevant catchment area if there is a sufficient number of students available to start a school (more than 10 students per Grade studying in one medium) and if there is no another primary school within a distance of 3 km from that school, steps should be taken in accordance with Section 2 of this guidelines relevant to the establishment of a new school.

In the instances where projects implemented with the aim of providing special privileges for the secondary sector have separated the primary sector and turned it into a primary school, operating as two schools, permission shall not be granted to start secondary sector in the relevant schools.

If the approval has been received for the commencement of Grade 6 in a school prior to the date of issuance of this circular, further actions must be taken subject to the relevant conditions.

It is impossible to start A/L Grades in schools which have no A/L Grades currently.

4.1 Commencement of new subject streams in G.C.E.(Advanced Level) Classes.

In addition to the existing subject streams in schools offering GCE Advanced Level, new subject streams such as (Arts/ Commercial/ Science/ Technology) can be initiated. Accordingly, applications should be submitted to the Zonal Director of Education by Form 4-1 (a) for the Arts/ Commerce/ Science streams and Form 4-1 (b) for Technology streams. Thereafter, actions should be followed as per the instructions in Sec.4.1.1.

4.1.1 Facts that should be considered when G.C.E. (A /L) subject streams are commenced.

- i. At least one G.C.E. Advanced Level stream must have already been approved in the school.
- ii. There must be at least 15 qualified students in the relevant school for the subject stream applied for.
- iii. Capability to provide the necessary physical and human resources must be considered.
- iv. Number of vacancies to admit the students in to the schools where the subject stream being applied for and the distance to those schools, should be considered.

Note: No Zonal Director of Education should commence such classes in any school on the basis of obtaining the blanket approval of the Provincial Secretary of Education. Zonal Director of Education should investigate whether there are any schools as such conducting classes without approval and if so, disciplinary action should be taken against the relevant principals by the Zonal Director of Education.

4.1.2 Commencement of the Advanced Level Vocational Subjects Stream

Following points should be considered when approving the Advanced Level Vocational subject streams.

- At least 15 students from that school must have applied for the G.C.E. (Advanced Level) Vocational Subject stream.
- The ability to provide the necessary physical and human resources must be considered.
- Consideration should be paid to the number of students (as per the medium) who do not qualify for admission to other Advanced Level streams from the G.C.E. (O.L.) examination in the relevant zone.

It is mandatory to obtain the approval of the Structural Committee of the Ministry of Education, Higher Education and Vocational Education to start the Advanced Level Vocational Subjects stream in National Schools.

Approval by the Provincial Structural Committee must be obtained on the initiation of the Advanced Level Vocational subject stream in Provincial Council Schools.

Schools that have started the subject stream without formal permission, should be referred to the Ministry of Education, Higher Education and Vocational Education with the recommendation of the Provincial Structural Committee only if it is essential to start the Advanced Level Vocational subject stream, considering the above criteria. If not, steps should be taken to refer those students to a nearby school which functions the Advanced Level Vocational subject stream.

4.2 Commencement of G.C.E. (Advanced Level) New Subject

When granting approval to start a new subject in any currently approved subject stream in a school, priority should be given to schools which have the capacity to start the subject in a manner that does not interfere with the existing timetable by the teachers currently serving in the school. If not, actions should be taken as per the provisions Circular No. 6/2021 dated 28.04.2021 of the Ministry of Education, Higher Education and Vocational Education. Furthermore, the structural

committees should ensure that a sufficient number of students have applied to study the relevant subject.

5.0 Starting Parallel Classes

In the current situation, approval should not be given to start new parallel classes in addition to the approved number of parallel classes for Grades 1-11. However, starting a parallel class as an alternative to starting a new school may be considered. (See paragraph 2.1)

5.1 Facts that should be considered when starting parallel classes for G.C.E. (Advanced Level) Grades

- Minimize the number of classes starting parallel to the GCE Advanced Level Arts stream as much as possible.
- When starting parallel classes for other subject streams, if sufficient physical and human resources can be provided within the total number of classes approved for Advanced Level, the number of classes among different subject streams can be varied.
- When decisions are made on the number of parallel classes for G.C.E. Advanced Level, special attention should be paid to the number of parallel classes and vacancies available in other nearby schools.

5.2 Reduction of Parallel Classes

In the event that the total number of students in relation to the approved number of parallel classes decreases, actions must be taken by the principal of school in order to reduce the number of parallel classes subject to the maximum number of students that should be present in a class as per the provisions laid down by the Circular. Further, proposal to reduce the number of parallel classes in national schools can be presented by the Director of Education (National Schools) or the Provincial Director of Education. The proposal to reduce the number of parallel classes in provincial schools can be presented by the Provincial Director of Education or the Zonal Director of Education. The application for starting and reducing parallel classes (Form 5) should be completed by the Principal and submitted to the Zonal Structural Committee. Thereafter, along with the recommendations of the Zonal Structural Committee and the Provincial Structural Committee, it should be presented for the approval of the Provincial Secretary of Education, in case of a provincial school and if it is a National School, it must be presented for the approval of the Secretary of the Linear Ministry.

6.0 Commencement of Bilingual classes for secondary Grades (6-11)/ English medium classes for G.C.E. (Advanced Level)

6.1 Commencement of bilingual classes for Secondary Grades (6-11)

Only schools that meet the following terms and conditions should submit relevant requests to the Zonal Structural Committee for this purpose by Form 6-1.

- Starting bilingual classes within the existing number of parallel classes
- If a school is to start bilingual education, it should be started from Grade 6 (Bilingual education should not be started in the intermediate Grades).
- Proposal should be made by the school on the subject for which bilingual education should be initiated as per the physical and human resources already available in the school.

6.2 Commencement of G.C.E. (Advanced Level) English Medium Classes (Education Circular No. 2008/43)

Schools that fulfill the following criteria should submit a request to the Zonal Structural Committee by the relevant 6-2 form when English medium teaching is commenced for the selected subject in G.C.E. (A.L) classes.

- The criteria of having minimum number of students 15 students required to start an Advanced Level subject shall also be applied when English medium subject is initiated.
- Proposal should be made by the school on the subject for which English medium should be initiated as per the physical and human resources already available in the school.
- Capability to justify the necessity to start the relevant subject in English medium in this school based on the number of students applying for a subject in the relevant school and the number of students applying for the subject in the surrounding schools where the relevant subject is not offered in English medium in the relevant academic year.

7.0 Naming schools

This is done in two ways: proposing a name for a new school and amending the name currently used by a school.

7.1 Suggesting a name for a new school

Divisional Director of Education of the division to which the school belongs should submit a suitable name for the new school proposed to be started, to the Zonal Structural Committee. Zonal Structural Committee should present its recommendation to the Provincial Structural Committee. If the proposed school is a provincial school, the Provincial Structural Committee should provide recommendations, and if it is a national school, it should be forwarded to the Structural Committee of the Ministry of Education, Higher Education and Vocational Education with the recommendation of the Provincial Structural Committee. Accordingly, the name recommended for the new national school should be recommended by the Structural Committee of the Ministry of Education, Higher Education and Vocational Education.

7.2 Amending the current name of a school

The relevant request should be presented to the Zonal Structural Committee along with the following documents, by the principal of that school.

1. Duly completed relevant application form (Form 7.2)
2. School Development Society Report
3. Opinion of the Alumni Association (Only for schools which have legally active associations currently chaired by the principal)
4. Written evidence/documents/photographs presented in relevant to 7.3

Zonal Structural Committee should submit its recommendation to the Provincial Structural Committee. If the proposed school is a provincial school, the Provincial Structural Committee should make recommendations, and if it is a national school, it shall be forwarded to the Structural Committee of the Ministry of Education, Higher Education and Vocational Education with the recommendation of the Provincial Structural Committee. Accordingly, the Structural Committee of the Ministry of Education, Higher Education and Vocational Education shall present the name recommended for the new national school with its recommendation, to the Secretary of the Ministry of Education, Higher Education and Vocational Education for approval.

7.3 Special facts to be considered when a name is chosen for a school

Choosing a name for a school should be done in accordance with the following factors.

- i. Initiation of school/ Naming of school must not be executed as to be created a feeling of being separated in terms of the ethnicity, religious, or professional wise and being targeted only for exclusive services.
- ii. Naming should not be executed as President College / Prime Minister College / Chief Minister's School.
- iii. Schools should not be named with the names of individuals/religious sect leaders/ spiritual leader.
- iv. A school can be named by a name of the deceased person and it is mandatory that the following facts must be confirmed with the enough written evidences:
Said deceased person,
 - Must be creator of the school
 - Having rendered a great service to education in general or to that school
 - Must be a national hero
- v. Naming a school with a name of a recognized religion or religious sect, or a leader or spiritual leader, is immaterial.
- vi. A school can be named with a name of a religion, religious sect, or sacred place.
- vii. When a new school is commenced, the name of the area or village where it is located can usually be used as the name of school.

7.4 In addition, the School Development Society should make decisions regarding the revision of items that reflect the identity of the school, such as the school song, school logo, school motto, etc.

8.0 Temporary closure of schools

8.1 School review

Reviewing of school means providing an active school which can assure a Quality Education including all the facilities and located at a nearby place of the resident of such student. With that objective, the Provincial Director of Education should conduct a review of the provincial schools in the province once every 03 years. In that, temporarily closing of schools may be considered by the Provincial Structural Committee / Ministry of Education, Higher Education and Vocational Education Structural Committee if it is identified with very low student enrollment and very high per-student costs, if the following factors are satisfied.

- A school with an average number of students in a Grade is 10 or less than this and a total number of students in the school is 50 or less than this.
- Availability of a school within a radius of 05 km from the location of the school that is similar to or superior to the type of school being considered for closure.

For example, when the temporary closure of a Type 3 school is considered with an average of 5 students per Grade and a total number of 27 students, concerning whether a school is located (Form 8-1) a Type 3 school or a Type 2/ 1 Type C / 1 Type AB school within a distance of less than 05 km.

- Students studying in the school proposed to be closed should be admitted to a suitable school that is easily accessible to them, so as not to disrupt the school education of any student.

9.0 Alteration of the school uniform of students

Eventhough School uniforms include usual clothing, shoes, ties, badges, hair styles, head coverings, ribbons, and other clothing restrictions, however when decisions are made on structural decisions, only the clothing provided free of charge (financially and physically) by the Government (such as trousers, shirts, frocks, skirts and tops, children's sarees, fardahs, etc.) to be worn by students, shall be considered as formal attire of the students.

Final decision on other matters should be decided by the School Development Society. Relevant Zonal Director of Education, Provincial Director of Education and Director of Education National School should be informed on those decisions.

Facts mentioned in this chapter on alteration of the uniform shall be effective prospectively only from the date of issuance of this Manual officially.

9.1 Criteria

1. The style and color of the uniform

Female	frocks	<ul style="list-style-type: none"> • Collared/uncollared, sleeves (short/long) • Wavy/Plaid • Colour - should be white.
	jacket	<ul style="list-style-type: none"> • With/without collar • Color - should be white. • With sleeves (short/long) • Fardawa or children's saree - white
	skirt	<ul style="list-style-type: none"> • It should be wavy white/dark blue.
Men	shirt	<ul style="list-style-type: none"> • Collared, with sleeve • Colour - should be white.
	trousers	<ul style="list-style-type: none"> • Should be white/dark blue (Short/Long)

9.2 Documents to be presented

- i. Request letter of the Principal
- ii. Application Form - 9-2 specimen

- iii. The duly completed form should be submitted to the Zonal/Provincial Structural Committee, if it is a provincial school, and to the Secretary of the Structural Committee of the Ministry of Education, Higher Education and Vocational Education along with the recommendations of the Zonal and Provincial Structure Committees, if it is a national school.
- iv. An outline of the proposed uniform
- v. A certified copy of the minutes of the General meeting of the School Development Society, for which consent has been received.
- vi. A certified copy of the minutes of the meeting where the proposed uniform was discussed and agreed upon at a General meeting of the School Development Society, must be submitted together with the signatures of a quorum of members participated,
- vii. Opinion of the school Old Boys' Association (if it is active)

9.3 Methodology

All schools have to submit the request letter including the above documents, to Chairman of the Zonal Structural Committee (Zonal Director of Education).

Secretary of the Zonal Structural Committee have to check and confirm whether the application form and documents are in order and such should be submitted to the nearest Structural Committee meeting for a decision to be taken and the relevant officers should be informed as follows.

- i. Final decision on Type 3, Type 2 and Type 1C provincial schools should be obtained from the Zonal Structural Committee and such must be communicated to the principal.
- ii. In respect of the 1AB type provincial schools, the recommendation of the Zonal Structural Committee along with a copy of the Structural Committee report should be submitted to the Provincial Structural Committee with a covering letter signed by the Chairman. Theteafter, final Structural Committee decision must be taken by the Provincial Structural Committee and Principal and relevant parties should be notified.
- iii. In case of a national school, after obtaining the recommendation of the Zonal and Provincial Structural Committees, the Provincial Structural Committee must submit copies of the reports given by Zonal and Provincial Structure Committee and should be submitted to the Secretary of the Structural Committee of the Ministry of Education, Higher Education and Vocational Education togetherwith the all relevant documents.

- iv. Thereafter, the Secretary of the Ministry of Education, Higher Education and Vocational Education's Structural Committee should examine all the documents, confirming their accuracy and submitting them to the Ministry of Education, Higher Education and Vocational Education's Structural Committee to obtain the approval of the Secretary of Education, Higher Education and Vocational Education for the relevant recommendation, and informing to the principal and relevant parties accordingly.

10.0 School Land Management

The ordinances, Acts, circulars, regulations and instructions issued by the Government on the management of school lands, as well as the circulars and regulations and instructions issued by the Ministry of Education, Higher Education and Vocational Education on such, must also be followed.

Documents belonging to the land acquisition proposal

1. Land Acquisition Application Form (L.A. 03)
2. Information Statement (B4) - 04 copies
3. Special Certificate - 04 copies
4. Feasibility Study Report - 04 copies
5. Rough tracing - a preliminary sketch, a village sketch, a final village sketch, a tracing with accurate and clear boundaries - 04 copies
6. Valuation report provided by the Government Valuation Department - 02 copies
7. Project Report - 02 copies
8. Expression of consent to provide land / allocation of funds relevant to the project - 02 copies
9. Land suitability certificate for building construction/development activities issued by National Building Research Organization
10. Receipt of deposit of assessment amount made to the Divisional Secretary
11. Declaration of waiver of rights to claim compensation

The above documents should be forwarded by the Principal to the Provincial Director of Education through the Zonal Director of Education. In case of a provincial school, the Provincial Secretary of Education should forward them to the Provincial Chief Secretary and through him to The Secretary of the Ministry in charge of the the Provincial Council subject and thereafter, applications are also forwarded to the Secretary of the Ministry of Land. In case of a national

school, the above documents should be submitted to the Secretary of the Ministry of Education, Higher Education and Vocational Education by the Provincial Director of Education. The Secretary of the Ministry of Education, Higher Education and Vocational Education should forward the application to the Secretary of the Ministry of Lands.

11.0 Relocation of an Existing School

- i. Shifting a school from its current location to another location is possible to be done in the following cases.
 - If it is impossible to further develop physical facilities at the current location of the school.
 - In an occasion if the school is not located in a place that should be developed in development plan of the area
 - Relocation of people from the area where the school is located, due to a major development project
 - Being undergone to the natural disasters/there is a risk of being exposed to such.
- ii. In the above intances, due to major structural changes, the proposal to move schools from their current location to another location should be presented to the Provincial Structural Committee by the Zonal Committee on School Structural Affairs. Provincial Director of Education has to consider the following facts before agreeing to that proposal.
 - Suitability of the proposed location for the construction of new buildings and sports fields for the school
 - Should have sufficient facilities to develop the school in the future within the proposed area for the new location of the school.
 - The location where the school is proposed to be relocated should be easily accessible to teachers and students. (Water, electricity, telephone facilities and environmental factors should also be considered.)
 - If the location of the school is part of the development plan for the area, whether the money for it is invested from decentralized funds or Otherwise, through the foreign aid and the financial provisions to be allocated should be decided in consultation with the Provincial Ministry of Education.
 - Public representatives in the area should have expressed their agreement for this new location.
 - School-age population in the proposed area and its growth rate (Model 11)

Model 2-1

Application form for establishing a new school**1. Basic information about the school**

- i. Name of the School :
- ii. Medium of Language :
- iii. Location of the proposed new school :
- iv. Address :
- v. Village / Town :
- vi. Divisional Secretariat Division:
- vii. Electoral Division :
- viii. Education Division :
- ix. Education Zone :
- x. District :
- xi. Province :

2. Existing educational facilities

- i. Information on the other schools within a circular area of 5 km radius.

School name	Type of school	Space facility (square m ² /km ²)	Attendance average	Distance from proposed school (km)	Number of vacancies (students)	
					Primary Grades	Secondary Grades
i.						
ii.						
iii.						

- ii. Reasons why students impossible to send to the above schools, must be justified.

- a) Distance to existing schools is too much.
- b) Students must overcome natural obstacles such as mountains and forests.
- c) Lack of proper road facilities to reach schools
- d) Schools in the area are highly populated.
- e) Other (Please specify.....)

Please mark (x) each box in each square applies.)

3. Necessity for a new school

i. Necessity of initiating a new school

- a) Providing educational facilities to a small, isolated group of people
- b) Providing educational facilities for new inhabitants of a colony
- c) Providing education for people in a newly established village
- d) In an area that is being developed through a development scheme For the people
Currently included in a densely populated area and the number of students
applying to be admitted is very large for the existing school and in case of
further development is impossible.
- e) Other (Please specify.....)

ii. Total population and number of families in the area

1 Grama Seva Niladhari Divisions which could receive the access to this proposed school	2 Total population	3 Number of families	4 Number of children in the 5-16 age group	Number of students prevailing without schools		7 Number of students enrolled into the schools
				5 Under 8 years old	6 Over 8 years old	

iii. Schools at which the number of students mentioned in column 7 of the above table is currently studying.

School name/ Type	Number of students present	Distance from proposed school (km)
1		
2		
3		
4		
5		

4. Inputs required for starting a new school

4.1 Land

i. Existing land area

Acres.	Rood.	Perches.

ii. Information about the land

- High ground ☐
- A middle highland ☐
- A middle low land ☐
- A wetland that needs to be filled ☐
- Other (specify.....)

(Tick any that apply)

iii. Suitability of the land

- Suitable for the construction of buildings ☐
- Suitable for a playground ☐
- Suitable for cultivation ☐
- Other (specify.....)

Apply mark(x) for the facts applicable)

iv. Ownership of the land

Private	State	Semi-state

v. Is there a direct route to reach the land?.....

vi. As to how acquired

A donation	A purchase.	A takeover

vii. Is the land ideal for the school? If so, please justify.

.....

viii. Are there any obstacles in taking over this land for the school?.....

ix. According to the school Grade range, if this land is lesser than the minimum area. Whether the proposed land having a suitable adjacent land to be taken over?.....

If so, information on the land

- a) Nature of the land.....
- b) Extention.....
- c) Ownership.....
- x. If there are buildings on the land, assessed value of the land including those is.....

4.2 Buildings

- i. Is there a building /building available to start a new school?
- ii. Provide the following information on existing buildings:

Type of building	Length/width	Extent.	How long can the building be used?

- iii Materials that have been used to build the above building.

Earth	Walls				Roof				
Cement/ Mud	Clay and sticks	Bricks and cement	Wood	Coconut branches	Coconut branches	Wood chips	Mana branches	Plates	Tiles

- iv. Are there toilet facilities?
- v. Number of toilets please Specify
- vi. Is there a suitable water supply?

vii. Nature of water supply ? please Specify

Well		Water Faucet		River		Tanks		Tracks		Fountains		Tube well	
-------------	--	-------------------------	--	--------------	--	--------------	--	---------------	--	------------------	--	----------------------	--

viii. If there are no buildings available currently, then Specify the type of building necessary.

- Classrooms
- Teachers' quarters
- Toilets

ix. How is the money required to construct buildings obtained?

- A donation from a non-governmental organization.
- A donation to a state-sponsored development project.
- From decentralized funds of the parliamentarians in area.
- From the allocations of the Ministry of Education, Higher Education and Vocational Education.
- From donations received by the well-wishers

4.3 Furniture

i. Is there enough furniture for a new school?.....

ii. State the number of furniture items that can be provided for a new school.

Furniture	Number
Baby table	
Baby chairs	
Children's desk	
Children's chairs	
Teacher's table	
Teacher's chairs	
Blackboards /whiteboards	
Cupboard	
Other	

- iii. If there is no furniture, please indicate as to how being supplied necessary items.

- iv. Current prices of required furniture

Furniture type	Quantity required	Estimated cost is Rs.
Baby table		
Baby chairs		
Children's desk		
Children's chairs		
Teacher's desk		
Teacher's chairs		
Blackboard		
Cupboard		
Total		

4.4 Teacher requirements

- Specify the number of teachers required for the new school.
- Specify the number of teachers required and the number of teachers available within the division, zone, or province.

4.5 Summary of the budget required to build the new school and the source of funds

- Time Frame

Specimen must be completed and submitted to the Provincial Ministry of Education or the Linear Ministry of Education, two months in advance.

	Peopl	Febru	Mar	April	May	June	July	Augu	Sep	Oct	Nove	Dec.	Peopl	Febru	Mar	April	May	June	July	Augu	Sep	Oct	Nove	Dec.
(a) Date scheduled for acquisition of lands																								
(b) The date on which the construction of the building is scheduled to commence and the date on which it is scheduled to be completed																								
(c) Proposed date for delivery of furniture and equipment																								
(d) Proposed date for opening the new school																								

ii. Estimated amount required for the proposed project

- To acquire the land. Rs.....
- For construction of buildings. Rs.....
 - Classrooms Rs.....
 - Teachers' houses Rs.....
 - Toilet/Latrines Rs.....
 - Water/Water supply Rs.....
 - Other buildings Rs.....
- Total cost of wood goods Rs.....
- Total** Rs.....

5 Provide information on the source of funds and the total amount stated in the estimate.

Source of money	Rupees
From the Decentralized Budget Fund	
From the money of the linear ministry	
From the funds allocated for other development projects (Name of the fund:.....)	
Money received from non-governmental organizations (name of organization)	
Donations from well-wishers	
Total	

ii. State the capital funds allocated to the school for the next 05 years.

5.0 Attachments to be submitted with the application form

The following factss should be marked on a 1-inch scale map of the relevant area.

- Location at which School is established
- Nearby schools and their distances
- Location of roads, footpaths, rivers, bridges and other geographical features

Copies of the following relevant documents must be presented.

- Landowner's letter of transfer
- If it is a state land, a land transfer letter issued by the Divisional Secretary.
- Letter issued by the Divisional Secretary on the expenditure of funds from the Decentralized Fund
- Letter of confirmation on receipt of well-wishers' money/donation
- Letter issued by a Rural Development Society on the grant of building materials

6.0 Observations and recommendations of the Zonal Director of Education:-

I hereby certify that the information provided is true and correct. I recommend the establishment of a Primary School/Junior Secondary School/Senior Secondary School.

Other facts:-

Date :

.....
Zonal Director of Education
Signature and official frank

7.0 Recommendation of the Provincial Director of Education

I certify that the information provided is true and correct. I recommend the establishment of a Primary School/Junior Secondary School/Senior Secondary School.

Other facts:-

Date:

.....
Provincial Director of Education
Signature and official frank

8.0 Approval of the Secretary of the Ministry of Education/Provincial Ministry of Education

1. I approve/disapprove of the construction of this school.
2. School Type: Primary/Junior Secondary/Senior Secondary
3. School Census number is..... (This should be obtained from the linear ministry)

Date:

.....
Secretary,
Ministry of Education / Provincial Ministry of Education
..... Province

Model 5

**Application for..... Commencement of classes related to Grades/
increasing / decreasing number of parallel classes.**

1. Basic information about the school

- i. School Name:.....
- ii. Type:. (1 AB/1C/2/3) :.....
- iii. Census Number :
- iv. Principal's/School's Telephone Number:.....
- v. Email address.....
- vi. Province:.....
- vii. District:.....
- viii. Electoral Division:.....
- ix. Education Zone:.....
- x. Education Division:.....
- xi. Divisional Secretariat Division:.....

2. Space

- i. Amount of land owned by the school:.....
- ii. Amount of land owned by buildings:.....

3. Condition of buildings:

* Building type	Number of buildings	Building number	Long feet	Width feet	Number of floors	Total area (Square feet)
Classroom buildings						
Laboratory						
Libraries						
Homescience labs						

Sports hall						
Language labs						
Math lab						
Computer labs						
Technology Labs						
**Other						

* Provide information about each type of existing building separately. Use an attachment if necessary.

** When reporting under Other, please specify the type of building.

Examples: Aesthetics, Agriculture, Technology, etc.

4. Information on student numbers and parallel classes (current year and three previous years)

4.1 Primary Division (1-5)

Grade	20.....			Number of parallel	20.....			Number of parallel classes	20.....			Number of parallel	Current year 201.....	Number of parallel		
	Men	Female	Total		Men	Female	Total		Men	Female	Total			Sinhala/Tamil media	Bilingual / English	Total
1																
2																
3																
4																

5																				
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.2 Secondary Division (Grades 6-11)

Grade	20.....			Number of parallel classes		20.....			Number of parallel classes		20.....			Number of parallel classes		Current year 201.....			Number of parallel classes	
	Men	Female	Total	Sinhala / Dravidian Media	Bilingual / English	Men	Female	Total	Sinhala/Dravidian media	Bilingual / English	Men	Female	Total	Sinhala/Dravidian media	Bilingual / English Medium	Men	Female	Total	Sinhala/Dravidian media	Bilingual / English Media
6																				
7																				
8																				
9																				
10																				
11																				

4.3 Secondary Division G.C.E. (Advanced Level) – (Write Biology, Mathematics, Technology, Commerce, Arts separately.)

Grade	20.....			Number of parallel classes		20.....			Parallel Classes Number	20.....			Number of parallel classes		Current year 201.....	Number of parallel classes	
	Men	Female	Total number	Sinhala/Dravidian media	Bilingual (English medium)	Men	Female	Total number		Men	Female	Total number	Sinhala/Dravidian media	Bilingual (English medium)		Sinhala/Dravidian media	Bilingual (English medium)
12 Biology																	
12 Maths																	
12 Technology																	
12 Commerce																	
12 Arts																	
13 Biology																	
13 Math																	
13 Technology																	
13 Commerce																	
13 Arts																	

5. Information regarding classroom space

5.1 Primary Division (Grades 1-5)

Grade	20..... year				20..... year				20..... year (current year)			
	Number of classes	Number of classrooms used	Disadvantages	Excess	Number of classes	Number of classrooms used	Disadvantages	Excess	Number of existing classes	Classes used Number of rooms	Disadvantages	Excess
1												
2												
3												
4												
5												

5.2 Secondary Division (Grades 6-11)

Grade	20..... year				20..... year				20..... year (current year)			
	Number of classes	Used Number of classrooms	Disadvantages	Excess	Number of classes	Used Number of classrooms	Disadvantages	Excess	Number of existing classes	Used Number of classrooms	Disadvantages	Excess
6												
7												
8												
9												
10												

11												

5.3 Secondary Division (Advanced Level) – (Biology, Mathematics, Technology, Commerce, Arts separately Note)

Grade	20..... year				20..... year				20..... year (Current year)			
	Number of classes	Used Classrooms Number	Disadvantages	Excess	Number of classes	Used Classrooms Number	Disadvantages	Excess	Number of existing classes	Classrooms used Number	Disadvantages	Excess
12 Biology												
12 Maths												
12 Technology												
12 Commerce												
12 Arts												
13 Biology												
13 Math												
13 Technology												
13 Commerce												
13 Arts												

6. Information about other schools in the area

6.1 Schools with primary grades within circular area of 5 km radius.

School name	Distance	Student numbers in primary grades					Total number of students
		1	2	3	4	5	

6.2 Secondary within 05 km. (Grades 6-11) Schools

School name	Distance	Student numbers in secondary grades						Total number of students
		6	7	8	9	10	11	

6.3 Schools offering secondary (higher level) education within 05 km.

School name	Distance	Student numbers in A/L grades										Total number of students
		12 Biology	12 Mathem	12 Technol	12 Comme	12 Arts	13 Biology	13 Math	13 Technol	13 Comme	13 Arts	

(Complete only if applicable)

7. Reasons for cannot be admitted to the schools mentioned in paragraph 6 above for those who are expected to be admitted to the Grades requested to increase in this school -

.....

.....

.....

.....

.....

.....

.....

.....

8. Information on the teaching staff

- 8.1 Information related to subject teaching (annex as an attachment if necessary)

Serial number	Section (Primary/Secondary (Grades 6-11)/A-Level)	Teachers' names	Eligibility	Subject taught	If subjects not directly relevant to qualifications are taught, the reasons for this are

- 8.2 Teachers available for additional classes requested

Serial number	The grade to which the additional class is being applied for	Names of teachers who can be deployed	Subjects currently taught, number of classes and time periods Number	Subject(s) that can be taught	Eligibility	Whether the subject that can be taught is relevant to the qualifications obtained

9. Justification for requesting an additional class/removing a class (numerical data/relevant information):

.....

.....

.....

10. If there are other issues:

.....

.....

.....

.....

11. If this Class is Approved, Names below mentioned facilities, currently available facilities whether teaching staff is possible to be fulfilled by the current staff

- | | |
|-----------------------------------|---------------------------|
| ✓ Building space | - available/not available |
| ✓ Equipment (desks, chairs, etc.) | - can/cannot be provided |
| ✓ Requirement of Teachers | - can/cannot be provided |

.....

.....

Date

Principal's signature and seal

12. Recommendation of the Zonal Education Director

If this class is recommended, the following facilities can/cannot be provided:

- | | |
|-----------------------------------|---------------------------|
| ✓ Building space | - available/not available |
| ✓ Equipment (desks, chairs, etc.) | - can/cannot be provided |
| ✓ Teacher requirements | - can/cannot be provided |

.....

.....

Date

Zonal Director of Education
Signature and seal

13. Recommendation of the Provincial Director of Education

If this class is recommended, the following facilities can/cannot be provided:

- | | |
|-----------------------------------|---------------------------|
| ✓ Building space | - available/not available |
| ✓ Equipment (desks, chairs, etc.) | - can/Cannot be provided |
| ✓ Teacher needs | - can/cannot be provided |

.....

.....

Date

Provincial Director of Education
Signature and seal

14. Recommendation by the Director of Education/National Schools

If this class is approved, the following facilities can/cannot be provided:

- | | |
|-----------------------------------|---------------------------|
| ✓ Building space | - available/not available |
| ✓ Equipment (desks, chairs, etc.) | - can/cannot be provided |
| ✓ Teacher needs | - can/cannot be provided |

.....
Date

.....
Director of Education (National Schools)
Signature and Seal

Model 6 -1**Application form for starting Bilingual classes from Grade 6****1. Basic information about the school**

- i. School Name :
- ii. Census Number:
- iii. Address :
- iv. Telephone number:
- v. Email Address :
- vi. School Type :
- vii. Electoral Division :
- viii. Education Zone:
- ix. Education Division :
- x. Divisional Secretariat Division :
- xi. Province :
- xii. District :
- xiii. Number of parallel classes in the Grade 6
- xiv. Total number of students in Grades 6-11
- xv. Number of students applying to study under the Bilingual education programme from Grade 6:.....

2. Information on teachers available to teach the relevant subject in English medium

Teacher's name	Subjects you are willing/able to teach	Appointment date	Subjects taught	Educational and professional qualifications	Teacher's signature

3. I declare that the necessary physical facilities for bilingual education and teachers to teach the subject can be found within the school itself.

.....
Date

.....
Principal's signature and official seal

4. Recommendation by the Zonal Coordinator (Bilingual Education)

.....

.....
Date

.....
Zonal Coordinator (Bilingual Education)
Signature and official seal

5. Recommendation of the Zonal Education Director

.....

.....
Date

.....
Zonal Director of Education
Signature and official seal

6. Recommendation of the Provincial Coordinator (Bilingual Education)

.....

.....
Date

.....
Provincial Coordinator (Bilingual Education)
Signature and official seal

7. Approval/recommendation of the Provincial Director of Education

.....

.....
Date

.....
Provincial Director of Education
Signature and official seal

Model 6-2

**G.C.E. (A/L)..... Application form for commencing
English medium classes for the subject stream**

1. Basic information about the school

- i. School Name :
- ii. Census Number :
- iii. Type (1 AB/1C) :
- iv. Address :
- v. Telephone number :
- vi. Email Address :
- vii. Province :
- viii. District :
- ix. Electoral Division :
- x. Education Zone:
- xi. Education Division :
- xii. Divisional Secretariat Division :
- xiii. Total number of students in Grades 12-13 :
- xiv. Grades 12-13 Number of students studying the applied stream :
- xv. Number of students applied to study in English medium from Grade 12 onwards : ...

2. Information about teachers who have the necessary qualifications to teach the relevant subject stream through English medium

Teacher's name	Subject with the ability to teach	Appointment date	Subjects teaching	Educational and professional qualifications	Teacher's signature

3. I declare that the necessary physical facilities and teachers to teach the subject can be found within the school itself to provide education through the English medium.

.....
Date

.....
Principal's signature and official seal

4. Recommendation from the Zonal Coordinator (Bilingual Education)

.....

.....
Date

.....
Zonal Coordinator (Bilingual Education)
Signature and official seal

5. Recommendation of the Zonal Director of Education

.....

.....
Date

.....
Zonal Education Director
Signature and official seal

6. Recommendation of the Provincial Coordinator (Bilingual Education)

.....

.....
Date

.....
Provincial Coordinator (Bilingual Education)
Signature and official seal

7. Recommendation of the Provincial Director of Education

.....

.....
Date

.....
Provincial Director of Education
Signature and official seal

Model 4-1 (a)**Application form for starting G.C.E. Advanced Level.....
stream****1. Basic information about the school**

- i. School Name :
- ii. Census Number :
- iii. Type (1AB/1C) :
- iv. Address :
- v. Email Address :
- vi. Education Division:
- vii. Electoral Division :
- viii. Education Zone:
- ix. District :
- x. Province :

2. i. Number of students who qualified to study the applied subject stream within the last three years

Year	Number of students

ii. Number of students expected to be admitted for the stream applied for:

(A document stating the names of those students and their G.C.E.(O.L.) Examination results as per the subject, should be attached.)

3. Information about schools with the requested subject stream located within 5 kilometers of this school

School name	Distance to this school	Number of students applying for the subject stream	Number of students that can be admitted further
1			
2			
3			
4			
5			

4. Reasons why students from this school cannot be admitted to classes at the above schools:

.....

.....

.....

.....

5. Information about schools offering Grade 11 (O.L.) classes within a 5 km radius of this school:-

School name	Distance to this school (km.)	Number of students in Grade 11

6. Information on the teachers at this school who are qualified to teach the requested subject stream:-

Educational Qualifications	Subjects	Number

7. Subject stream applied for Information on physical resources required for implementation

Requirements from school's current facilities and teaching staff can/cannot be fulfilled

- Classrooms - available/unavailable
- Labs / Lab equipment - available / unavailable
- Furniture (desks, chairs, etc.) - can/cannot be provided

8. Principal's recommendation

I certify that the above information is true.

Date:.....

.....
Principal's signature and official seal

9. Recommendation of the Zonal Education Director

Information given above is correct. I recommend/do not recommend starting the subject stream in this school.

Date:.....

Regions Education Director's

.....
Signature and official seal

10. Recommendation of the Provincial Director of Education.

I recommend/I do not recommend starting the subject stream in the above school.

Date:.....

.....
Provincial Director of Education
Signature and official seal

11. Approval of the Provincial Secretary of Education.

I hereby approve the commencement of the subject stream of the above school / Please classify this school as a 1AB/1C school.

Date:.....

.....
Signature of Provincial Secretary of Education
Signature and official seal

Model 4 -1 (b)**Application form for starting G.C.E. (Advanced Level) Technology stream****1. Basic information on the school**

- i. School Name :
- ii. School Census Number :
- iii. Type (1AB/1C) :
- iv. Address :
- v. Telephone number :
- vi. Email Address :
- vii. Province :
- viii. District :
- ix. Education Zone :
- x. Divisional Secretariat Division :

2. Facilities available for starting the relevant subject stream**i. Human Resources**

Subject	Teacher's name	Eligibility	Phone number
Engineering Technology			
Biosystems Technology			
Science for technology			

ii. Physical resources for practical training

Subject	Hall facilities (Square size)	Subject equipment
Engineering Technology		
Biosystems Technology		

(If there are no hall facilities and subject equipment and if it is expected to obtain such facilities from a technical faculty of a nearby school offering the G.C.E (Advanced Level) Technology subject stream, please attach a letter indicating the method of safely transporting the students to it and how to cover the travel expenses, as well as the agreement of the relevant school principal to provide the facilities)

3. Number of students applying for the Technology stream

Year : -.....

Subject	Number of students		
	Male	Female	Total
Engineering Technology			
Bio systems Technology			
Science for technology			

4. Information on nearby schools offering G.C.E. (Advanced Level) Technology subject stream

School name	Distance (km)	Number of students	
		Bio systems Technology	Engineering Technology
		12/13	12/13
1			
2			
3			
4			
5			

5. Recommendation by the Principal

I certify that the above information are true and accurate.

.....
Date

.....
Principal's signature

6. Recommendation by the Zonal Director of Education

I recommend that the requirements for library and laboratory facilities and other equipment, the buildings equipped with classrooms, desks, chairs, etc. and the provision of teachers, subject to have been met by the Principal, if the Technology stream is started for Advanced Level.

I do not recommend it due to the following reasons/reasons as inadequate physical resources / inadequate human resources / Technology stream being implemented in nearby schools and vacancies / Not enough students have applied / Other.....

.....

.....

Date

.....

Zonal Director of Education
Signature and official seal

7. Recommendation by the Provincial Director of Education

If the Technology stream is introduced for Advanced Level, I recommend that the requirements for buildings, classrooms, desks, chairs, library and laboratory facilities, other equipment, etc., and the provision of teachers subject to have been met by the Principal.

I do not recommend this course due to the fact that the subject stream is operational and there are vacancies/ insufficient number of students have applied/ other.....

.....reasons/reasons.

.....

Date

.....

Provincial Director of Education
Signature and official seal

8. Approval by the Provincial Secretary of Education

.....

.....

Date

.....

Provincial Secretary of Education
Signature and official seal

Model 4-2**Application form for starting the Advanced Level Vocational stream****1. Basic information about the school**

- i. School name :
- ii. Census Number :
- iii. Type (1AB/1C) :
- iv. Address :
- v. Email Address :
- vi. Education Division :
- vii. Electoral Division :
- viii. Education Zone :
- ix. District :
- x. Province :

2. Number of students expected to study the G.C.E. (Advanced Level) vocational subject stream

3. Information on schools with the requested subject stream located within 5 km of this school:

School name	Distance to this school	Number of students for the subject stream	Number of students can be admitted further
1			
2			
3			
4			

4. Reasons for not being able to admit students from this school to the classes of the above schools

.....

5. Information on schools offering Grade 11 (Ord Level) classes within a 5 km radius of this school:

School name	Distance to this school (km)	Number of students in Grade 11
1		
2		
3		
4		
5		

6. Subjects expected to start in school

- i.
- ii.
- iii.

7. Information on the teachers of this school who are qualified to teach general subjects and the requested vocational subjects: -

Teacher's name	Educational Qualifications	Subjects can be taught
1		
2		
3		
4		

8. Information on the physical resources required for the implementation of the Advanced Level Vocational stream:-

Whether it can be/ can not be achieved with the school's existing physical facilities

- | | |
|-----------------------------------|---------------------------|
| ▪ Classrooms | - available/not available |
| ▪ Laboratory equipment | - available/not available |
| ▪ Furniture (desks, chairs, etc.) | - available/not available |

9. Principal's recommendation

I certify that the above information is true.

Date :-.....

.....
Principal's signature and seal

10. Recommendation of the Zonal Director of Education

9.1. Physical resources provided for the Advanced Level Vocational stream in a school that is not currently operating can/cannot be transferred to this school.

9.2. I do/do not recommend the requested subjects for implementation in this school.

9.3. Information given above is correct. I recommend/do not recommend starting the Advanced Level Vocational stream in this school.

Date:-.....

.....
Zonal Director of Education
Signature and seal

11. Recommendation of the Provincial Director of Education

I recommend/do not recommend starting the A/L vocational stream at the above school.

Date:-.....

.....
Provincial Director of Education
Signature and seal

12. Approval of the Provincial Secretary of Education.

I approve/disapprove of the commencement of the Advanced Level Vocational stream at the above school.

Date:-.....

.....
Provincial Secretary of Education
Signature and seal

Model 7-2**Application for change of name of a school****1. Basic information about the school**

- i. Current name of the school
- ii. Type (1AB/1C/2/3):
- iii. Census Number :
- iv. Address :
- v. Email Address :
- vi. Province :
- vii. District :
- viii. Electoral Division :
- ix. Education Zone :
- x. Education Division :
- xi. Divisional Secretariat Division :
- xii. Proposed name to be used in future :

2. i Total number of students in the school**ii Number of students belonging to different ethnic groups**

Ethnicity	Number of students

iii one One For religions Belonging Student Number

Religion	Number of students

3. Has the School Development Society agreed to change these names ?.....(Annex)

4. Whether the proposed names cause discrimination between different races or religions?

.....

5. Specific reasons for choosing the proposed name : -

6. Is the proposed name that of a currently living person ?.....

(Name of a living person should not be proposed)

Date : -

Principal's signature and official seal

7. Recommendation of the Zonal Director of Education

Information provided in this application is correct. I recommend/I do not recommend changing the name.

Date : -

Zonal Director of Education

Signature and official seal

8. Recommendation of the Provincial Director of Education

I recommend/do not recommend the request for a new change in the above-mentioned school.

Date :-.....

Provincial Director of Education

Signature and official seal

9. Decision by the Provincial Secretary of Education

I approve/disapprove the above request. Please inform the alteration of the name to all branches and divisional offices of the line Ministry, this Ministry, your department and the zonal office.

Date : -

Provincial Secretary of Education

Signature and official seal

Model 11-0

Application form for shifting a school from its existing location to another location

1. Basic information about the school

- i. School Name:.....
- ii. School Address:.....
- iii. Census Number :
- iv. School telephone number:
- v. Electric Mail Address :
- vi. Education Zone :
- vii. Education Division:.....
- viii. Province :
- ix. District :
- x. Current location of the school:.....
- xi. Proposed location for moving the school:.....
- xii. (Please attach a map to the application showing the current location and proposed location of the school)
- xiii. Distance from the current location of the school to the proposed location (km.):.....
- xiv. Reasons for moving the school to the proposed location:.....

2.

i. Whether any student misses the opportunity to go to school within the prescribed distance due to the relocation of the school to the proposed location?

ii. Alternative measures to be taken against such students if any:

3. Extent of land allocated for the school at the proposed location: -

5. Is that land suitable for running a school? (Please provide information about the nature of the land)

6. Are there transportation facilities to the proposed location?

7. Has the proposed change of location received parental approval?

(Attach a letter of approval of the School Development Society)

8. Has the proposed location change received the consent by the public representatives of the region ? (Please attach letters of consent as such)

9. Has funding been received for the construction of new buildings at the proposed location ?

10. Expected date for the proposed location change:-

11. I certify that the above facts are true.

Date:-.....

Principal's signature and official seal

12. Recommendation by the Zonal Director of Education

- i. I personally inspected the proposed location for the school. That location is suitable/unsuitable for establishing the school?
- ii. Financial allocations are being made from..... for the construction of new buildings for the school. (Attach copies of certificates on allocation of funds)
- iii. I do/do not recommend this location change.

Date:.....

Zonal Director of Education
Signature and official seal

13. Recommendation by the Provincial Director of Education

I have personally inspected the proposed location. I recommend/do not recommend this location change.

Date:.....

Provincial Director of Education
Signature and the official seal

14. Decision of the Provincial Secretary of Education

I approve/disapprove of the relocation of the above-mentioned school to the location indicated in number 06 above. After making the change of location, please inform the relevant authorities of the new address.

Date:.....

Provincial Secretary of Education
Signature and the official seal

Application form for closing a school

1. Basic information about the school

- i. School Name:.....
- ii. Type (1AB/1C/2/3) :
- iii. At school Census Number :
- iv. School Address:
- v. Telephone number :
- vi. Electric Mail Address :
- vii. Village/Town:
- viii. Constituency:
- ix. Education Department:
- x. Education Zone :
- xi. District :
- xii. Province :
- xiii. Language Medium:

2. Current student population:

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13
Female													
Male													
Total													

3. Number of teachers in the school:

Educational and professional qualifications	Number
1 Undergraduate/Postgraduate	
2 Training	
3 diplomas	
4 Certificated	
5 Uncertificated	
Total	

4. Information on buildings

Building type	Length and width	Permanent, semi-permanent or temporary

5. Extent of Land: -

6. Distance to other nearby schools: -

School name	Type	Distance from school

7. Access routes to those schools:

8. Are there transportation facilities to those schools?

9. Will there be space in those schools to admit all the students of the schools that are being closed? (Letter confirming the space received from the principals of those schools)

10. What alternative measures will be taken for the students of the proposed school if a school cannot be provided within the mandatory distance?

11. Number of out-of-school children between the ages of 5-16 years in the covering area of the proposed school: -

12. Clearly state the programme used to enroll those students in schools: -

13. Is this school located in an isolated / disadvantaged area?

14. Is there a signed document that obtained the consent of the parents to close the school at a School Development Society meeting? (Attach a copy)

15. What steps will be taken on the existing buildings of the school?

16. What steps are being taken regarding the school's financial assets?

17. To which schools will the furniture and equipment be redistributed?

18. What is the plan to replace the teachers currently working at the school ?

19. Principal's recommendation:-

I certify that the above information is true.

.....

Date

.....

Principal's Signature and the official seal

20. Observations of the Deputy Director of Education/Assistant Director of Education in charge of the Education Division:-

Date:.....

.....
Signature of the Deputy Director of
Education/Assistant Director of Education
in charge of the division

21. Recommendation of the Zonal Director of Education

Information contained in this application is correct. I do/do not recommend the closure of this school.

Date:.....

.....
Zonal Director of Education
Signature and official seal

22. Recommendation of the Provincial Director of Education

Based on the information provided, I recommend/do not recommend the closure of this school.

Date:.....

.....
Provincial Director of Education
Signature and official seal

23. Approval of the Provincial Secretary of Education

I approve/disapprove the closure of the school from..... /Please take necessary actions to inform the close of the branches of the line Ministry, this Ministry, Provincial Department and Zonal Educational office on the closure of school.

Date:.....

.....
Provincial Secretary of Education
Signature and the official seal

9-2 Model

Application form for altering school uniforms**1. Basic information on the school**

- i. School Name :.....
- ii. Type (1AB/1C/2/3):
- iii. Census Number :
- iv. Telephone number :
- v. Address:
- vi. Email address.....
- vii. School Division :
- viii. School Zone :
- ix. School Province :
- x. District :
- xi. Province :

2. Information on Current uniform :

.....

.....

.....

.....

3. Information on as to how uniform should be altered :

.....

.....

.....

.....

4. Has the General Assembly of the School Development Society been held and the members informed on the approval ? Has the General Assembly agreed to alter the uniform? The relevant resolution is must be included (a certified copy of the same and the minutes of the Society meeting should be attached herewith)

5. Principal's recommendation:

I hereby certify that Above Information are True.

Date:-.....

.....

Principal's signature and official seal

6. Recommendation of the Zonal Director of Education

I recommend/do not recommend the request for an alteration in the school uniform.

Date:-

.....
Zonal Director of Education
Signature and official seal

7. Recommendation of the Provincial Director of Education

Since the above facts are correct, I recommend/do not recommend the request to change the school uniform.

Date:-.....

.....
Provincial Director of Education
Signature and official seal

8. Approval of the Secretary of Education/Provincial Secretary of Education

I approve/disapprove the request to alter the school uniform.

Date :-.....

.....
Secretary of Provincial Education
Signature and official seal