

PROVINCE OF SASKATCHEWAN
DEPARTMENT OF EDUCATION



DAILY REGISTER

FOR

RECORDING THE ATTENDANCE

OF

PUPILS

IN

..... S.D. No. *Dist. Aided* .. Unit No.

FOR THE YEAR BEGINNING JULY 1, 19 *19*.. AND ENDING JUNE 30, 19 *20*..

SUPPLIED TO SCHOOLS FREE BY THE DEPARTMENT OF EDUCATION

THIS REGISTER IS A RECORD OF THE SCHOOL CAREER OF THE CHILDREN OF THE
DISTRICT. MARK IT CAREFULLY AND PRESERVE IT

TABULATION OF INFORMATION

This form is to be completed by the teacher and delivered to the superintendent at the time of his official visit.

..... Medford News S.D. No. April 1912

1. ENROLMENT:

Grade	1	2	3	4	5	6	7	8	9	10	11	12	Total
Boys													
Girls													
Total													

2. GROUNDS:

Number of acres
 Level (Yes or No) Yes
 Tidy (Yes or No) Yes
 Fence Yes
 Trees and Shrubs
 Garden (Yes or No)

3. STABLE: Length 22 Width 16

Stalls (No.)
 Adequate Yes
 Clean Yes
 Repairs needed

4. TEACHERAGE:

Outside paint Back
 Interior
 Equipment (List on reverse)
 Repairs needed (On reverse)
 Furnished

5. SCHOOL HOUSE—Condition of:

Floors Parade room
 Lighting (% of window area to floor area) Y
 Windows
 Doors
 Screen doors
 Screens
 Blinds
 Storm sashes
 Blackboard
 Outside paint
 Inside decorations
 Clothes hooks
 Basement

6. HEATING:

Type Condition
 Comfort
 Suggestions

7. SANITARY ARRANGEMENTS:

Type of toilets
 Condition
 Toilet Paper
 Source of drinking water
 Provision for dispensing
 Towels
 Soap

8. GENERAL EQUIPMENT:

Desks— Type	Size	No.	Condition

Cupboards and Bookcases—
 Adequate Condition
 Maps: (List on reverse)
 Number Condition
 Globe:
 Size Condition
 Fire extinguisher—type
 Date last checked
 Inside flags
 Outside flags

Flag pole

Rope
 Framed picture of King and Queen
 Other framed pictures (No.)

Suitability Running?

Clock
 Blackboard compass
 Blackboard set-square
 Yard rule

Thermometer
 Pencil sharpener Condition
 Shoe scrapers Door mats

9. JANITOR SERVICES:

Classroom Toilets
 Scrubbing
 Sweeping
 Annual Cleaning

10. SCIENCE EQUIPMENT:

Complete for Gr. IX Gr. X
 Gr. XI Gr. XII
 (Add supplementary list of all science equipment)

11. PLAYGROUND EQUIPMENT:

Swings Condition
 Teeters Condition
 Horizontal Bars Condition
 Volley ball standards
 Basketball standards
 List small equipment

12. LIBRARY:

Expenditure during last year
 No. of books for Gr. I Gr. II
 No. of other usable books:
 Fiction Non-fiction
 Dictionary Condition

13. HOT LUNCH EQUIPMENT: (List on back)

Operation

14. OTHER EQUIPMENT:

Projector
 Radio Condition
 Piano Condition
 Last tuned
 Record Player Condition
 Organ Condition
 Sand table
 Reading table for primary pupils

15. OPERATIONAL FEATURES:

Home & School Club
 Visitors' Days dates
 Junior Red Cross
 Other students' societies
 Opening exercises
 School phone no. Boarding place
 phone no. Exchange

.....
 Signature of Teacher

Mrs. A. E. Bowser *Martha Ann Cook* 19 *49*
(Superintendent of Schools) (Teacher's Post Office Address) (Date)

This is to notify you that I took charge of the school (or room in the case of graded schools) in
the S.D. No. *105* on *Sept* 19 *49* I hold
a VALID *Leamed* class certificate No. The rate of salary is \$ *15.00*.

The enrolment is A copy of my agreement (has been) (will be) forwarded
to the Department of Education. My period of employment extends to *June 30, 1952*.

Secretary's name *Mrs. A. E. Bowser* (Signed)
Secretary's address *Winkler* *East. Terminal*
(Teacher's Name in full)

NOTE.—This certificate must be completed and mailed to the Superintendent of Schools on the first day
a teacher is in charge in any term.

..... 19.....
(Superintendent of Schools) (Teacher's Post Office Address) (Date)

This is to notify you that I took charge of the school (or room in the case of graded schools) in
the S.D. No. on 19..... I hold
a VALID class certificate No. The rate of salary is \$
The enrolment is A copy of my agreement (has been) (will be) forwarded
to the Department of Education. My period of employment extends to 19.....

Secretary's name (Signed)
Secretary's address
(Teacher's Name in full)

NOTE.—This certificate must be completed and mailed to the Superintendent of Schools on the first day
a teacher is in charge in any term.

..... 19.....
(Superintendent of Schools) (Teacher's Post Office Address) (Date)

This is to notify you that I took charge of the school (or room in the case of graded schools) in
the S.D. No. on 19..... I hold
a VALID class certificate No. The rate of salary is \$
The enrolment is A copy of my agreement (has been) (will be) forwarded
to the Department of Education. My period of employment extends to 19.....

Secretary's name (Signed)
Secretary's address
(Teacher's Name in full)

NOTE.—This certificate must be completed and mailed to the Superintendent of Schools on the first day
a teacher is in charge in any term.

..... 19.....
(Superintendent of Schools) (Teacher's Post Office Address) (Date)

This is to notify you that I took charge of the school (or room in the case of graded schools) in
the S.D. No. on 19..... I hold
a VALID class certificate No. The rate of salary is \$
The enrolment is A copy of my agreement (has been) (will be) forwarded
to the Department of Education. My period of employment extends to 19.....

Secretary's name (Signed)
Secretary's address
(Teacher's Name in full)

NOTE.—This certificate must be completed and mailed to the Superintendent of Schools on the first day
a teacher is in charge in any term.

CERTIFICATE REGARDING SCHOOL PROPERTY

.....
(Date) 19.....

I hereby certify that on my departure from this district today I am leaving in the school the school property indicated below :

- (1) The Elementary School Curriculum. (Yes or No).....
- (2) The Course in Citizenship. (Yes or No).....
- (3) The regulations of the Department of Education (1944). (Yes or No).....
- (4) The High School Curriculum and Regulations. (Yes or No).....
- (5) The Library Record. (Yes or No).....
- (6) The Record of Science Equipment. (Yes or No).....
- (7) The School Attendance Act. (Yes or No).....
- (8) Other school property, forms and circulars mentioned under Instructions to Teachers. (Yes or No).....

And I further certify that a record of all promotions made by me has been filed with the Secretary of the School Board and with the Superintendent of Schools and also entered in the register.

.....
(Signature of Teacher)

CERTIFICATE REGARDING SCHOOL PROPERTY

.....
(Date) 19.....

I hereby certify that on my departure from this district today I am leaving in the school the school property indicated below :

- (1) The Elementary School Curriculum. (Yes or No).....
- (2) The Course in Citizenship. (Yes or No).....
- (3) The regulations of the Department of Education (1944). (Yes or No).....
- (4) The High School Curriculum and Regulations. (Yes or No).....
- (5) The Library Record. (Yes or No).....
- (6) The Record of Science Equipment. (Yes or No).....
- (7) The School Attendance Act. (Yes or No).....
- (8) Other school property, forms and circulars mentioned under Instructions to Teachers. (Yes or No).....

And I further certify that a record of all promotions made by me has been filed with the Secretary of the School Board and with the Superintendent of Schools and also entered in the register.

.....
(Signature of Teacher)

Regulations Governing Free Textbooks

1. Except as hereinafter provided, the authorized free textbooks supplied by the Department shall be used in all schools. The textbooks supplied are the following:

Grade I.....	We Come and Go, Pre-Primer. Fun With Dick and Jane. Our New Friends. Bailey Writing Book 1.
Grade II.....	Friends and Neighbors. More Friends and Neighbors. Canadian Speller, Part I. Everyday Arithmetic, Grade II.
Grade III.....	Streets and Roads. More Streets and Roads. Everyday Arithmetic, Grade III.
Grade IV.....	Up and Away. Bailey Writing, Book II. Everyday Arithmetic, Grade IV.
Grade V.....	Highroads to Reading, Book V. Everyday Arithmetic, Grade V.
Grade VI.....	Highroads to Reading, Book VI. Everyday Arithmetic, Grade VI.
Grade VII.....	Mathematics We Use, Book I. Canadian Speller, Part II. Vitalized English, Grades VII and VIII. Canada Book of Prose and Verse, Book I. (Beckoning Trails).
Grade VIII.....	Mathematics We Use, Book II. Jean Val Jean. Life and Literature, Book II. French Storybook Grammar.
2. The following readers of the Faith and Freedom series are issued free through the Saskatchewan Book Bureau to Roman Catholic schools upon receipt of a requisition form duly signed by the secretary of the school district and by the teacher:

This is Our Home—a basal pre-primer; This is Our Family—primer; These are Our Friends—Grade I;	These are Our Neighbours—Grade II; This is Our Town—Grade III.
--	---
3. Application for free textbooks shall be made on the requisition form supplied by the Department for this purpose.
4. All textbooks supplied by the Department shall be the property of the school district and shall be loaned to pupils as required. Texts loaned to pupils shall be returned to the district when pupils complete their grades or leave the school. Pupils shall exercise reasonable care in the use of these texts and shall be responsible for their return to the school.
5. In all schools the teacher shall keep, in the record book supplied by the Department, a record of all books received from the Department and the disposition of the same; and the teacher shall see that all such texts loaned to pupils are returned to the district in accordance with section (4) next preceding.
6. In schools where there is more than one room, the principal shall exercise supervision over the school textbook records and report thereon to the school board at the end of each term.
7. All textbooks supplied by the Department shall be plainly marked with the name and number of the district as follows: "This book is the property of..... S.D. No....."
8. Textbooks deemed unfit for further use shall not be destroyed or removed from the school except by order of the superintendent of schools. The number so disposed of shall be entered in the record and the entry initialed by the superintendent.

INSTRUCTIONS TO TEACHERS

General

QUALIFICATIONS.—Teachers from outside the Province must not take charge of any school in the Province without first ascertaining the standing to which they are entitled. Communications should be forwarded to the Department of Education, Regina.

OPENING.—As soon as school is opened the Superintendent of Schools should be notified.

AGREEMENT.—The agreement between the trustees and the teacher shall be prepared in triplicate, and one copy forwarded to the Department of Education as soon as the teacher takes charge. The other copies should be retained by the teacher and the school board respectively. Whenever a change is made in the rate of salary paid to a teacher, a new agreement should be drawn up. The secretary of the board may secure agreement forms from the Department on request.

CURRICULUM.—The Elementary School Curriculum and the Regulations governing schools organized under The School Act should be closely followed by the teacher. **The copy of the curriculum provided for each classroom is the property of the school district and must not be taken away by the teacher.**

TIME-TABLE.—The teacher shall prepare a time-table and have it placed in a conspicuous position in the school.

RECORD OF PROGRESS.—It is essential that the teacher keep an accurate record of the progress of each pupil. This record may be made in an ordinary notebook and when a teacher leaves the school it should be left in the register or with the secretary for the information of the next teacher.

LIBRARY.—The school should be provided with a bookcase and with a cupboard with lock and key in which to keep surplus supplies. A complete record of the library books and supplies should be kept by the teacher.

RECORD OF FREE TEXT BOOKS.—The Pupils' Account must be kept strictly up to date and the stock account completed on June 30. The Superintendent will check these records.

DIFFICULTIES.—Notes should be made of difficulties encountered by the teacher and these should be referred to the Superintendent on the occasion of his visit.

PROMOTIONS.—The promotion of pupils from grade to grade rests with the teacher, subject to the approval of the Superintendent of Schools. The teacher is warned against making promotions without due regard to the standing of the pupils, particularly before leaving a district. All promotions should be entered, with the date, on the pages provided for the "Enrolment and Record of Pupils," and in the "Record of Pupils' Standing for Promotion."

JUNE TESTS.—For the convenience of the teacher in making promotions from Grade VIII to Grade IX, from Grade IX to Grade X and from Grade X to Grade XI, in June each year, the Department of Education prepares test papers. Forms for making requisition for these papers are sent to all schools in the Province in December. The lower grades should not be dismissed during the writing of these tests without the prior written approval of the Superintendent.

DEPARTMENTAL EXAMINATIONS.—Departmental examinations for Grade XI and Grade XII diplomas are held each year during the latter part of June. Candidates for either of these examinations must make application on the prescribed form to the Department not later than May 1. Forms for this purpose may be obtained from the Department.

CORRESPONDENCE.—When corresponding with the Department teachers are asked to write on only one side of the sheet and to refer to only one subject in a letter. For purposes of identification the teacher should sign his name in full as given on the Saskatchewan certificate held, and the class and number of such certificate should be indicated, also the name and number of any school district referred to should be given.

CHANGE OF TEACHER.—If a teacher should leave during the term the register must be completed to date of leaving.

SCHOOL PROPERTY.—When a teacher leaves for vacation or leaves the district permanently, the School Register and all forms and circulars pertaining to the school and any school property in his possession must be left in the schoolhouse or handed to the secretary for safe-keeping.

SCHOOL REGISTER

All teachers are required to read the following carefully before enrolling pupils for the year.

The register is a record of the school career of the children. Mark it carefully and preserve it.

This register contains sufficient space to provide for the enrolment and attendance of 70 pupils for the twelve months beginning July 1 and ending the following June 30. One register is supplied for each room in operation every year, and if further copies are required an explanation as to the reason should be forwarded to the Department with the request.

All entries should be made in ink. Use a fine pen. Write neatly and legibly.

The Register must be kept up-to-date in all details.

ENROLMENT OF PUPILS.—Every pupil resident in the district between the ages of 7 and 15, except as provided under "Withdrawals" below, who has not passed the Grade VIII examination shall be counted as enrolled as from the first day the school opens after July 1. Other pupils shall be counted as enrolled upon the first day of their attendance. Use full names. Avoid use of nicknames and initials. In the case of non-resident pupils, indicate after each name the number of the school district to which he belongs.

CENSUS RETURN.—As soon as the census return is received it should be checked with the pupils in attendance and the Local Attendance Officer advised immediately of the names of all pupils of compulsory school age not in attendance.

SPECIAL CASES.—In rural and village districts a list of all pupils usually resident in the district who are not in attendance shall be entered on the first page with a statement indicating what public, separate or private school they are attending or if not attending any school the reason therefor. See "Enrolment of Pupils" and "Withdrawals."

RECORD OF PUPILS.—The teacher should have access to previous registers in order to secure the information required to complete the record of each pupil.

The age and grade, distance from school and date of birth should be carefully checked with the census return when received. This information will be used throughout the year to decide what pupils should be reported for non-attendance.

The age and grade on entering this school, the number of days each pupil attended in each grade, and the date of promotion to the present grade, must be indicated for the guidance of the Superintendent and of future teachers.

WITHDRAWALS.—The name of each pupil enrolled must remain on the register and be counted in the pupil-days enrolment until the name is removed for one of the following causes: (1) the pupil is left in the district; (2) he has been transferred to another room in the same district; (3) he is receiving instruction elsewhere; (4) having reached the age of 15 or having passed the Grade VIII examination he has signified his intention to leave school; (5) he has been expelled from school. A pupil shall be counted in the pupil-days enrolment notwithstanding absence because of illness, quarantine or severe weather, etc.

RECORDING ATTENDANCE.—Each month's attendance must be recorded on the two half-pages facing each other as provided for that month. The record of the pupils on the left-hand side of the register shall be on the left-hand page and of the pupils on the right-hand side of the register on the right-hand half-page.

Some simple method of registering the attendance of the pupils and indicating the "lates" and "absentees" should be adopted.

PUPIL-DAYS.—One pupil-day is one pupil for one day. Six pupils for five days would be thirty pupil-days. Half days must be counted as such and not as whole days. Do not use any fractional day other than one-half.

DAYS OPEN.—"Days open" shall include only days on which the school is legally open. Days on which the room is closed for a school fair, teachers' institute or convention, epidemic disease or departmental examinations for Grades XI and XII, should be included in the final reports to the Department in order to claim the grant. The attendance of pupils for such days must not be entered in the school register but a suitable note giving the reason for the room being closed should be placed in the columns for these days. The matter of holidays is dealt with in section 200 of The School Act.

SCHOOL ENROLMENT.—The number of pupils enrolled is the actual number of pupils whose names were counted in the pupil-days enrolment for the period under consideration, e.g., for the month in a monthly return and for the term in a half-yearly return.

AVERAGE ATTENDANCE.—Average attendance is calculated by dividing the pupil-days attendance (actual attendance) by the number of days open. The calculation should be carried forward to two decimal places.

PERCENTAGE OF ATTENDANCE.—Percentage of attendance is calculated by multiplying the pupil-days attendance (actual attendance) by 100 and dividing the result by the pupil-days enrolment (possible attendance). The calculation should be carried forward to two decimal places.

MONTHLY RECORDS.—On the last teaching day of each month the teacher shall calculate and enter all the information required at the bottom of each attendance page and transfer the same to the "Summary of School Attendance" at the middle of the register.

In case any pupil is absent on the last day of the month it might be advisable, in order to avoid unnecessary erasures, to delay the totalling of the pupil-days enrolment until definite information is secured as to whether or not such pupil has withdrawn permanently.

The teacher shall also calculate the number of days each pupil was present during the month, enter the same in the right-hand column and transfer to the "Summary of Pupils' Attendance" opposite each pupil's name on the first or last half-page.

The Local Attendance Officer shall be notified of all pupils not in regular attendance as required by The School Attendance Act.

HALF-YEARLY AND YEARLY RECORDS

TERM ENDING DECEMBER 31.—On the last teaching day of the term the teacher shall, after completing the monthly records:

- (a) complete the "Summary of School Attendance" for the term;
- (b) complete the half-yearly return (form 48) and sign the declaration thereon;
- (c) complete the Teachers' Superannuation Fund half yearly statement (form 001);
- (d) complete the statement required for the annual meeting, in accordance with provisions of paragraph 1 of section 74 of The School Act.

NOTE—It will be necessary to have available the register for the term ending the preceding June 30 in order to secure this information.

TERM ENDING JUNE 30.—On the last teaching day of the term the teacher shall, after completing the monthly records:

- (a) complete the "Summary of School Attendance" for the term and year;
- (b) complete the half-yearly return (form 48) and sign the declaration thereon;
- (c) complete the "Summary of Pupils' Attendance" on the first and last half-pages by calculating the number of days each pupil was in attendance during the year;
- (d) complete the "Attendance by Days" table at the middle of the register from the information available in the "Summary of Pupils' Attendance";
- (e) complete the information required in the fourth and fifth columns of the "Enrolment and Record of Pupils"—age and grade on June 1 or on date of leaving;
- (f) complete and sign the "Annual Return" (form 20);
- (g) complete the School Account for free readers and the Pupils' Account and check carefully;
- (h) complete the Teachers' Superannuation Fund half-yearly statement (form 001);
- (i) where standard examination tests have been given, complete the statement of marks and submit required copies to the secretary and to the superintendent.

SPECIAL HALF-YEARLY RETURNS.—When two or more rooms are in operation in a district combined half-yearly return (form 48) is required and should be prepared by the principal. The necessary information for the junior rooms will be supplied to the principal by the teachers in charge.

SPECIAL YEARLY RETURNS.—When two or more rooms are in operation in a district the information required for the annual meeting and for the completion of the "Annual Return" (form 20) must be **SUMMARIZED** by the principal. The necessary information will be supplied to the principal by the teachers in charge.

When pupils have been **TRANSFERRED** from one room to another during the year care must be taken to see that **DUPLICATIONS** do not occur in calculating the enrolment and days attended by each pupil. If a pupil is registered as attending 90 days in one room and 110 days in another room in the same district, such will be entered as only one pupil enrolled and in the "Attendance by Days" table as one pupil in attendance for 200 days, not as one for 90 days and another for 110 days.

Enrolment and Record of Pupils in

S.D. No.

July 1, 19... to June 30, 19...

NAMES OF PUPILS (in full)	On date of Enrolment after July 1		Distance from School	On June 30 or on date of leaving		Birth			On En-tering this School		Number of Days Pupil Attended in Each Grade to June 30, 19.....										Date of Promot- to Present Grade					
	Age	Grade		Age	Grade	Date	Month	Year	Age	Grade	1	2	3	4	5	6	7	8	9	10						
Arnold, Nancy	11	VI	✓		2	Mar																				
Belleter, Marylene	13	V	✓		17	Aug																				
Alberie, Ruby	16	V	✓		22	Feb																				
Robota, William	14	V	✓																							
Belleter, Peter	15	V	✓																							
Markham, Clifford	12	VI	✓		1	Mar																				
Belaine, William	12	V	✓		30	Dec																				
Belleter, Kenneth	12	V	✓		6	Mar																				
Longan, Betty	13	V	✓		16	Apr																				
Pelliter, Walter	14	V	✓		24	"																				
Peepetel, Rose	14	V	✓		15	Nov																				
Peepetel, Mary	12	VI	✓		1	May																				
Al Pereira, Atlee	14	V	✓		24	Dec																				
Peepetel, Myron	10	V	✓		4	Jan																				
Stamant, Gladys	13	V	✓																							
Longan, Clauke	11	V	✓		22	Dec																				
Whingame, Wilma	12	V	✓		1	Aug																				
Al Pereira, Edwin	12	V	✓		20	Apr																				
MacKenzie, Ronel	11	V	✓		1	Jan																				
Stamant, Joseph	11	III	✓		22	Apr																				
Belleter, Henry	12	V	✓		19	Jul																				
Agave, Rose	11	V	✓		7	Aug																				
Alberie, Dorothy	11	V	✓		21	Aug																				
Al Pereira, Glenda	9	V	✓		2	Jan																				
Robota, Clemente	10	V	✓		6	May																				
Stamant, Myrtle	13	V	✓		21	Nov																				
Whingame, Alma	13	V	✓		23	Apr																				
Peepetel, Gladys	13	V	✓		19	Jul																				

PUPIL-DAYS ATTENDANCE.....

PUPIL-DAYS ENROLMENT.....

READ THE INSTRUCTIONS ON THE PRECEDING PAGES CAREFULLY

The teacher is required to keep a record of all days pupils are absent, indicating the reason therefor, i.e., sickness, distance from school, weather, truancy, parents' indifference, work.

In case a pupil is promoted during the year this fact should be clearly indicated on this page.

Attendance for the
Attendance of Pupils enrolled on left hand side of the Register.

Day of the Month (Omit Saturdays and Sundays)		TOTAL
Day of the Week (Omit Saturdays and Sundays)		
5	M	28
6	T	20
7	W	20
8	T	12
9	F	12
12	M	12
13	T	12
14	W	12
15	T	12
16	F	12
19	M	12
20	T	12
21	W	12
22	T	12
23	F	12
25	M	12
27	T	12
28	W	12
29	T	12
30	F	12
TOTAL		280

Days open during the month..... 28
Pupils enrolled during the month..... 12
Pupils-days attendance, left hand page.....
Pupils-days attendance, right hand page.....
Total pupils-days attendance for month..... 271
Pupils-days enrolment, left hand page.....
Pupils-days enrolment, right hand page..... 340
Total pupils-days enrolment for month..... 340

THIS INFORMATION MUST BE TRANSFERRED TO THE SUM

Month of September **19** 50
Attendance of Pupils enrolled on right hand side of the Register.

Day of the Month (Omit Saturdays and Sundays)		TOTAL
Day of the Week (Omit Saturdays and Sundays)		
1	M	11
2	T	11
3	W	11
4	T	11
5	F	11
6	M	11
7	T	11
8	W	11
9	T	11
10	F	11
11	M	11
12	T	11
13	W	11
14	T	11
15	F	11
16	M	11
17	T	11
18	W	11
19	T	11
20	F	11
21	M	11
22	T	11
23	W	11
24	T	11
25	F	11
26	M	11
27	T	11
28	W	11
29	T	11
30	F	11
31	M	11
TOTAL		340

Average attendance for the month..... 11
Percentage of attendance for the month..... 99.7

I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays.

J. M. M. M.
Teacher

MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH

Attendance for the Month of November 1932

Attendance of Pupils enrolled on right hand side of the Register.

Day of the Month (Omit Saturdays and Sundays)		TOTAL
Day of the Week (Omit Saturdays and Sundays)		
1	T	
2	W	
3	T	
4	F	
5	M	
6	T	
7	W	
8	T	
9	F	
10	M	
11	T	
12	W	
13	T	
14	F	
15	M	
16	T	
17	W	
18	T	
19	F	
20	M	
21	T	21
22	W	
23	T	
24	F	
25	M	
26	T	
27	W	
28	T	
29	F	
30	M	
31	T	21
TOTAL		42

Days open during the month 21
 Pupils enrolled during the month 17
 Pupil-days attendance, left hand page
 Pupil-days attendance, right hand page
 Total pupil-days attendance for month 327
 Pupil-days enrolment, left hand page 327
 Pupil-days enrolment, right hand page
 Total pupil-days enrolment for month 357

THIS INFORMATION MUST BE TRANSFERRED TO THE SUM

Day of the Month (Omit Saturdays and Sundays)		TOTAL
Day of the Week (Omit Saturdays and Sundays)		
1	T	
2	W	
3	T	
4	F	
5	M	
6	T	
7	W	
8	T	
9	F	
10	M	
11	T	
12	W	
13	T	
14	F	
15	M	
16	T	
17	W	
18	T	
19	F	
20	M	
21	T	15.5
22	W	
23	T	
24	F	
25	M	
26	T	
27	W	
28	T	
29	F	
30	M	
31	T	91
TOTAL		106.5

Average attendance for the month 15.5
 Percentage of attendance for the month 91
 I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays.
James P. Marshall
 Teacher
 MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH

Attendance for the Month of *December* 19*52*

Attendance of Pupils enrolled on left hand side of the Register.

Day of the Month (Omit Saturdays and Sundays)		TOTAL
1	2	
3	4	
5	6	
7	8	
9	10	
11	12	
13	14	
15	16	
17	18	
19	20	
21	22	
23		
TOTAL		17

Days open during the month..... 17
 Pupils enrolled during the month..... 17
 Pupil-days attendance, left hand page.....
 Pupil-days attendance, right hand page.....
 Total pupil-days attendance for month.....
 Pupil-days enrolment, left hand page..... 287
 Pupil-days enrolment, right hand page.....
 Total pupil-days enrolment for month..... 289

THIS INFORMATION MUST BE TRANSFERRED TO THE SUM

Attendance of Pupils enrolled on right hand side of the Register.

Day of the Month (Omit Saturdays and Sundays)		TOTAL
1	2	
3	4	
5	6	
7	8	
9	10	
11	12	
13	14	
15	16	
17	18	
19	20	
21	22	
23		
TOTAL		16.8

Average attendance for the month..... 16.8
 Percentage of attendance for the month..... 99.3
 I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays.
Mary At the Middle of the Register
 Teacher
 MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH

Attendance of Pupils enrolled on left hand side of the Register.

Attendance for the Month of September.....1952

Attendance of Pupils enrolled on right hand side of the Register.

Day of the Month (Omit Saturdays and Sundays)		Day of the Week (Omit Saturdays and Sundays)							TOTAL
1	2	3	4	5	6	7	8		
1	1	1	1	1	1	1	1	20	
2	1	1	1	1	1	1	1	20	
3	1	1	1	1	1	1	1	20	
4	1	1	1	1	1	1	1	20	
5	1	1	1	1	1	1	1	20	
6	1	1	1	1	1	1	1	20	
7	1	1	1	1	1	1	1	20	
8	1	1	1	1	1	1	1	20	
9	1	1	1	1	1	1	1	20	
10	1	1	1	1	1	1	1	20	
11	1	1	1	1	1	1	1	20	
12	1	1	1	1	1	1	1	20	
13	1	1	1	1	1	1	1	20	
14	1	1	1	1	1	1	1	20	
15	1	1	1	1	1	1	1	20	
16	1	1	1	1	1	1	1	20	
17	1	1	1	1	1	1	1	20	
18	1	1	1	1	1	1	1	20	
19	1	1	1	1	1	1	1	20	
20	1	1	1	1	1	1	1	20	
21	1	1	1	1	1	1	1	20	
22	1	1	1	1	1	1	1	20	
23	1	1	1	1	1	1	1	20	
24	1	1	1	1	1	1	1	20	
25	1	1	1	1	1	1	1	20	
26	1	1	1	1	1	1	1	20	
27	1	1	1	1	1	1	1	20	
28	1	1	1	1	1	1	1	20	
29	1	1	1	1	1	1	1	20	
30	1	1	1	1	1	1	1	20	
31	1	1	1	1	1	1	1	20	
TOTAL	31	31	31	31	31	31	31	600	

Day of the Month (Omit Saturdays and Sundays)		Day of the Week (Omit Saturdays and Sundays)							TOTAL
1	2	3	4	5	6	7	8		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
TOTAL									

Days open during the month.....30
Pupils enrolled during the month.....17
Pupils-days attendance, left hand page.....
Pupils-days attendance, right hand page.....
Total pupils-days attendance for month.....324
Pupils-days enrolment, left hand page.....
Pupils-days enrolment, right hand page.....
Total pupils-days enrolment for month.....340

Average attendance for the month.....16.4
Percentage of attendance for the month.....96.7
I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays.
Mary At the Middle of the Register
Teacher
MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH

THIS INFORMATION MUST BE TRANSFERRED TO THE SUM

Summary of School Attendance

July 1, 19... to June 30, 19....

Month	Days open	Pupils Enrolled	Pupil-days attendance	Pupil-days enrollment	Average attendance	Percentage of attendance
July.....	21	18	271	346	13.5	79.7
August.....	17	18	325	340	13.5	79.7
September.....	20	18	271	295	16.6	93.9
October.....	17	18	283	357	15.5	91
November.....	21	17	327	289	16.5	99.3
December.....	17	17	287	1281	15.6	91.1
Total for half year.....	75	*18	1169	340	*15.6	*91.1
January.....	20	17	326	340	16.3	95.8
February.....	20	17	329	340	16.4	96.7
March.....	23	17	349	391	15.1	88.5
April.....	17	17	271	289	15.9	93.5
May.....	21	18	351.5	375	16.7	93.7
June.....	21	18	364.5	378	17.3	96.9
Total for half year.....	122	*19	1989	2113	*16.3	*94.1
Total for whole year ..	197	*19	3157	3394	*16	*93

*NOTE—These figures cannot be secured by totalling figures for each month but must be calculated for each term and year.

This room was closed on the following dates for which grants have been claimed.

For school exhibitions or fairs, Place.....

Dates.....

Total days.....

For teachers' institute or convention, Place.....

Dates.....

Total days.....

For epidemic disease, Dates.....

Dates.....

Total days.....

For departmental examination (Grades XI and XII).....

Dates.....

Total days.....

This room was closed on the following dates on account of teacher's illness.

Dates.....

Total days.....

ENROLLMENT

	Boys		Girls		Total
When school opened after July 1.....	5	10	18		
Additions during the year.....	1	10	19		
Total for the year.....	9	11	1		
Less Withdrawals.....					
On June 30.....	9	9	18		

ATTENDANCE BY DAYS

Number of pupils who attended during the whole year:	Total
(a) Less than 20 days.....	2
(b) Between 20 and 39 days inclusive.....	
(c) Between 40 and 59 days inclusive.....	
(d) Between 60 and 79 days inclusive.....	
(e) Between 80 and 99 days inclusive.....	
(f) Between 100 and 119 days inclusive.....	
(g) Between 120 and 139 days inclusive.....	
(h) Between 140 and 159 days inclusive.....	3
(i) Between 160 and 179 days inclusive.....	14
(j) Between 180 and 199 days inclusive.....	
(k) 200 days and over.....	
Total.....	19

In school districts where more than one room is in operation the principal or superintendent is required to prepare a summarized statement covering all the rooms in operation. In order that this summary may be prepared without duplication of pupils each teacher is required to submit to the principal or superintendent a further statement in the following form:

Name of Pupil	On date of leaving		Days attendance in this room during the year	If a pupil has left school or has been transferred to another room or School District give the following information	
	Age	Grade		Date of withdrawal or transfer	Reason for withdrawal or to what room or School District transferred
Mina Pelletier					
SAMPLE					
OF					
FORM					
ONLY					

Attendance for the

Attendance of Pupils enrolled on left hand side of the Register.

Month of *March* 19*50*

Attendance of Pupils enrolled on right hand side of the Register.

Day of the Month (Omit Saturdays and Sundays)		Day of the Week (Omit Saturdays and Sundays)		TOTAL
1	1	1	1	1
2	1	1	1	1
3	1	1	1	1
4	1	1	1	1
5	1	1	1	1
6	1	1	1	1
7	1	1	1	1
8	1	1	1	1
9	1	1	1	1
10	1	1	1	1
11	1	1	1	1
12	1	1	1	1
13	1	1	1	1
14	1	1	1	1
15	1	1	1	1
16	1	1	1	1
17	1	1	1	1
18	1	1	1	1
19	1	1	1	1
20	1	1	1	1
21	1	1	1	1
22	1	1	1	1
23	1	1	1	1
24	1	1	1	1
25	1	1	1	1
26	1	1	1	1
27	1	1	1	1
28	1	1	1	1
29	1	1	1	1
30	1	1	1	1
31	1	1	1	1
TOTAL				311

Day of the Month (Omit Saturdays and Sundays)		Day of the Week (Omit Saturdays and Sundays)		TOTAL
1	1	1	1	1
2	1	1	1	1
3	1	1	1	1
4	1	1	1	1
5	1	1	1	1
6	1	1	1	1
7	1	1	1	1
8	1	1	1	1
9	1	1	1	1
10	1	1	1	1
11	1	1	1	1
12	1	1	1	1
13	1	1	1	1
14	1	1	1	1
15	1	1	1	1
16	1	1	1	1
17	1	1	1	1
18	1	1	1	1
19	1	1	1	1
20	1	1	1	1
21	1	1	1	1
22	1	1	1	1
23	1	1	1	1
24	1	1	1	1
25	1	1	1	1
26	1	1	1	1
27	1	1	1	1
28	1	1	1	1
29	1	1	1	1
30	1	1	1	1
31	1	1	1	1
TOTAL				51

Days open during the month..... 23
Pupils enrolled during the month..... 17
Pupils-days attendance, left hand page.....
Pupils-days attendance, right hand page.....
Total pupils-days attendance for month.....
Pupils-days enrolment, left hand page..... 347
Pupils-days enrolment, right hand page.....
Total pupils-days enrolment for month..... 341

Average attendance for the month..... 15.1
Percentage of attendance for the month..... 58.8
I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays.
Mary At the Middle of the Register
Teacher
MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH

THIS INFORMATION MUST BE TRANSFERRED TO THE SUM

Attendance for the Month of August 1955

Attendance of Pupils enrolled on left hand side of the Register.

Day of the Month (Omit Saturdays and Sundays)	Day of the Week (Omit Saturdays and Sundays)	TOTAL
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		
75		
76		
77		
78		
79		
80		
81		
82		
83		
84		
85		
86		
87		
88		
89		
90		
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		
101		
102		
103		
104		
105		
106		
107		
108		
109		
110		
111		
112		
113		
114		
115		
116		
117		
118		
119		
120		
121		
122		
123		
124		
125		
126		
127		
128		
129		
130		
131		
132		
133		
134		
135		
136		
137		
138		
139		
140		
141		
142		
143		
144		
145		
146		
147		
148		
149		
150		
151		
152		
153		
154		
155		
156		
157		
158		
159		
160		
161		
162		
163		
164		
165		
166		
167		
168		
169		
170		
171		
172		
173		
174		
175		
176		
177		
178		
179		
180		
181		
182		
183		
184		
185		
186		
187		
188		
189		
190		
191		
192		
193		
194		
195		
196		
197		
198		
199		
200		
201		
202		
203		
204		
205		
206		
207		
208		
209		
210		
211		
212		
213		
214		
215		
216		
217		
218		
219		
220		
221		
222		
223		
224		
225		
226		
227		
228		
229		
230		
231		
232		
233		
234		
235		
236		
237		
238		
239		
240		
241		
242		
243		
244		
245		
246		
247		
248		
249		
250		
251		
252		
253		
254		
255		
256		
257		
258		
259		
260		
261		
262		
263		
264		
265		
266		
267		
268		
269		
270		
271		
272		
273		
274		
275		
276		
277		
278		
279		
280		
281		
282		
283		
284		
285		
286		
287		
288		
289		
290		
291		
292		
293		
294		
295		
296		
297		
298		
299		
300		
301		
302		
303		
304		
305		
306		
307		
308		
309		
310		
311		
312		
313		
314		
315		
316		
317		
318		
319		
320		
321		
322		
323		
324		
325		
326		
327		
328		
329		
330		
331		
332		
333		
334		
335		
336		
337		
338		
339		
340		
341		
342		
343		
344		
345		
346		
347		
348		
349		
350		
351		
352		
353		
354		
355		
356		
357		
358		
359		
360		
361		
362		
363		
364		
365		
366		
367		
368		
369		
370		
371		
372		
373		
374		
375		
376		
377		
378		
379		
380		
381		
382		
383		
384		
385		
386		
387		
388		
389		
390		
391		
392		
393		
394		
395		
396		
397		
398		
399		
400		
401		
402		
403		
404		
405		
406		
407		
408		
409		
410		
411		
412		
413		
414		
415		
416		
417		
418		
419		
420		
421		
422		
423		
424		
425		
426		
427		
428		
429		
430		
431		
432		
433		
434		
435		
436		
437		
438		
439		
440		
441		
442		
443		
444		
445		
446		
447		
448		
449		
450		
451		
452		
453		
454		
455		
456		
457		
458		
459		
460		
461		
462		
463		
464		
465		
466		
467		
468		
469		
470		
471		
472		
473		
474		
475		
476		
477		
478		
479		
480		
481		
482		
483		
484		
485		
486		
487		
488		
489		
490		
491		
492		
493		
494		
495		
496		
497		
498		
499		
500		

Days open during the month.....

Pupils enrolled during the month.....

Pupil-days attendance, left hand page.....

Pupil-days attendance, right hand page.....

Total pupil-days attendance for month.....

Pupil-days enrolment, left hand page.....

Pupil-days enrolment, right hand page.....

Total pupil-days enrolment for month.....

THIS INFORMATION MUST BE TRANSFERRED TO THE SUM

Attendance of Pupils enrolled on right hand side of the Register.

Day of the Month (Omit Saturdays and Sundays)	Day of the Week (Omit Saturdays and Sundays)	TOTAL
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
47		
48		
49		
50		
51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
61		
62		
63		
64		
65		
66		
67		
68		
69		
70		
71		
72		
73		
74		

Henry's sick he can't
come to school

Dear Mr. Quack,

Kindly send
myself home at
noon as I have
an appointment
with the dentist
this afternoon at

3.

Yours Obedient
Wm. S. Pelletier