

PROVINCE OF SASKATCHEWAN
DEPARTMENT OF EDUCATION



DAILY REGISTER

FOR
RECORDING THE ATTENDANCE

OF
PUPILS

IN

..... S.D. No. *Dist. 1. Aitex.* Unit No.

FOR THE YEAR BEGINNING JULY 1, 19*54*, AND ENDING JUNE 30, 19*55*

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.

..... S.D. No.

1. ENROLMENT:

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

2. GROUNDS:

Number of acres
 Level (Yes or No)
 Tidy (Yes or No)
 Fence
 Trees and Shrubs
 Garden (Yes or No)
3. STABLE: Length.....Width.....

Stalls (No.)
 Adequate
 Clean
 Repairs needed

4. TEACHERAGE:

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

5. SCHOOL HOUSE—Condition of:

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

6. HEATING:

Type Condition
 Comfort
 Suggestions

7. SANITARY ARRANGEMENTS:

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

8. GENERAL EQUIPMENT:

Desks— Type	Size	No.	Condition

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

— OVER —

Flag pole
 Rope
 Framed picture of Queen
 Other framed pictures (No.)
 Suitability
 Clock Running?
 Blackboard compass
 Blackboard set-square
 Yard rule
 Thermometer
 Pencil sharpener Condition
 Shoe scrapers Door mats

9. JANITOR SERVICES:

Classroom Toilets
 Scrubbing
 Sweeping
 Annual Cleaning

10. SCIENCE EQUIPMENT:

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

11. PLAYGROUND EQUIPMENT:

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

12. LIBRARY:

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

13. HOT LUNCH EQUIPMENT: (List on back)

Operation

14. OTHER EQUIPMENT:

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

15. OPERATIONAL FEATURES:

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

.....
Signature of Teacher

S.D. No. _____

STOCK LIST OF FREE TEXTS

To be completed by the teacher for the information of the Superintendent of Schools.

Grade	Estimated Number Pupils next September	FREE TEXTS ONLY	Number Free Texts ON HAND	
			In good condition	Not usable
Grade I		We Come and Go—Pre-Primer Fun With Dick and Jane—Primer Our New Friends—Book I Bailey Writing—Book I Friends and Neighbours—Book 2A More Friends and Neighbours—Book 2B Everyday Arithmetic—Grade 2 The Canadian Speller—Rev. Ed. Gr. 2 "OR" The Pupils' Own Vocabulary Speller—Grade 2		
Grade II		Streets and Roads—Book 3A More Streets and Roads—Book 3B English—Grade 3 Everyday Arithmetic—Gr. 3 The Canadian Speller—Rev. Ed. Gr. 3 "OR" The Pupils' Own Vocabulary Speller—Grade 2		
Grade III		Up and Away—Grade 4 English—Grade 4 Everyday Arithmetic—Grade 4 The Canadian Speller—Rev. Ed. Gr. 4 "OR" The Pupils' Own Vocabulary Speller—Grade 4 Bailey Writing—Book II		
Grade IV		Wide Open Windows—Grade 5 English—Grade 5 Everyday Arithmetic—Grade 5 The Canadian Speller—Rev. Ed. Grade 5 "OR" The Pupils' Own Vocabulary Speller—Grade 5		
Grade V		All Sails Set—Grade 6 English—Grade 6 Everyday Arithmetic—Grade 6 The Canadian Speller—Rev. Ed. Grade 6 "OR" The Pupils' Own Vocabulary Speller—Grade 6		
Grade VI		Mathematics We Use—Book 1 The Canadian Speller—Rev. Ed. Grade 7 "OR" The Pupils' Own Vocabulary Speller—Grade 7 Vitalized English—Grades 7 & 8 Beckoning Trails		
Grade VII		Mathematics We Use—Book 2 The Canadian Speller—Rev. Ed. Grade 8 "OR" The Pupils' Own Vocabulary Speller—Grade 8 Jean Val Jean Life and Literature—Book 2 French Storybook Grammar		
Grade VIII				

CERTIFICATE REGARDING SCHOOL PROPERTY

.....19.....
(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 (1944). | (Yes or No) |
| (4) The High School Curriculum and Regulations. | (Yes or No) |
| (5) The Library Record. | (Yes or No) |
| (6) The Record of Science Equipment. | (Yes or No) |
| (7) The School Attendance Act. | (Yes or No) |
| (8) Other school property, forms and circulars mentioned under Instructions to Teachers. | (Yes or No) |

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

.....
(Signature of Teacher)

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

This is to notify you that I took charge of the school (or room in the case of graded schools) in the.....S.D. No.....on....., 19..... I hold

a VALID class certificate No. The rate of salary is \$..... per year.

Enrolment:	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII

Name of the S. D. Secretary
Address of S. D. Secretary

.....
(Teacher's Name in full)

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

This is to notify you that I took charge of the school (or room in the case of graded schools) in the.....S.D. No.....on....., 19..... I hold

a VALID class certificate No. The rate of salary is \$..... per year.

Enrolment:	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII

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Address of S. D. Secretary

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(Teacher's Name in full)

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- (6) The Record of Science Equipment. (Yes or No)
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.....
(Signature of Teacher)

INSTRUCTIONS TO TEACHERS

General

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SCHOOL REGISTER

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

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

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

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

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

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

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

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

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

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

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

WITHDRAWALS.—The name of each pupil enrolled must remain on the register and be counted in the pupil-days enrolment until the name is removed for one of the following causes: (1) the pupil 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 page and of the pupils on the right-hand side of the register on the right-hand half-page.

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

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

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

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

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

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

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

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

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

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

HALF-YEARLY AND YEARLY RECORDS

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

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

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

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

- (a) complete the "Summary of School Attendance" for the term and year;
- (b) complete the half-yearly return (form 48) and sign the declaration thereon;
- (c) complete the "Summary of Pupils' Attendance" on the first and last half-pages by calculating the number of days each pupil was in attendance during the year;
- (d) complete the "Attendance by Days" table 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 and sign the "Annual Return" (form 20);
- (g) complete the School Account for free readers and the Pupils' Account and check carefully;
- (h) complete the Teachers' Superannuation Fund half-yearly statement (form 001);
- (i) where standard examination tests have been given, complete the statement of marks and submit required copies to the secretary and to the superintendent.

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

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

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

Summary of School Attendance

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

In S.D. No. ...
June 30, 19.....

Month	Days open	Pupils Enrolled	Pupil-days attendance	Pupil-days enrollment	Average attendance	Percentage of attendance
July		14	25		12.5	89.3
August	2	15	257	28	12.8	86.5
September	29 + 30	16	246.5	285	12.9	86.1
October	19	16	244.5	304	12.8	80.4
November	10	16	218.5	236	13.6	92.6
December	16	15	991.5	1150	13.04	86.2
Total for half year	76	* 16	214.5	224	13.4	95.8
January	+4	14	236	252	13.1	93.6
February	+2	14	282	322	12.3	87.5
March	23	14	241	252	13.4	95.6
April	18	14	280	294	13.3	95.2
May	21	14	300	308	13.6	97.4
June	22	14	1553.5	1652	13.1	94.
Total for half year	118	* 16	2545.0	2802	13.1	90.8
Total for whole year	194	*				

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

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

For school exhibitions or fairs, Place..... Dates..... Total days.....
 For teachers' institute or convention, Place..... *Nov. 10 Sat.* Dates..... *Sept. 29-30* Total days.....
 For epidemic disease, Dates..... Total days.....
 For departmental examination..... Dates..... Total days.....

This room was closed on the following dates on account of teacher illness.
 Dates..... *Jan. 26-27-28-31* Total days.....
 Dates..... *Feb. 20-21-2* Total days.....

	ENROLMENT			ATTENDANCE BY DAYS			
	Boys	Girls	Total	Number of pupils who attended during the whole year:			
When school opened after July 1	7	7	14	(a) Less than 20 days	1		
Additions during the year	2	0	2	(b) Between 20 and 39 days inclusive			
Total for the year	9	7	16	(c) Between 40 and 59 days inclusive			
Less Withdrawals	1	1	2	(d) Between 60 and 79 days inclusive	1		
On June 30	8	6	14	(e) Between 80 and 99 days inclusive			
				(f) Between 100 and 119 days inclusive			
				(g) Between 120 and 139 days inclusive			
				(h) Between 140 and 159 days inclusive	9		
				(i) Between 160 and 179 days inclusive			
				(j) Between 180 and 199 days inclusive	5		
				(k) 200 days and over			
				Total	16		

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	Age	Grade	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	
				Date of withdrawal or transfer	Reason for withdrawal or to what room or School District transferred
SAMPLE					
OF					
FORM					
ONLY					

Year	On June 30 or on date of leaving	Age	Grade	Distance from School	On date of Enrollment after July 1		NAMES OF PUPIL (in full)
					Age	Grade	

PUPIL-DAYS ATTENDANCE
 PUPIL-DAYS ENROLMENT
PRECEDING PAGES CAREFULLY
 Pupils are absent, indicating the reason therefor, indifference, work.
 It should be clearly indicated on this page.

PROPERTY OF THE GOVERNMENT OF SINGAPORE
No. 10, RAFFLES PLACE, SINGAPORE.

Wilmers Singapore April 15/53

Handwritten text in a vertical column on the right side of the page, possibly bleed-through from the reverse side. The text is faint and appears to be in a cursive or calligraphic script.