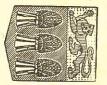
Room ----

## DEPARTMENT PROVINCE OF SASKATCHEWAN OF EDUCATION



FOR

## RECORDING HH ATTENDANCE

OF.

**PUPILS** 

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. S.D. No. . . . .

Lout Chilehunit No.

FOR THE YEAR BEGINNING JULY 1, 1952, AND ENDING JUNE 30, 195.3

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.

B. C.	:			e flags	Outsi
Simple of Table	: :			flags	Inside
	•			Fire extinguisher—type	Fire of
	•		Condition		Size
	:				Globe:
Exchange	•		Condition	Number	Zu
School phone no Boarding place	•		Condition	aps: (List on reverse)	Maps:
Opening exercises				20	Cupb
Junior Red Cross	_				
		Condition		Size No.	Туре
ble for primary pupil				Desks—	
able			••	ERAL EQUIPMENT:	8. GEN
Organ Condition	: :			Soap	Soap
i	•			Towels	Towe
Piano Condition	•			Source of drinking water	Sour
Condition	:			Toilet Paper	Toile
Projector	:			tion	Condition
14. OTHER EQUIPMENT:	•			Type of toilets	
			FNTS.		7 SAN
-				Suggestions	Sugg
Condition	i		Condition	ort	Comf
-			Condition	HEATING:	6. HEA
No. of books for Gr. I Gr. II Gr. II	:			Telle.	
luring last year	•			Clothes hooks	Cloth
12. LIBRARY:	•			Inside decorations	Insid
	•			Outside paint	Outs
List small equipment	i			Blackboard	Black
Basketball standards				Storm sashes	Storr
5	•				Blinds
Condition	•				Screens
Condition	•			doors	Scree
Swings Condition					Doors
11. PLAYGROUND EQUIPMENT:	•	ea)	ובמינט זוסטו מו	_	Windows
ce eq					Floors
Gr. XI			-Condition of:	OL HOUSE—	5. SCH
Complete for Gr. IX				•	
10. SCIENCE FOLIDMENT:			se)	Repairs needed (On reverse)	Repa
Annual Cleaning			se)	Equipment (List on reverse)	Equi
Sweeping				Of	Interior
Classroom Toilets	4			Outside paint	Outs
SERVICES:				TEACHERAGE:	4. TEA
Shoe scrapers				Repairs needed	Repa
Pencil sharpener Condition	-			Lacc	Clean
Thermometer	i			0.)	Adea
Yard rule	i	Width	Widt	STABLE: Length	3. 31A
set-same	:		,	, ca or 140)	V CTO
Clock Running?				Garden (Ves or No)	Gard
Suitability	į				Fence
No.)	:			(Yes or No)	Tidy
Framed picture of King and Queen	: :			Level (Yes or No)	Leve
				GROUNDS: Number of acres	2. GRO
	-	-	_	r	
	_			Total	
-4	-			Girls	
- 0	_	_		Boys	
11 12	6	4	1 2 3	Grade	1
				ENROLMENT:	1. ENR

Secretary's address(Teacher's Name in full)
Secretary's name(Signed)
to the Department of Education. My period of employment extends to, 19, 19, 19
The enrolment is
a VAL/ID 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)
Secretary's address
(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
S
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 \$
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 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)
it of Education. My period of employment extends to, 19, 19,
he enrolment is
certificate No
This is to notify you that I took charge of the scho
(Superintendent of Schools) (Teacher's Post Office Address) (Date)

NOTE.—This certificate must a teacher is in charge in any term.

# CERTIFICATE REGARDING SCHOOL PROPERTY

.19

I prope:	hereb	I hereby certify that on my departure from this district today I am leaving in the school the school property indicated below:	leaving in the school the school
	(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)
	3	The School Attendance Act.	(Yes or No)
	(8)	(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

The Flementary School Curriculum	reby certify that on my departure from this district today I am leaving in the school the school indicated below:	
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(7) TI	(6) Th	(5) Th	(4) Th	(3) T1	(2) Th	(1) Ti
e School Attendance Act.	e Record of Science Equipment.	ie Library Record.	ne High School Curriculum and Regulations.	ne regulations of the Department of Education (1944).	ne Course in Citizenship.	(1) The Elementary School Curriculum.
(Yes	(Yes	(Yes	(Yes	(Yes	(Yes	(Yes
01	or	Or	or	or	Or	or
No)	No)	No)	No)	r No)	r No)	(Yes or No)
	(7) The School Attendance Act. (Yes or No)	nt.	<b>nt.</b>	Regulations.	nt of Education (1944).  Regulations.  nt.	nt of Education (1944). I Regulations.

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

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Grade VIII	Grade VII	Grade VI	Grade VI	Grade IV	Grade III	Grade II	Grade I
Mathematics We Use, Book II. 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	.Wide Open Windows. Everyday Arithmetic, Grade V. Canadian Speller, Grade V. The Pupils' Own Vocabulary Speller, Grade V	"Up and Away. Bailey Writing, Book II. Everyday Arithmetic, Grade IV. Canadian Speller, Grade IV. The Pupils' Own Vocabulary Speller, Grade IV.	More Streets and Roads.  More Streets and Roads.  Everyday Arithmetic, Grade III.  Canadian Speller, Grade III.  The Pupils' Own Vocabulary Speller, Grade III	Friends and Neighbors. More Friends and Neighbors. Canadian Speller, Grade II. The Pupils' Own Vocabulary Speller, Grade II. Everyday Arithmetic, Grade II.	We Come and Go, Pre-Primer. Fun With Dick and Jane. Our New Friends. Bailey Writing, Book 1.

12 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;
This is Our Family—primer;
These are Our Friends—Grade I;

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

- S. 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.
- 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

- 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 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.

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***************************************			Commenced duties here on
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		not accumung any, give reason.	
Date and Duration of Vis	Name	Give School or other Educational Institution pupil is attending. If not attending any, give reason.	Name

RECORD OF NON-ATTENDING RESIDENT PUPILS

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

Note.—The teacher will fill in the information required above.

2003

## INSTRUCTIONS TO TEACHERS

### General

warded QUALIFICATIONS.
Province without first 260 to the ALIFICATIONS.—Teachers from outside without first ascertaining the standing to the Department of Education, Regina. the Province must not take charge of any are entitled. Communications of y school should l in be

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 triplica one copy forwarded to the Department of Education as soon as the teacher takes charge. The other should be retained by the teacher and the school board respectively. Whenever a change is made in to of salary paid to a teacher, a new agreement should be drawn up. The secretary of the board may agreement forms from the Department on request.

CURRICULUM.—The Elementary School Curriculum and the Regulations governing schools or under The School Act should be closely followed by the teacher. The copy of the curriculum provice 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 triplicate, other co copies ne rate

governing schools organized the curriculum provided for away by the teacher.

prepare a time-table and have it placed in a conspicuous position in

teacher leaves the school it sho

RECORD OF PROGRESS.—It is essential that the teacher keep an a each pupil. This record may be made in an ordinary notebook and when a teach period in the register or with the secretary for the information of the next LIBRARY.—The school should be provided with a bookcase and with which to keep surplus supplies. A complete record of the library books and and with a cupboard with books and supplies should teacher. lock and key

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

difficulties encountered by the teacher and these should be

DIFFICUL,TIES.—Notes should be made of difficult referred to the Superintendent on the occasion of his visit.

regard with th PROMOTIONS.—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, the date, on the pages provided for the "Enrolment and Record of Pupils," and in the "Record of ils' 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. of the RESPONDENCE.—When correspond the sheet and to refer to only in his name in full as given on the should be indicated, also the na corresponding with the Department teachers are asked to only one subject in a letter. For purposes of identification on the Saskatchewan certificate held, and the class and the name and number of any school district referred to e asked to wri nd number of such to should be given. the of such

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

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

### SCHOOL REGISTER

All teachers are required to read the following carefully before enrolling pupils for the 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 should be the December 1. warded to the Department with the request.

All entries should be made in ink. Us should he for each room

Use a fine pen. Write neatly and legibly

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

as provided enrolled as f non-resident 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 illed 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

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

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 PUPIL'S -The he teacher should have a the record of each pupil. access to previous order

information required to complete

The age and grade, dist for non-attendance. distance from school this information will l and date be used t of birth should be throughout the year year carefully or to decide checked with what pupils should be

The age and grade e date of promotion to re teachers. on entering this present this school, grade, mus the number of st be indicated f for days each for the guid each pupil guidance o l attended in each grade, and of the Superintendent and of

WITHDRAWALS.—The name of each pupil enrolled must remain on the register and be counted the pupil-days enrolment until the name is removed for one of the following causes: (1) the pupil has 1 the district; (2) he has been transferred to another room in the same district; (3) he is receiving instructively elsewhere; (4) having reached the age of 15 or having passed the Grade VIII examination he has significant 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. instruction signified

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

PUPIL-DAYS .-UPIL-DAYS.—One pupil-day is one pupil for Half days must be counted as such and not as -One r one day. S whole days. Six pupils for five days would be thirty pupil75. Do not use any fractional day other than

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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. Days on

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

(actual attendance) places. AVERAGE ATTENDANCE .. TTENDANCE,—Average by the number of days o ge attendance open. The c e is calculated by di calculation should be dividing the be carried. the ne pupil-days at forward to two attendance decimal

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

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

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

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

School Attendance The Local Attendance Officer shall be notified of all pupils not in regular attendance as required by The 21

# HALF-YEARLY AND YEARLY RECORDS

the ENDING 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 Teachers'

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complete 1 of sect plete the half-yearly return (form 48) and sign the declaration thereon; which is the Teachers' Superannuation Fund half yearly statement (form 001); blete the statement required for the annual meeting, in accordance with provisions of paragraph section 74 of The School Act.

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

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

the

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

t

(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 in 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 the School Account for free readers and the Pupils' Account and check carefully;
(g) complete the School Account for free readers and the Pupils' Account and check carefully;
(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 commation 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 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 in charge.

JKNS.—When two or more rooms are in operation in a distrequired and should be prepared by the principal. The necessarilied to the principal by the teachers in charge.

-When two or more rooms are in operation in a district the necessary information will be supplied to the principal by the

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.

yeux Enrolment and NAMES OF PUPILS (in full) Rume severe. Record of Pupils in. 0 00 6 On date of En-rolment after July 1 5 5 5 5 5 5 NO 00 41 0000 186 0 Age Grade Distance from School 0 Age Grade 4 200 4 8 23 S Ū 6000 0 P S 4 0 Date to June 30, 19. Birth ص کیاتی Month 至至 あまま 7 200 7 47 44 45 75 44 46 Year On Entering this School Age Grade jimb. B. Number of Days Pupil Attended Each Grade to June 30, 19...... 2 S.D. No. 00 9 10 Date of Promotion to Present Grade JULY Augus! SEPTEM OCTOBE Novem DECEM JANUAL

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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.

July	For
August	or the P
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Day of 1600

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(Omit Saturdays

TOTAL

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)  To the Week (Omit Saturdays and Sundays)	June 30, 19 ade leaving Distance from School	On date of En- rolment after July 1
	. (*77	
		PUPIL-DAY
	PRECEDING	D K
,	pupils are absent, indifference, work.	bsent, indicating work.
I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays.	should be c	clearly indicated
MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH		

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MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH

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MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH

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		or to what room transferred	Reason for withdrawal or to what room or School District transferred	Date of withdrawal or transfer	room during the	or leav	Name of Pupil	
		i to another room	ool or has been transferred to another give the following information	If a pupil has left school or or School District give		On date		
		required to submit	s required to prepare a summarized n of pupils each teacher is required	cipal or superintendent is epared without duplication:	n operation the prin summary may be pro- in the following form	In order that this further statement	In school districts where more than one room is in operation the principal or superintendent is required covering all the rooms in operation. In order that this summary may be prepared without duplication of pupil to the principal or superintendent a further statement in the following form:	coveri to the
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PRECEDING PAGES CAREFULLY

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should be clearly indicated on this page.

S.D. No.

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Pupil-days enrolment, right hand page Total pupil-days enrolment for month. THIS INFORMATION MUST BE TI Pupil-days enrolment, left hand page Attendance of Pupils enrolled on left hand side of the Register. Day of the Week (Omit Saturdays and Sundays) Samuel Samuel 22 21 1 22 22 1 22 22 1 22 21 \_ \_ \ <u>\</u> \ \ -201 Month 9 ~ 326 (Omit Charles Connection month WS 4

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Age | June 30 | On date of Grade | Grade | On date of Form | On date of Grade | On date of Grade | On date NAMES OF PUPIL E E full)

pupils are absent, indicating the reason therefor, indifference, work. PRECEDING PAGES CAREFULLY should be clearly indicated on this page PUPIL-DAYS ATTENDAN PUPIL-DAYS ENROLME]

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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 ware

