### DEPARTMENT PROVINCE 9 SASKATCHEWAN 9 EDUCATION



FOR

### RECORDING HHI ATTENDANCE

OF

### **PUPILS**

Z

S.D. No.

Levit Medeel Unit No.

FOR THE YEAR BEGINNING JULY 1, 19 5 4 AND ENDING JUNE 30, 19.5.3

SUPPLIED TO SCHOOLS FREE BY THE DEPARTMENT OF EDUCATION

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

# TABULATION OF INFORMATION

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

15. OPERATIONAL FEATURES:  Home & School Club	e d			Cupboards and Bookcases— Adequate	6 6 6	and Bookcases— st on reverse) stinguisher—type	Cupboards and Bookcases Adequate	Cupboards at Adequate Maps: (List Number Globė: Size	
Projector Radio Piano Piano Last tuned Record Player Organ Sand table Reading table for primary OPERATIONAL FEATURE			Condition			lets  ar drinking water or dispensing  EQUIPMENT:  Size No.	Type of toilets	Type of toi Condition . Toilet Pap Source of Provision f Towels Soap B. GENERAL Desks— Type	~
Rope				Number of acres	)	of acres  fes or No)  Sor No)  Length	Number of acres Level (Yes or No) Tidy (Yes or No) Fence Trees and Shrubs Garden (Yes or No)  Stalls (No.) Adequate Clean Repairs needed Repairs needed (On reverse) Furnished Interior Equipment (List on reverse) Furnished SCHOOL HOUSE—Condition of Floors Lighting (% of window area to Windows  Lighting (% of window area to Windows  Screen doors Screen doors Screen doors Lighting Screen doors Screen doors Clothes hooks Blackboard Outside paint Inside decorations Clothes hooks Blackboard Comfort Suggestions Condicondors Condicondors Condicondors Suggestions Sanutappy Apparaments	Number o Level (Y. Tidy (Yee Fence Trees and Garden (' Stalls (N. Adequate Clean Repairs ne Repairs ne Furnished S. SCHOOL Floors Lighting (' Windows Doors Blinds Storm sash Blackboard Outside pai Inside decon Clothes hool Basement Storpe Comfort Suggestions Sanutappy Sanutappy	
9	6	CO.	4	2 3		Grade  Boys  Girls  Total	1. ENROLMENT:	1. EN 2. GR	

Secretary's address
Secretary's name(Signed).
to the Department of Education. My period of employment extends to, 19, 19, 19
The enrolment is A copy of my agreement (has been) (will be) forwarded
a VALID The rate of salary is \$ class certificate No
the
This is to notify you that I took charge of the school (or room in the case of graded schools) in
(Superintendent of Schools) (Teacher's Post Office Address) (Date)
19
of Scl
SS (Teacher's N
e Department of Education. My period of employment extends to, 19, 19
The enrolment is
certi
S.D. No
This is to notify you that I took charge of the school (or room in the case of graded schools) in
(Superintendent of Schools) (Teacher's Post Office Address) (Date)
Secretary's address
Secretary's name(Signed)
to the Department of Education. My period of employment extends to
The enrolment is A copy of my agreement (has been) (will be) forwarded
a VALID The rate of salary is \$ class certificate No
the
This is to notify you that I took charge of the school (or room in the case of graded schools) in
(Superintendent of Schools) (Teacher's Post Office Address) (Date)
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.
(Teacher's Name in full)
Secretary's name(Signed)
to the Department of Education. My period of employment extends to
The enrolment is A copy of my agreement (has been) (will be) forwarded
a VALID The rate of salary is \$
theS.D. No
This is to notify you that I took charge of the school (or room in the case of graded schools) in
(Superintendent of Schools)  (Teacher's Post Office Address)  (Date)

# CERTIFICATE REGARDING SCHOOL PROPERTY

19

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

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

(Date)

<ol> <li>The Elementary School Curriculum.</li> <li>The Course in Citizenship.</li> <li>The regulations of the Department of Education (1944).</li> <li>The High School Curriculum and Regulations.</li> </ol>	<ol><li>The Libra</li></ol>	5) The Reco		<ol><li>The Scho</li></ol>
m.  It of Education  Regulations		5) The Library Record.	<ul><li>5) The Library Record.</li><li>6) The Record of Science Equipment.</li></ul>	<ul><li>5) The Library Record.</li><li>6) The Record of Science Equipmen</li><li>7) The School Attendance Act.</li></ul>
	Tregarations.	er resources.	ent.	ent.
	(TCS OT	(Yes or No)	(Yes or No)(Yes or No)	(Yes or No)(Yes or No).
(Yes or No)(Yes or No).	,	No)	No)	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 Fre Free Textbooks

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	ment sh	Except	
1	all	t as	
	ment shall be used in all schools	hereinafter	
	all schools	provided,	
	T	the	
4	he textbook	authorized free t	
2	s su	fre	
	supplied are the	e textbooks	
,	he	SU	
	following	supplied	
	g:	by	
		the	4
		Depart-	

Grade VIII	Grade VII	Grade VI	Grade V	Grade oIV	Grade (II.5.V.)  10 29 V. (MQ1) nathoub  10 29 V. (MQ1) nathoub  10 29 V. (MQ1) nathoub  2 route  10 2 10 29 V.)  10 2 10 29 V.)	Grade I
Jean Val Jean. Val Jean Val Jean Val Jean Val Jean. Life and Literature, Book II. French Storybook Grammar.	"Mathematics We Use, Book I. Canadian Speller, Part II. Vitalized English, Grades VII and VIII. Beckoning Trails.	All Sails Set. Everyday Arithmetic, Grade VI. Canadian Speller, Grade VI. 'The Pupils' Own Vocabulary Speller, Grade VI.	Everyday Arithmetic, Grade V. Canadian Speller, Grade V. The Pupils' Own Vocabulary Speller, Grade V.	Grade IV	Friends and Neighbors.  More Friends and Neighbors. Canadian Speller, Grade II. The Pupils' Own Vocabulary Speller, Grade II. Everyday Arithmetic, Grade II. More Streets and Roads.  More Streets and Roads. Everyday Arithmetic, Grade III. Canadian Speller, Grade III. The Pupils' Own Vocabulary Speller, Grade III.	Grade I

2. The following readers of the Faith and Freedom series are issued free through the Sask-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:

This is Our Home—a basal pre-primer; by all These This is Our Family—primer; This These are Our Friends—Grade I;

mer; do add These are Our Neighbours—Grade II;
This is Our Town—Grade III.

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

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

- 6. All textbooks supplied by the Department shall be plainly marked number of the district as follows: "This book is the property of .... with the name and
- 7 Textbooks deemed unfit for further use shall not be destroyed or removed from school except by order of the superintendent of schools. The number so dispose shall be entered in the record and the entry initialled by the superintendent. ed from the disposed of

Name	Give School or other Educational Institution pupil is attending. If	Name	Date and Duration of Visit
	not attending any, give reason.		
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9 2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4			
LOCATION OF THE SCHOOL:	)L: On the	quarter of section	township
rangewest		an.	
Term ending December 31, 1	19	Term ending June 30, 19	
Name	Address	Name	Address
Trustees: (1)		(1)	
(3)		(3)	***************************************
(4)		(4)	
Chairman: (5)			
Secretary:			
::			
ner: (1)(Name in	full)	(1) (Name in full)	
Sask. Certificate(Indicate te	temporary, interim or permanent)	(Indicate temporary,	Class, Nory, interim or permanent)
g at			Year Year
Length of teaching experience	S.D. No	VP2TS	S.D. No
Present annual rate of salary \$		\$	
Commenced duties here on  Date of last anti-tuberculosis	X-ray examination		
Teacher: (2)(Name in )	full)	(2)(Name in full)	
Sask. Certificate(Indicate te:	(Indicate temporary, interim or permanent)	(Indicate temporary,	Class, No
lin	Year		Year.
Taught last year in	S.D. No		S.D. No
Present annual rate of salary	9	years	years
Date of last anti-tuberculosis	X-ray examination		innimination of the state of th
	Place		

RECORD OF NON-ATTENDING RESIDENT PUPILS

VISITORS' REGISTER
Superintendents, School Officials, Nurses, etc.

### INSTRUCTIONS TO TEACHERS

### General

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

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

ch pupil. The left in the RECORD OF PROGRESS.—It is essential that the teacher keep an accurate pupil. This record may be made in an ordinary notebook and when a teacher 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 cupboth to keep surplus supplies. A complete record of the library books and supplies. teacher leaves the the progress school it sho

which to keep surplus supplies. with a cupboard with and supplies should lock be and key

RECORD OF FREE TEXT BOOKS.-k Account completed on June 30. The DIFFICULTIES.—Notes should be made —The Pupils' Account must be kept strictly up to date and the Superintendent will check these records.

CULTIES.—Notes should be made of difficulties encountered by the Superintendent on the occasion of his visit.

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

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.

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

CHANGE OF TEACHER. -If a teacher should leave during the term the register must be completed

SCHOOL PROPERTY.—When a teacher leaves to bol Register and all forms and circulars pertaining to the be left in the schoolhouse or handed to the secretary f for vacation school ation or leaves the district shool and any school property safe-keeping.

### SCHOOL REGISTER

the

All teachers are required to read the following carefully before enrolling pupils for the register is a record of the school career of the children. Mark it carefully and preserve This register contains sufficient space to provide for the enrolment and attendance of 70 put twelve months beginning July 1 and ending the following June 30. One register is supplied for in operation every year, and if further copies are required an explanation as to the reason showarded to the Department with the request. reason should be for eac for the room

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

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

provided ENROLMENT OF PUPILS.—Every pupil resident in the district between the ages of 7 and 15, except provided under "Withdrawals" below, who has not passed the Grade VIII examination shall be counted as silled as from the first day the school opens after July 1. Other pupils shall be counted as enrolled upon first day of their attendance. Use full names. Avoid use of nicknames and initials. In the case of 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 ndance and the Local Attendance Officer advised immediately of the names of all pupils of compulsory

non-resident pupils, indicate after each name CENSUS RETURN.—As soon as the attendance and the Local Attendance Officer school age not in attendance.

SPECIAL CASES.—In rural and village

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

information required to complete the record of each pupil. RECORD OF PUPILS. -The teacher should have access to previous Ħ.

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

The age and grade date of promotion t to on entering this school, o the present grade, mus nool, the number of damust be indicated for days e for the each guidance pupil attended in of the Surrous superintendent and

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

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

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

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

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

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

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

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

MONTHLY RECORDS. information required ool Attendance" at th at the middle at the -On the last teaching day of each month the bottom of each attendance page and niddle of the register. attendance page and transfer the teacher the shall calculate same to the e and enter "Summary

In case any pupil is ssary erasures, to del e any pupil is absent on the last day of the crasures, to delay the totalling of the pupil-da or not such pupil has withdrawn permanently. y of the month it might be advisable, in order pupil-days enrolment until definite information order is to secured avoid un-

The teacher shall also calculate same in the right-hand column and name on the first or last half-page. the number 1 transfer to of days each pupil the "Summary of was present during Pupils' Attendance" the opposite month, each pupil's

School Attendance Local Attendance Officer shall be notified of all pupils not in regular attendance required

## HALF-YEARLY AND YEARLY RECORDS

pleting TERM ENDING the monthly records: DECEMBER 31.-On the last teaching day of the term the teacher shall, after com-

- (a) complete the "Summary of School Attendance" for the term;
- complete the half-yearly complete the Teachers' S
- (form 001);
- <u>a</u>c b complete 1 of sect the e statement 74 of The y return (form 48) and sign the declaration thereon. Superannuation Fund half yearly statement (form 00 required for the annual meeting, in accordance with required for School Act. annual meeting, in accordance with provisions of paragraph

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

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

(a) complete the "Summary of School Attendance" for the term and year

the

- (b)
- (0) complete the half-yearly return (form 48) and sign the declaration thereon; complete the "Summary of Pupils' Attendance" on the first and last half-p number of days each pupil was in attendance during the year; half-pages by calculating
- (b) complete the "Attendance by Days" table in the middle in the "Summary of Pupils' Attendance"; of the register from the information available
- (e) complete the information required in the fourth and fifth columns of the "Enroln Pupils"—age and grade on June 1 or on date of leaving; complete and sign the "Annual Return" (form 20); complete the School Account for free readers and the Pupils' Account and check "Enrolment
  - (f)
- $\widehat{\Xi},\widehat{\Xi}$ carefully
- 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 grant point of the grant point of the grant point.

SPECIAL YI on required for JMMARIZED the principal. The and -When two or more rooms are in operation in a district and for the completion of the "Annual Return" (form a necessary information will be supplied to the principal by by 20) the must be e teachers

a pupil is registered as attending 90 days in one room and 110 days in another room in the same district, will be entered as only one pupil enrolled and in the "Attendance by Days" table as one pupil in attendance 200 days, not as one for 90 days and another for 110 days. TRANSFERRED from one Jy each in see a pupil in see attendance each pupil. district, s taken il. If such

	On da	m m	-	On ne 30		.		On.	En-											
NAMES OF PUPILS	rolment after July 1	ance fro School	School	or on date of leaving		Birth		this School	ool	₽.	Number of Days Pupil Attended Each Grade to June 30, 19	Gra	of D de t	ays ] o Ju	Pupi ne 3	0, 19	tende	: B		Da Pron t
	Age	Grade Dist	Age	Grade	Date	Month	Year	Age	Građe	1	22	<u></u>	4	Ot .	0	7	00	9	10	Pre G
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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.

## Enrolment and Record of Pupils

	_	Am	1, 1		:	4
NAMES OF PUPILS	On date of En- rolment after	ate in- ient	1001	On June 30 or on date of	of	
(in full)	Age	Grade	Distai S	Age	Grade	Date
Gardore Shingerse Donald Pelleties	1	< <			2	2 2
aleck Henry	1					20
Corothy agrees	10					26
	17					25.5
Borothy Delarme	13	N				2
Chamestane Baketa	i w					3 0
Claude Ranger	14					12
Lonel Mc Kingse	42					2
Melen Marin	12	140				22
Ellips I have t	41					2
Grønne Belletier	2 /2	¥ 100				7 4
ORilik Rangun	6					ar
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Wilmer Shingsree		×				_
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## PUPIL-DAYS ATTENDANCE.

PUPIL-DAYS ENROLMENT.

## READ THE INSTRUCTIONS ON TI

The teacher is required to keep a record of all d sickness, distance from school, weather, truancy, paren In case a pupil is promoted during the year this f

Pupil-days attendance, left hand page. Pupil-days attendance, right hand page Total pupil-days attendance for month

MARY AT THE MIDDLE OF THE REGISTER EV

Pupil-days enrolment, right hand pag Pupil-days enrolment, left hand

page.

1912

I hereby certify that the above record of attendance does not include any record of teaching on Saturdays

Percentage of attendance for the month.

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# 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, 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.

