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TABULATION OF INFORMATION

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

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Signature of Teacher

This is to notify you that I took charge of the school (or room in the case of graded schools) in the	
(Superintendent of Schools) (Teacher's Post Office Addr.	
The enrolment is	
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a VALID	
Superintendent of Schools) (Teacher's Post Office Addresses) (Teacher's Po	·
The enrolment is	
(Superintendent of Schools) (Teacher's Post Office Address) 19. * (Date) (Date) * This is to notify you that I took charge of the school (or room in the case of graded schools) in the 19. the S.D. No 01. a VALID. class certificate No. The rate of salary is \$.	

CERTIFICATE REGARDING SCHOOL PROPERTY

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

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

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

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(Date)

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

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

(Yes or No)

(Yes or No)

(8) (7)

The School Attendance Act.

(Signature of

Teacher)

Regulations Governing Free Textbooks

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

Grade I Film 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 IV Streets and Roads. Everyday Arithmetic, Grade III. Grade IV Bailey Writing, Book I. Everyday Arithmetic, Grade III. Grade IV Bailey Writing, Book II. Everyday Arithmetic, Grade IV. Grade V Bailey Writing, Book II. Everyday Arithmetic, Grade IV. Grade VI Highroads to Reading, Book VI. Everyday Arithmetic, Grade V. Grade VI Highroads to Reading, Book VI. Everyday Arithmetic, Grade VI. Grade VI Highroads to Reading, Book VI. Everyday Arithmetic, Grade VI. Grade VI. Mathematics We Use, Book I. Vitalized English, Grades VII and VIII. Canada Book of Prose and Verse, Book I. (Beckoning Trails). Grade VII Jean Val Jean. Life and Literature, Book II. French Storybook Grammar. e following readers of the Faith and Freedom series are issued free through the Sask-	e			- · ·			÷.	1. 1. 4
Grade I We Come and Go, Pre-Primer. Fun With Dick and Jane. Our New Friends. Bailey Writing Book 1. Grade III. Friends and Neighbors. Canadian Speller, Part I. Everyday Arithmetic, Grade II. Grade III. Streets and Roads. Everyday Arithmetic, Grade III. Grade IV. Up and Away. Bailey Writing, Book II. Everyday Arithmetic, Grade III. Grade V 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 II. Everyday Arithmetic, Grade V. Grade VI Highroads to Reading, Book II. Everyday Arithmetic, Grade V. Grade VI Canadian Speller, Part II. Grade VI Canadian Speller, Part II. Grade VII Canadian Speller, Part II. Grade VII. Canadia Book of Prose and Verse, Book I. Grade VIII. Canadian Speller, Part II. Grade VII. Grade Nok II.	foll						1/1/2	4.4.9
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Th atchewan 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:

2

This is Our Home—a ba This is Our Family—pri These are Our Friends e—a basal pre-primer; ly—primer; iends—Grade I; These are Our Neighbours—Grade II; This is Our Town—Grade III.

3 4 Application for free textbooks shall be made on the requisition form supplied by the Department for this purpose.

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 reason-able care in the use of these texts and shall be responsible for their return to the school.

S 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.

each 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 term.

6. name and

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.

	Note.—The teacher will fill in the information required above.	Date of last anti-tuberculosis	int a	ional trainin last year in	C ler s	Taught last year in Length of teaching experience Present annual rate of salary Commenced duties here on Date of last anti-tuberculosic	Treasurer: Teacher: (1) (Name in Sask. Certificate (Indicate Professional training at	1 rustees: (1)	DN OF THE		Name	RECORD OF NON-
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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 for-warded 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 should be retained by the teacher and the school board of salary paid to a teacher, a new agreement should be agreement forms from the Department on request.

agreement forms from the Department on request. CURRICUL/UM.—The Elementary School Curriculum and the Reguunder The School Act should be closely followed by the teacher. The coech classroom is the property of the school district and must not be Regulations The copy of t not be taken the curriculum provided for away by the teacher.

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

RECORD OF PROGRESS.—It is essential that the teacher keep an accurate record of each pupil. This record may be made in an ordinary notebook and when a teacher leaves the be left in the register or with the secretary for the information of the next teacher. L/IBRARY.—The school should be provided with a bookcase and with a cupboard with which to keep surplus supplies. A complete record of the library books and supplies should when a teacher leaves the record of the progress of school it should

teacher should be lock k and key kept by t the

stock DIFFICUL/TIES.—Notes should be made of difficulties encountered by the teacher and these should be proved of the Superintendent on the occasion of his visit.

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

JUNE TESTS.—For the convenience of the teacher in making promotions from Grade VIII to IX, from Grade IX to Grade X and from Grade X to Grade XI; in June each year, the Departme Education prepares test papers. Forms for making requisition for these papers are sent to all schools Province in December. The lower grades should not be dismissed during the writing of these tests w the prior written approval of the Superintendent. DEPARTMENTAL, EXAMINATIONS.—Departmental examinations for Grade XI and Grade diplomas are held each year during the latter part of June. Candidates for either of these examin must make application on the prescribed form to the Department not later than May 1. Forms fo purpose may be obtained from the Department. CORRESPONDENCE.—When corresponding with the Department teachers are asked to write on ade VIII to Grade the Department of Department without in the

and Grade examinations for this IIX

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

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

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

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 twelve months beginning July 1 and ending the following June 30. One register is supplied for ea-in operation every year, and if further copies are required an explanation as to the reason should 70 pupils for the ed for each room

in operation warded to f to the he Department with the request. 41 reason should be room e for-

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 school district.

CENSUS RETURN.—As soon as the attendance and the Local Attendance Officer school age not in attendance. SPECIAL, CASES.—In rural and village census return is received r advised immediately of d it should be the names of of checked with the f all pupils of co all pupils compulsory pupils

SFECIAL 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."

information RECORD OF PUPILS. required to complete -The teacher the record of each nunil to previous registers in order to secure the

return when reported for Th age and and grade, distance from school and date of birth s received. This information will be used throughout of birth should be the year carefully to decide checked with what pupils the cen should ould be

the date of pro future teachers. The age and grade on order date of promotion to the non-attendance. entering ne present this grade, school, must the number of days each pup be indicated for the guidance each pupil attended in each grade guidance of the Superintendent ar and and of

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	or transfer N	Age Grade year
	withdrawal Reason f	Name of Pupil On date attendance of attendance room
	If a pupil has left school or has been transferred to another room. or School District give the following information	Days
	ncipal or superintendent is required to prepare a summarized statement repared without duplication of pupils each teacher is required to submit n:	In school districts where more than one room is in operation the principal or superintendent is required a covering all the rooms in operation. In order that this summary may be prepared without duplication of pupils to the principal or superintendent a further statement in the following form:
	Total 3 1 113 31.1 1263	
	(j) Between 180 and 199 days inclusive	
	Between 160 and 179 days inclusive	*
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	Between 100 and 119 days inclusive.	On June 30. 11 11 22
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*	(c) Between 40 and 59 days inclusive	Total for the year
	Less than 20 days	Additions during the year 2 1 3
	Number of pupils who attended during the whole year:	Girls
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		For school exhibitions or fairs, Place
	each month but must be calculated for each term and year.	•Note—I have figures cannot be secured by totalling figures for ear This room was closed on the following dates for which much have been been been been been been been be
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required to keep a record of all days pupils are absent, indicating the rearom school, weather, truancy, parents' indifference, work.		
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