



REGISTRATION PROCESS FOR UNAPPROVED PRIVATE SCHOOLS IN LAGOS STATE

The Honourable Commissioner for Ministry of Basic and Secondary Education has directed the registration of all Yet-To-Be-Approved Private schools operating in Lagos State beginning from Monday 13th January, 2025. The objective of the exercise is to ensure that all the schools under this category are properly documented for registration and intervention purposes. The registration also comes with grading of the schools into three (3) categories. The Private Education & Special Programme (PESP) Department of the Office of Education Quality Assurance is saddled with this responsibility and it has put in place a hitch free process for the exercise.

Benefits to Schools

This registration process offers several benefits to schools, including:

1. Recognition by the Lagos State Government.
2. Access to technical and financial support from various institutions.
3. Letters of Confirmation for learners attending these schools.
4. Verification of school existence by government agencies and private institutions.
5. Annual renewal which attests that they up to date with the Ministry and would lapse after 5 years

How to Register

The registration process involves the following steps:

1. Application: School owners will fill and submit a Google Form using <https://bit.ly/lasgschoolregistration>
2. Verification: An evaluator will be deployed to the school for verification of the information filled.
3. Grading: Submitted details will be reviewed for grading.
4. Documentation: The school will be duly registered on the OEQA Database.
5. Payment: An invoice will be raised for payment and receipt will be generated after payment.
6. Issuance of Letter: A Letter of Registration will be issued.

Required Documentation/Payment

School owners/administrators will be required to upload the following documents when applying:

1. Certificate of registration with the Corporate Affairs Commission.
2. Proof of identity, which may be a valid National Identity Number Card, Voter's Card, LASRRA Card Driver's License, or International Passport.

A payment of Twenty Thousand Naira (N20,000) will be made to Lagos State with an invoice and receipt generated for further documentation

Grading Metrics

Registered schools will be graded based on the extent of availability of some basic requirements for provisional approval to operate in Lagos State. The grading process will consider the under-listed metrics:

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| 1. Number of classrooms | 5. Available Fire extinguishers |
| 2. Number of special rooms | 6. Available Safety charts |
| 3. Number of toilets | 7. Availability of Fence |
| 4. Number of play gadgets/indoor/outdoor games | 8. Available statutory records |



OEQA LAGOS - SCHOOLS REGISTRATION FORM

Section 1 of 4

1. School Name
2. Detailed School Address
3. Local Government / Education District
4. Mode of Operation
5. Type of Enrolment
6. Classification of School
7. Number of Learners (Boys)
8. Number of Learners (Girls)
9. Corporate Affairs Commission (CAC) Registered Name
10. Upload - Corporate Affairs Commission (CAC) Certificate
11. School Type

Section 2 of 4 - AVAILABLE SCHOOL FACILITIES (Nursery/Primary Schools Only)

12. School Building Structure
13. Perimeter Fence
14. Number of Classrooms (Nursery/Primary)
15. Number of Special Rooms (Nursery/Primary)
16. Available Special Rooms (Nursery/Primary)
17. Number of Toilets (Nursery/Primary)
18. Number of Play Gadgets (Nursery/Primary)
19. Available Fire Extinguishers and Sand Buckets (Nursery/Primary)
20. Safety Charts (Nursery/Primary)
21. Statutory Records (Nursery/Primary)

Section 3 of 4 - AVAILABLE SCHOOL FACILITIES (Secondary Schools Only)

22. School Building Structure
23. Perimeter Fence
24. Number of Classrooms (Secondary)
25. Number of Special Rooms (Secondary)
26. Available Special Rooms (Secondary)
27. Number of Toilets (Secondary)
28. Indoor & Outdoor Games (Secondary)
29. Available Fire Extinguishers and Sand Buckets (Secondary)
30. Safety Charts (Secondary)
31. Statutory Records (Secondary)

Section 4 of 4 - Proprietor/Proprietress(s) Details

32. Proprietor/Proprietress (s) Details
33. Title
34. FULL NAME - Proprietor/Proprietress(s)
35. Home Address - Proprietor/Proprietress(s)
36. - Phone Number(s) - Proprietor/Proprietress(s)
37. E-Mail Address - Proprietor/Proprietress (s)
38. National identity Card - School Owner/Proprietor/proprietress

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