



SECRETARY

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Royal Government of Bhutan
Ministry of Education

Cultivating the Grace of Mind



Ref: MoE/DSE/ECCD&SEN/MISC-19/...608.....

Date: 17th March, 2020

To
The Chief DEOs/Chief TEOs
All Dzongkhags and Thromdeys

Subject: Data Collection on SEN Module in EMIS

Dear Sir/Madam,

The Special Education Section of the ECCD & SEN Division, Department of School Education, MoE has annually been collecting data from Schools with SEN program and a selection of general schools through excel sheet and Google forms in the past. However, with the development and integration of SEN module in the EMIS, all schools and ECCD centers in the country are mandated to feed in the data and information, accordingly. As a first step towards this initiative, all Principals and SENCos of Schools with SEN programme and Special Schools were trained on the new module in 2019.

The data is necessary for planning, implementing and monitoring effectiveness of the programmes and activities concerning inclusive education across the country. Questions are being asked on school information, individual student information about disability and also specific information related to inclusive and special education programmes and services.

Therefore, the Ministry would like to inform all Principals and SENCos (as appropriate) to complete the **SEN module in the EMIS** if the school or ECCD center has children/students with disabilities or special educational needs. MoE has also uploaded step-by-step **User Guide on the SEN Module** under “downloads” and “guidelines” tabs for quality data input. Please complete the online data submission, **latest by 31st March, 2020**.

Feel free to contact SEN Section at 02-331981 during office hours for any clarification.

We thank you for your continued support and cooperation.
Sincerely Yours

Karma Tshering
(Offtg. Secretary)
CC:

1. All Principals for necessary action.
2. OFF...