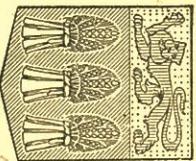


PROVINCE OF SASKATCHEWAN
DEPARTMENT OF EDUCATION



DAILY REGISTER

FOR
RECORDING THE ATTENDANCE
OF
PUPILS
IN

Attie Bone *Metis*
S.D. No.
SUPERVISED
Mellville Unit No.

FOR THE YEAR BEGINNING JULY 1, 194.....⁷, AND ENDING JUNE 30, 194.....⁸

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

.....
(Superintendent of Schools)

..... (Teacher's Post Office Address)

194.....

....., Sask.

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....., 194..... 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....., 194.....

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.

..... (Superintendent of Schools) (Teacher's Post Office Address) 194.....

....., Sask.

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....., 194..... 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....., 194.....

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.

..... (Superintendent of Schools) (Teacher's Post Office Address) 194.....

....., Sask.

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....., 194..... 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....., 194.....

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.

..... (Superintendent of Schools) (Teacher's Post Office Address) 194.....

....., Sask.

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....., 194..... 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....., 194.....

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

.....*Aug 25*.....194*8*
(Date)

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).....*Yes*
- (2) The Course in Citizenship. (Yes or No).....*Yes*
- (3) The regulations of the Department of Education (1941). (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).....*Yes*
- (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

.....*Paul Strick*.....
(Signature of Teacher)

CERTIFICATE REGARDING SCHOOL PROPERTY

.....194.....
(Date)

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 (1941). (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 I.
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.....	Highroads to Reading, Book IV. Bailey Writing, Book II. Everyday Arithmetic, Grade IV.
Grade V.....	Highroads to Reading, Book V. Everyday Arithmetic, Grade V. Song Book for Saskatchewan Schools.
Grade VI.....	Highroads to Reading, Book VI. Everyday Arithmetic, Grade VI.
Grade VII.....	Mathematics for Everyday Use, Book II. Canadian Speller, Part II. Vitalized English, Grades VII and VIII. Canadian Book of Prose and Verse, Book I.
Grade VIII.....	Mathematics for Everyday Use, Book II. Jean Val Jean. Life and Literature, Book II. Dominion French Reader.

2. In Roman Catholic Separate Schools the Canadian Catholic Corona Readers may be used. These will be supplied by the Department but no school shall be supplied with more than one series of readers.

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.

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.

6. 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....."

7. 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 initialled 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 XIII 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 the 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 has left 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 half 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 the 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 a 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.

Attendance for the Month of August

1947

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

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)		
1	1	
2	1	
3	1	
4	1	
5	1	
6	1	
7	1	
8	1	
9	1	
10	1	
11	1	
12	1	
13	1	
14	1	
15	1	
16	1	
17	1	
18	1	
19	1	
20	1	
21	1	
22	1	
23	1	
24	1	
25	1	
26	1	
27	1	
28	1	
29	1	
30	1	
31	1	
TOTAL		3

Day of the Month (Omit Saturdays and Sundays)		TOTAL
Day of the Week (Omit Saturdays and Sundays)		
1	1	
2	1	
3	1	
4	1	
5	1	
6	1	
7	1	
8	1	
9	1	
10	1	
11	1	
12	1	
13	1	
14	1	
15	1	
16	1	
17	1	
18	1	
19	1	
20	1	
21	1	
22	1	
23	1	
24	1	
25	1	
26	1	
27	1	
28	1	
29	1	
30	1	
31	1	
TOTAL		0

Days open during the month..... 34
 Pupils enrolled during the month..... 93
 Pupil-days attendance, left hand page..... 62
 Pupil-days attendance, right hand page..... 135
 Total pupil-days attendance for month..... 197
 Pupil-days enrolment, left hand page..... 85
 Pupil-days enrolment, right hand page..... 85
 Total pupil-days enrolment for month..... 170

Average attendance for the month..... 27
 Percentage of attendance for the month..... 99.4

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

W. J. ...
Teacher

MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH

THIS INFORMATION MUST BE TRANSFERRED TO THE SUM

Attendance for the

Month of December 1947

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

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		
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			17

Days open during the month..... 17
 Pupils enrolled during the month..... 39
 Pupil-days attendance, left hand page..... 360
 Pupil-days attendance, right hand page..... 270
 Total pupil-days attendance for month..... 630
 Pupil-days enrolment, left hand page..... 374
 Pupil-days enrolment, right hand page..... 289
 Total pupil-days enrolment for month..... 663
 THIS INFORMATION MUST BE TRANSFERRED TO THE SUM

Day of the Month (Omit Saturdays and Sundays)		Day of the Week (Omit Saturdays and Sundays)	TOTAL
1	2		
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			16

Average attendance for the month..... 37.05
 Percentage of attendance for the month..... 96.8
 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

Summary of School Attendance

July 1, 194..... to June 30, 194.....

Month	Days open	Pupils enrolled	Pupil-days attendance	Pupil-days enrolment	Average attendance	Percentage of attendance
July.....	5	34	135	170	27	79.4
August.....	+ 1	39	671	781	31.9	85.9
September.....	21	39	713	763	33.9	93.4
October.....	19	38	662	695	34.8	95.2
November.....	17	39	630	663	37.05	96.8
December.....	17	43	2811	3072	33.8	91.1
Total for half year.....	83	*43	6711	773	33.5	86.8
January.....	20	39	665	716	39.1	92.8
February.....	+ 3	43	701	765	36.8	91.6
March.....	19	41	855	895	38.8	95.5
April.....	22	41	539	552	38.5	97.6
May.....	+ 1	41	646	746	34	86.5
June.....	+ 1	40	4077	4447	36.7	91.6
Total for half year.....	111	*43	4077	4447	36.7	91.6
Total for whole year.....	194	*47	6888	7519	35.5	91.6

*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-exhibition or fairs-Place.....*Electric Coop*..... Dates.....*June 24*..... Total days.....*1*

For teachers' institute or convention, Place.....*Melville*..... Dates.....*July 21*..... Total days.....*1*

For epidemic disease, 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. Total.....*2*

Dates.....*Sept. 16 - 18 - 19 - 20*..... Total days.....*4*

	ENROLMENT		
	Boys	Girls	Total
When school opened after July 1.....	12	22	34
Additions during the year.....	3	10	13
Total for the year.....	15	22	47
Less Withdrawals.....	2	5	7
On June 30.....	13	17	40

Number of pupils who have attended during the whole year:	Total
(a) Less than 20 days.....	5
(b) Between 20 and 39 days inclusive.....	1
(c) Between 40 and 59 days inclusive.....	2
(d) Between 60 and 79 days inclusive.....	1
(e) Between 80 and 99 days inclusive.....	0
(f) Between 100 and 119 days inclusive.....	2
(g) Between 120 and 139 days inclusive.....	4
(h) Between 140 and 159 days inclusive.....	1
(i) Between 160 and 179 days inclusive.....	1
(j) Between 180 and 199 days inclusive.....	20
(k) 200 days and over.....	47
Total.....	47

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
SAMPLE					
OF					
FORM					
ONLY					

Pupils' Account

(Free Textbooks)

	Names of Pupils				
(date loaned)	(date returned)				
				Grade 1	WE COME AND GO, PRE-PRIMER
					FUN WITH DICK AND JANE
					OUR NEW FRIENDS
					BAILEY WRITING, BOOK 1
				Grade 2	FRIENDS AND NEIGHBORS
					MORE FRIENDS AND NEIGHBORS
					CANADIAN SPELLER, PT. 1
					EVERYDAY ARITHMETIC, GR. 2
				Grade 3	STREETS AND ROADS
					MORE STREETS AND ROADS
					EVERYDAY ARITHMETIC, GR. 3
				Grade 4	HIGHROADS TO READING, BK. 4
					BAILEY WRITING, BK. 2
					EVERYDAY ARITHMETIC, GR. 4

Pupils' Account
(Free Textbooks)

Grade 5	HIGHROADS TO READING, BK. 5
	EVERYDAY ARITHMETIC, GR. 5
	SONG BOOK FOR SASK. SCHOOLS
Grade 6	HIGHROADS TO READING, BK. 6
	EVERYDAY ARITHMETIC, GR. 6
Grade 7	MATH. EVERYDAY USE, BK. 1
	CANADIAN SPELLER, PT. 2
	VITALIZED ENG., GRs. 7 AND 8
	CAN. BOOK PROSE AND VERSE, BK. 1
Grade 8	MATH. EVERYDAY USE, BK. 2
	JEAN VAL JEAN
	LIFE AND LITERATURE, BK. 2
	DOMINION FRENCH READER
Remarks	

FREE TEXTBOOK RECORD

Teachers are required by the regulations to keep a complete record of all textbooks received and distributed.

In graded schools the principal shall keep an accurate stock record of textbooks received from the department and of their distribution to classrooms in the school.

When free textbooks are received from the department, or in the case of a graded school from the principal, the teacher shall enter the date and the number of copies of each textbook in the proper column of the Stock Account.

The name of each pupil shall be entered in the Pupils' Account and when textbooks are loaned or returned the date shall be inserted in the proper column opposite the pupils' name.

At the end of the first term in each year (June 30) the teacher shall complete the records required in the Stock Account. At the beginning of the second term the teacher shall enter in the Stock Account in the new register the balance of new and used textbooks on hand from the previous year.

Applications for free textbooks shall be made on the form supplied by the Department.

The regulations of the Department of Education governing free textbooks will be found on the inside back cover of this register.

STOCK ACCOUNT

July 1, 194⁷... to June 30, 194⁸...

DATE	GRADE 1		GRADE 2			GRADE 3		GRADE 4		GRADE 5		GRADE 6		GRADE 7			GRADE 8		REMARKS																																																																			
	WE COME AND GO, PRE-PRIMER	FUN WITH DICK AND JANE	OUR NEW FRIENDS	BAILEY WRITING, BOOK 1	FRIENDS AND NEIGHBORS	MORE FRIENDS AND NEIGHBORS	CANADIAN SPELLER, Pt. 1	EVERYDAY ARITHMETIC, Gr. 2	STREETS AND ROADS	MORE STREETS AND ROADS	EVERYDAY ARITHMETIC, Gr. 3	HIGHROADS TO READING, Bk. 4	BAILEY WRITING, Bk. 2	EVERYDAY ARITHMETIC, Gr. 4	HIGHROADS TO READING, Bk. 5	EVERYDAY ARITHMETIC, Gr. 5	SONG BOOK FOR SASK. SCHOOLS	HIGHROADS TO READING, Bk. 6		EVERYDAY ARITHMETIC, Gr. 6	MATH. EVERYDAY USE, Bk. 1	CANADIAN SPELLER, Pt. 2	VITALIZED ENG., Grs. 7 AND 8	CAN. BOOK PROSE AND VERSE, Bk. 1	MATH. EVERYDAY USE, Bk. 2	JEAN VAL JEAN	LIFE AND LITERATURE, Bk. 2	DOMINION FRENCH READER																																																										
July 1, 194 ⁷ ...	<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>RECEIPTS:</p> <p>Balance on hand:</p> <p>(a) new.....</p> <p>(b) used.....</p> <p>Received during year:</p> </div> <div style="width: 75%; text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">10</td> <td style="width: 10%;">10</td> <td style="width: 10%;">10</td> <td style="width: 10%;">12</td> <td style="width: 10%;">10</td> <td style="width: 10%;">10</td> <td style="width: 10%;">6</td> <td style="width: 10%;">6</td> <td style="width: 10%;">11</td> <td style="width: 10%;">11</td> <td style="width: 10%;">11</td> <td style="width: 10%;">6</td> <td style="width: 10%;">6</td> <td style="width: 10%;">6</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> </tr> <tr> <td></td> <td>10</td> <td>10</td> <td>10</td> <td></td> <td>10</td> <td>10</td> <td>6</td> <td>6</td> <td>11</td> <td>11</td> <td>11</td> <td>6</td> <td>6</td> <td>2</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div> </div>																													10	10	10	12	10	10	6	6	11	11	11	6	6	6	4	4	4	4	4	4	4	4	4	4	4	4	4	4		10	10	10		10	10	6	6	11	11	11	6	6	2	2													
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June 30, 194 ⁸ ...	<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>TOTAL RECEIPTS.....</p> </div> <div style="width: 75%; text-align: center;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;">5</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;">4</td> <td style="width: 10%;">4</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table> </div> </div>																																		5								4	4																																										
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