

## IMPACT OF SCHOOL RECORDS ON THE ADMINISTRATION OF PUBLIC SECONDARY SCHOOLS IN ZARIA EDUCATION ZONE, KADUNA STATE

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### **Abstract**

*The study investigated the impact of school records on the administration of public secondary schools in Zaria Education Zone, Kaduna State. The study was embarked upon with the objectives to: determine the impact of admission/withdrawal record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State; and to find out the impact of examination record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State. These objectives were transcribed into two research questions and two hypotheses. The study employed the use of descriptive survey research design. The target population of the study was made up of 46 Principals, 1183 Teachers and 12 Education officials from Zaria Local Government Area, Kaduna State. A sample size of nine principals, 237 teachers and two education officials, totalling 248 respondents were used in the study. The study sample size represented 20% of the entire population and was drawn using random sampling technique. The instrument titled "school records and administration of public secondary schools questionnaire (SRAPSSQ)" was used for data collection in the study. The instrument was trial tested and reliability coefficient of 0.79 was obtained. The data collected in study was analysed using descriptive statistics of frequency, mean and standard deviation to answer the research questions, while analysis of variance (ANOVA) statistics was used to test the hypotheses at 0.05 level of significance. Findings of the study shows that admission and withdrawal record and examination record keeping significantly impacted on the administration of public secondary schools in Zaria Education Zone, Kaduna State. Recommendation made, among others include that principals and other staff must of necessity ensure accurate admission and withdrawal records keeping towards achieving school goals and objectives.*

**Keywords:** School Records, Administration, Public Secondary School, Admission Records, examination Record,

### **Introduction**

Schools have the task of teaching and providing a learning environment. In so doing, teachers and other members of staff are employed, materials are acquired, pupils/students are admitted, tested, examined and so forth. Some activities in a school need to be accounted for, especially when resources have been or need to be used. It is important for a teacher or school head to justify certain actions. In the absence of proof of

the activity having taken place, it is difficult to explain or account for the resources that may have been expended in the course of the activity. More so, any written or recorded item that shows the existence of a particular student, how many students there are in the school, if a student has been transferred or withdrawn, how many desks have been acquired, etcetera, is a record. In short, records contain information important to the daily running of schools (Chifwepa, 2010). The purpose for which the school is established could only be achieved through effective administration. There is no other way by which the school could achieve the purpose of its establishment other than effective administration. One of the very most important aspects of school administration is record keeping.

Record keeping is very important in school administration because it affects all other aspects of school administration such as planning, budgeting, staffing, facilities, discipline etcetera. Whether the school is primary, secondary or tertiary institution, keeping of records boosts the administrative effectiveness of such school and so, record keeping is not an exclusive of any level of education. A record according to Chifwepa (2010) is defined as a documented proof of a transaction. This can refer to any activity which falls within the normal routine of an organisation. Records, therefore, are an important means of accountability because they provide proof. For example, there are instances when a school has to ask for certain facilities from the Ministry of Education or any other funding organisation. Unless the school can show that it does not have adequate facilities or that it has admitted more students, it is difficult for the funding organisation to justify sending any of the requested items. School records are documented statement of facts about persons, events, facilities, proposal and activities in and about the school. They are numerous and are usually assigned or delegated to members of staff. However, the responsibility for school records lie squarely on the shoulders of the school head (Osunu, 2002). As could be seen in schools, there are many educational activities such as registration of new students, recruitment of teachers, timetabling, and organization of school programmes, among others. All these are school activities which need to be recorded and stored for retrieval when they are needed. In essence, records simply means those official document, books and files containing vital information of actions and events concerning school which are kept and preserved in school for utilization when needed.

Admission and withdrawal register is a statutory record that contains detailed information about every child admitted as a pupil/student of the school. The school admission register must always be updated and made available for inspection when demanded for scrutiny by education inspectors, law enforcement agents on an official assignment or any authorized person (Onwurah, 2004). The keeping of an admission and withdrawal register is to have comprehensive details of personal and academic background of all pupils/students. With their names and other information entered into the register they become bonafide members of the school. Information recorded in the admission register includes full names of the pupils, age, date of birth, place of birth, date of enrolment, address and occupation of the parents/guardians, state of origin, local government of origin, date of admission, previous schools attended, date of leaving the school, reasons for leaving the school and the school certificates number (Obi, 2001).

Administration here refers to the planning, controlling, organising, staffing, leading, coordinating and directing of available resources (Adeleke, 2001). When an administrator or school principals is able to successfully manage all the school's instructional programmes and their various educational activities in the school, monitor teachers', their progress and job performance, using their records and appropriately recommend them for staff development to the appropriate authority, motivating them accordingly through various welfare schemes such as recommending them for promotions when due and being interested in their personal matters, then one can describe such an administrator as an effective administrator. Contrary to this, it has been observed (Ereh & Okon, 2015) from complains of teachers and scholars that, there have been poor keeping of school records in some schools as valuable documents and records are not properly kept. It seems some schools lack proper storage facilities hence records are kept at the mercy of termites, rats and other destructive elements. It is likely that some schools particularly in the rural area could suffer from disaster such as fire, wind storm in times of rain, community clash which may result in loss of these records.

## **Purpose of the Study**

The main purpose of the study is to determine the impact of school records on the administration of public secondary schools in Zaria Education Zone, Kaduna State. Specifically the study sought to:

1. Determine the impact of admission/withdrawal record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State; and
2. Determine the impact of examination record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State.

## **Research Questions**

The following research questions were answered in the study:

1. What impact does admission/withdrawal record keeping have on the administration of public secondary schools in Zaria Education Zone, Kaduna State?
2. What is the impact of examination record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State?

## **Null Hypotheses**

The following null hypotheses were tested at 0.05 level of significance:

- H<sub>01</sub>: There is no significant impact of admission/withdrawal record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State.
- H<sub>02</sub>: There is no significant impact of examination record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State.

## **Methodology**

The study employed the use of descriptive survey research design. The population of the study includes 46 principals, 1183 teachers and 12 education officials from Zaria Local Government Area, Kaduna State (Ministry of Education, Science and Technology, Kaduna State, 2017). A sample size of 9 principals, 237 teachers and 2 education officials were sampled from the study area, making the total of two hundred and forty eight (248) respondents used in the study. The study sample size represented 20% of the entire

population and was drawn using random sampling technique. The instrument titled “School Records and Administration of Public Secondary Schools Questionnaire (SRAPSSQ)” was used for data collection in the study. The questionnaire used was validated by experts in the field of educational administration and planning, pilot tested and a reliability coefficient of 0.79 was obtained. Data collected in the study were presented in tabular form and responses were calculated in percentages followed by detailed interpretation. Descriptive statistics of mean and standard deviation were used to answer the research questions while Analysis of Variance (ANOVA) was used to test all null hypotheses at 0.05 level of significance.

## Analysis

**Research Question 1:** What impact does admission/withdrawal record keeping have on the administration of public secondary schools in Zaria Education Zone, Kaduna State?

The study sought the opinions of principals, teachers and education officials in order to provide answer to this research question. The summary of analysis made in respect to research question one is presented in Table 1:

**Table 1: Impact of Admission/Withdrawal Record Keeping on the Administration of Public Secondary Schools in Zaria Education Zone, Kaduna State**

SN	Item	Respondents	Mean	SD
1.	Admission/withdrawal record provides a reference for tracing the entry and exit of student admitted into the school.	Principals	3.91	1.48
		Teachers	4.00	0.95
		Edu Officials	3.95	2.82
2.	Admission and withdrawal records provide reliable data needed for the planning of secondary school.	Principals	3.83	1.00
		Teachers	3.32	1.00
		Edu Officials	2.50	2.12
3.	Admission/withdrawal record is useful in supplying information on personal details of student needed for administrative purpose.	Principals	3.85	1.01
		Teachers	2.93	1.20
		Edu Officials	2.71	0.00
4.	Inadequate admission/withdrawal record hinders effective school administration.	Principals	3.22	1.09
		Teachers	3.26	1.06
		Edu Officials	2.50	0.70
5.	Admission and withdrawal records promote accountability as well as enhance administration.	Principals	3.72	0.92
		Teachers	3.26	1.21
		Edu Officials	3.00	0.00
6.	It provides addresses of parents and guardians for contact in case of emergency or invitation to	Principals	3.70	1.00
		Teachers	3.03	1.08
		Edu Officials	3.72	0.00

school functions.				
7.	Keeping of admission record is to have a comprehensive details of family background of student needed for administrative purpose.	Principals	2.99	1.16
		Teachers	3.05	1.05
		Edu Officials	2.60	0.11
			<b>3.29</b>	<b>1.00</b>

Table 1 showed that admission and withdrawal record keeping had impact on the administration of public secondary schools in Zaria Education Zone, Kaduna State. The Table presents the average response mean of 3.29 which is higher than the rating mean of 3.0. The implication of this result is that admission and withdrawal record provides a reference for tracing the entry and exit of student admitted into the school. Therefore, item number 1 on the table attracted the highest response mean of 3.91 for principals, 4.000 for the teachers and 3.95 for education officials. Detail shows that a total of 5 principals agreed with item number 1, while 1 stayed undecided, against 3 principals that disagreed with the item. Also, a total of 11 teachers strongly agreed while 133 agreed, against 42 that stayed undecided while 50 disagreed and 1 teacher that strongly disagreed. In like manner, 1 education officials strongly agreed with item number 1 on the table while strongly disagreed.

**Research Question 2:** What is the impact of examination record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State?

The study sought the opinions of principals, teachers and education officials in order to provide answer to this research question. The summary of analysis made in respect to research question two is presented in Table 2:

**Table 2: Impact Of Examination Record Keeping On The Administration Of Public Secondary Schools In Zaria Education Zone, Kaduna State**

SN	Item	Respondents	Mean	SD
1.	It helps the teacher to keep the parents informed about their children's progress in the school.	Principals	2.66	1.00
		Teachers	2.77	1.24
		Edu Officials	4.00	0.01
2.	Examination record enables the school head to provide guidance and counselling to the pupils.	Principals	2.91	0.97
		Teachers	2.65	1.33
		Edu Officials	3.50	0.12
3.	Keeping examination record helps the school head to be abreast with up to date information about students'	Principals	3.77	1.16
		Teachers	4.70	1.27
		Edu Officials	4.61	0.70

	performance.			
4.	Keeping of examination record is useful for the daily administration of pupil affairs at the school.	Principals	2.98	0.92
		Teachers	3.19	0.94
		Edu Officials	2.55	2.12
5.	Examination record helps the school head identify students' strength and weakness.	Principals	2.66	1.11
		Teachers	3.06	1.04
		Edu Officials	2.80	0.00
6.	Keeping of examination record enables parents who are ignorant about the working of the school to have a better understanding.	Principals	3.71	0.33
		Teachers	2.59	1.25
		Edu Officials	3.50	0.70
7.	Examination record enables the school head to give relevant advice to the parent regarding their children performance.	Principals	3.55	0.52
		Teachers	2.63	1.16
		Edu Officials	3.64	0.75
			<b>3.26</b>	<b>0.89</b>

Table 2 showed that examination record keeping had impact on the administration of public secondary schools in Zaria Education Zone, Kaduna State. The Table presents the average response mean of 3.26 which is higher than the rating mean of 3.0. The implication of this result is that, keeping examination record helps the school head to be abreast with up to date information about students' performance. Therefore, item number 3 on the table attracted the highest response mean of 3.77 for principals, 4.71 for the teachers and 4.61 for education officials. Detail shows that a total of 4 principals strongly agreed, 2 agreed with item number 3, while 3 principals disagreed. Also, a total of 80 teachers strongly agreed, while 84 teachers agreed, against 21 that stayed undecided while 34 disagreed and 18 teachers that strongly disagreed. In like manner, 1 education official strongly agreed with item number 3 on the table while 1 agreed.

### Null Hypotheses Testing

This segment presents the result of the hypotheses tested in the study using analysis of variance (ANOVA) statistics at 0.05 level of significance.

**Null Hypothesis 1:** There is no significant impact of admission/withdrawal record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State.

The study gathered the opinions of principals, teachers and education officials in order to test this hypothesis. The summary of analysis made in respect of hypothesis one is presented in Table 3:

**Table 3: Summary of Analysis of Variance (ANOVA) Statistics on the Impact of Admission/Withdrawal Record Keeping on Administration of Public secondary Schools in Zaria Education Zone, Kaduna State**

Status	Sum of Squares	Df	Mean Square	F-ratio	F-critical	Prob.
Between Groups	6.329	2	3.165	3.326	2.61	.010
Within Groups	357.792	246	.952			
Total	364.121	248				

Table 3 shows the f-ratio value of 1.326 at 246 degrees of freedom and at 0.05 level of significance. The critical value (2.61) is less than f-ratio value (3.326), the probability level P(.010) is less than 0.05 level of significance. This means that there is significant impact of admission/withdrawal record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State. Consequently, the null hypothesis is rejected.

**Null Hypothesis 2:** There is no significant impact of examination record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State.

The study gathered the opinions of principals, teachers and education officials in order to test the null hypothesis. The summary of analysis made in respect of hypothesis 2 is presented in Table 4:

**Table 4: Summary Of Analysis Of Variance (Anova) Statistics On The Impact Of Examination Record Keeping On Administration Of Public Secondary Schools In Zaria Education Zone, Kaduna State**

Status	Sum of Squares	Df	Mean Square	F-ratio	F-critical	Prob.
Between Groups	.357	2	4.178	4.143	2.61	.002
Within Groups	272.429	246	1.736			
Total	272.786	248				

Table 4 shows the f-ratio value of 4.143 at 246 degrees of freedom and at 0.05 level of significance. The critical value (2.61) is less than f-ratio value (4.143), the probability level P(.002) is less than 0.05 level of significance. This means that there is significant impact of examination record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State. Consequently, the null hypothesis is rejected.

### Summary of Major Findings

The following findings were discovered in the study:

1. Admission and withdrawal record keeping had impact on the administration of public secondary schools in Zaria Education Zone, Kaduna State.
2. Examination record keeping significantly impacted on the administration of public secondary schools in Zaria Education Zone, Kaduna State.

### Discussion of Findings

The findings on research question one showed that admission and withdrawal record keeping had impact on the administration of public secondary schools in Zaria Education Zone, Kaduna State. This finding is explained in the perspective of the fact that, admission and withdrawal record provides a reference for tracing the entry and exit of student admitted into the school. Consequently, hypothesis one which stated that there is no significant impact of admission/withdrawal record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State was rejected. This finding is in line with the finding of Alabi (2017) which stated that without keeping appropriate, adequate and relevant admission and withdrawal records, there cannot be effective and efficient administration of secondary schools.

The findings on research question two showed that examination record keeping had impact on the administration of public secondary schools in Zaria Education Zone, Kaduna State. This finding is explained in the perspective of the fact that, keeping examination record helps the school head to be abreast with up to date information about students' performance. Consequently, hypothesis two which stated that there is no significant impact of examination record keeping on the administration of public secondary schools in Zaria Education Zone, Kaduna State was rejected. However, the above findings strongly corroborated the findings of Omoha (2013) that when school principals fail to adhere strictly to effective and accurate examination record keeping, achievement of effective school management will always be at the crossroads. Similarly, poor and inaccurate records keeping in school system dwindle and prevent understanding of real school events and activities.

## Conclusion

The study concluded that admission and withdrawal record provides a reference for tracing the entry and exit of student admitted into the school. Similarly, keeping examination record helps the school head to be abreast with up to date information about students' performance.

## Recommendations

Based on the findings of the study, it was recommended that;

1. Principals and other staff must of necessity ensure accurate admission and withdrawal records keeping towards achieving school goals and objectives.
2. Principals and school registrar should employ accurate and reliable strategies in keeping students examination records for effective school administration.

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