#### DEPARTMENT OF EDUCATION PROVINCE OF SASKATCHEWAN



### DAILY REGISTER

FOR

# RECORDING THE ATTENDANCE

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#### **PUPILS**

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S.D. No. ..

Sport and Unit No.

FOR THE YEAR BEGINNING JULY 1, 195.4, AND ENDING JUNE 30, 19.5.5.

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.

Grade 1 2	3 4 5	8 9 10 11 12 Total
Boys Girls		
Total		
2. GROUNDS:	-	Flag note
		Rope
Level (Yes or No)Tidy (Yes or No)		Other framed pictures (No.)
Fence St		Clock
Garden (Yes or No)		Blackboard compass
3. STABLE: Length	Width	Blackboard set-square
Stalls (No		Thermometer
Adequate		Pencil sharpener
Clean		Shoe scrapers
Repairs needed		9. JANITOR SERVICES:
4. TEACHERAGE:		Classroom
Outside paint	*	Scrubbing
3		Annual Cleaning
Repairs needed (On reverse)		10. SCIENCE EQUIPMENT:
Furnished		
5. SCHOOL HOUSE—Condition of:		Gr. XI
Lighting (% of window area to floor area)		(Add supplementary list of all 11. PLAYGROUND EQUIPMENT:
Windows	***************************************	Swings
Screen doors		
Screens	***************************************	Volley ball standards
Blinds		Basketball standards
Storm sashes		List small equipment
Outside paint		19 TIRRARY.
Inside decorations		distinct look
Clothes hooks		No. of books for Gr. I
		sable boo
ING		N
Type Condition		Dictionary
Suggestions		13. HOT LUNCH EQUIPMENT: (List on back)
7. SANITARY ARRANGEMENTS:		
Type of toi	***************************************	DECEMENT:
Condition		Radio Condition
Toilet Paperwater	***************************************	
Provision for dispensing		med
Towels		Player
Soap		Organ Condition
8. GENERAL EQUIPMENT:		Reading table for primary pupils
Size	Condition	Tribut france of the control of
Type Size No.	Condition	15. OPERATIONAL FEATURES:
		Home & School
		Visitors' Days dates
Cupboards and Bookcases—		Other students' societies
Adequate C	Condition	School phone no
ist on reverse)	Condition	phone no Exchange
ber	Condition	
ber		

## STOCK LIST OF FREE TEXTS

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

		Life and Literature—Book 2French Storybook Grammar		
		The Pupils' Own Vocabulary Speller—Grade 8		88
		Mathematics We Use—Book 2		Grade VIII
		The Pupils' Own Vocabulary Speller—Grade 7	ß	
		Mathematics We Use—Book 1		Grade VII
		The Pupils' Own Vocabulary Speller—Grade 6		5
		All Sails Set—Grade 6		Grade VI
		The Pupils' Own Vocabulary Speller—Grade 5		
		Wide Open Windows—Grade 5		Grade V
		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
		H		
		Streets and Roads—Book 3AMore Streets and Roads—Book 3B		Grade III
		Friends and Neighbours—Book 2A		Grade II
		We Come and Go—Pre-Primer  Fun With Dick and Jane—Primer.  Our New Friends—Book I.  Bailey Writing—Book I		Grade I
Not usuable	In good condition	21	next September	
Free Texts HAND	Number F	d FREE TEXTS ONLY	Estimated Number	

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ss of S. D	J   H	a VALIDclass certificate No The rate of salary is \$ per year .	arge of the school (or room in the case of graded schoo	(Superintendent of Schools)  (Teacher's Post Office Address) (Date)	(Teacher's Name in full)	Name of the S. D. Secretary	Enrolment:	S.D. Noon	fice Address)	(Teacher's Name in full)	Name of the S. D. Secretary	a VALID	This is to notify you that I took charge of the school (or room in the case of graded schools) in the the school (or room in the case of graded schools) in the school (or room in the case of graded schools) in	(Superintendent of Schools)  (Teacher's Post Office Address) (Date)	(Teacher's Name in full)	Name of the S. D. Secretary	Enrolment:   I   II   III   IV   V   VII   VIII   IX   X   XI   XI	S.D. • No011	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

		(Date)
I h property	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)
	(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

## CERTIFICATE REGARDING SCHOOL PROPERTY

(Date)

property in	property indicated below:	leaving in the school the school
(1)	(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)	(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

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	Grade VIII	Grade VII	Grade VI	Grade V	Grade IV	Grade III	Grade II	Grade I
1 1 1								1 The 12
	Jean Val Jean. Life and Literature, Book II. French Storybook Grammar. Canadian Speller, Grade VIII. The Pupils' Own Vocabulary Speller, Grade VIII.	Canadian Speller, Grade VII. Vitalized English, Grades VII and VIII. Beckoning Trails. The Pupils' Own Vocabulary Speller, Grade VII.	All Sails Set. Everyday Arithmetic, Grade VI. Canadian Speller, Grade VI. The Pupils' Own Vocabulary Speller, Grade VI. English, Grade VI.	Wide Open Windows. Everyday Arithmetic, Grade V. Canadian Speller, Grade V. The Pupils' Own Vocabulary Speller, Grade V. English, Grade V.	Bailey Writing, Book II. Everyday Arithmetic, Grade IV. Canadian Speller, Grade IV. The Pupils' Own Vocabulary Speller, Grade IV. English, 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. English, Grade III.	More Friends and Neighbors. More Friends and Neighbors. Canadian Speller, Grade II. The Pupils' Own Vocabulary Speller, Grade II. Everyday Arithmetic, Grade II.	Fun With Dick and Jane.  Our New Friends.  Bailey Writing, Book 1.

5 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.

- 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 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 number c 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.

RECORD OF NON-ATT	NON-ATTENDING RESIDENT PUPILS	VISITORS' REGISTER Superintendents, School Officials, Nurses,	REGISTER l Officials, Nurses, etc.
Name	Give School or other Educational Institution pupil is attending. If not attending any, give reason.	Name	Date and Duration of Visit
		Charles Some	Syptemen 9 1827
		Dysir of Seewer	9
			***************************************
LOCATION OF THE SCHOOL:	<b>DL:</b> On the	quarter of section	townshiptownship
rangewest of	theMeridian. SCHOOL OFFICIALS	ean. FFICIALS	
Term ending December 31, 19		Term ending June 30, 19	
Name Trustees: (1)	Address	Name (1)	Address
(3)		(3)	
(4)		(4)	
Secretary:			
Teacher: (1) (Name in	full)	(1) (Name in full)	
	(Indicate temporary, interim or permanent)	(Indicate temporary, inte	77. SS
Taught last year in	S.D. No.		S.D. No
exI		years	years
Present annual rate of salary  Commenced duties here on	\$	\$	
S	X-ray examination		
Teacher: (2)	Flace	(2)	
- 5	Class		Class No
(Indicate Professional training at	temporary, interim or permanent)		(Indicate temporary, interim or permanent)  Vest
Taught last year in	S.D		S.D. No
Present annual rate of salary	\$	\$\$	years
Commenced duties here on			
The state of the s	Place		

### INSTRUCTIONS TO TEACHERS

#### General

QUALIFICATIONS.—Teachers from outside the Province must not take charge of any s Province without first ascertaining the standing to which they are entitled. Communications sh warded to the Department of Education, Regina.

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

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

each classroom is the CURRICULUM.—The Elementary School Curriculum and the Reguler The School Act should be closely followed by the teacher. The conclusion classroom is the property of the school district and must not be Regulations taken governing scho away by the teacher schools organized

TIME-TABLE -The teacher shall prepare a time-table and have it placed in 9 conspicuous position

ch 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 cupbonich to keep surplus supplies. A complete record of the library books and supplie RECORD OF PROGRESS. It is essential that the teacher keep ide in an ordinary notebook and whe an accurate a cupboard with supplies should e record leaves t the of the progress of school it should key

OF FREE TEXT should up to date and the be kept

RECORD Account completed E, TEXT BOOKS.—The Pupils' Account must be on June 30. The Superintendent will check these kept strictly records.

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

regard with the PROMOTIONS. oval of the Superintendent of Schools. The teacher is warned against making promotions of the standing of the pupils, particularly before leaving a district. All promotions should the date, on the pages provided for the "Enrolment and Record of Pupils," and in the standing for Promotion." subject to the "Record of

Education prepares test papers. Forms for maxing in Education prepares test papers. Forms for maxing in Education prepares test papers. Forms for maxing in Education prepares test papers. Forms for in December. The lower grades should not be dismissed during use with the prior written approval of the Superintendent.

DEPARTMENTAL EXAMINATIONS.—Departmental examinations for diplomas are held each year during the latter part of June. Candidates for must make application on the prescribed form to the Department not later the number of the diplomation of the Department.

The lower grades should not be dismissed during use with the Department and the prescribed form to the Department teachers. JUNE TESTS.—For the convenience of the teacher in making prom from Grade IX to Grade X and from Grade X to Grade XI, in J leation prepares test papers. Forms for making requisition for these prince in December. The lower grades should not be dismissed during prior written approval of the Superintendent. making promotions ade XI, in June ea June papers are sent to all schools the writing of these tests v ons from Grade each year, the ers are sent to al VIII to Department of l schools in the without Grade

than either of han May Grade of XI f these examination for these examinations of these examinations of the following the following the following these examinations of these examinations of these examinations of these examinations of the following and Grade examinations orms for this

one side of the should sign his CHANGE OF n his name should be TEACHER. ENCE.—When corresponding with the Department teachers are asked to write of the tand to refer to only one subject in a letter. For purposes of identification the infull as given on the Saskatchewan certificate held, and the class and number indicated, also the name and number of any school district referred to should be -If a teacher should leave during the term the register must be completed d number of should be g er ot such be given. on only teacher

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

#### SCHOOL REGISTER

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

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 twelve months beginning July 1 and ending the following June 30. One register is supplied in operation every year, and if further copies are required an explanation as to the reason warded to the Department with the request.

All entries should be made in ink. Use a fine pen. Write neatly and legibly. supplied reason should 70 U pupils for the for each room be room e for-

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

as provided under "Wienrolled as from the first day of their and non-resident pupils, ind ENROLMENT OF PUPILS. indicate after each name first day the school ir attendance. Use below, Every pupil resident in the district between the ages of 7 and 15, e elow, who has not passed the Grade VIII examination shall be count nool opens after July 1. Other pupils shall be counted as enrolled Jse full names. Avoid use of nicknames and initials. In the canch name the number of the school district to which he belongs. as the census return is received it should be checked with the pupils. Officer advised immediately of the names of all pupils of comp and 15, except 1 be counted as upon

attendance resident pupils, CENSUS RET US RETURN.—As soon as the cand the Local Attendance Officer compulsory pupils

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

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

of each pupil.

reported for non-attendance. age and grade, distance from s then received. This information distance from school This information will l and date be used + throughout the way year carefully c checked what pupils with should

The age and grade of the date of promotion to on entering this school, to the present grade, mus must be the number of da indicated for days e for the each guidance pupil attended in ance of the Super led in each grade, and Superintendent and of each and

sewhere; WITHDRAWALS.—The name of each pupil enrolled must remain on the register and be counted pupil-days enrolment until the name is removed for one of the following causes: (1) the pupil has i district; (2) he has been transferred to another room in the same district; (3) he is receiving instruct where; (4) having reached the age of 15 or having passed the Grade VIII examination he has signiff intention to leave school; (5) he has been expelled from school. A pupil shall be counted in the pupil second that the pupil shall be counted in the pupil second that the pupil shall be counted in the pupil second that the pupil shall be counted in the pupil second that the pupil shall be counted in the pupil second that the pupil second that the pupil shall be counted in the pupil second that the WITHDRAWALS. as signified

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

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

PUPIL-DAYS.

Half days mu must One be e pupil-day counted as as is such one e pupil for and not as as one whole o days. Six pupils for five days would be t ays. Do not use any fractional day thirty other +1

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

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

place (actual attendance) AVERAGE ATTENDANCE. by ENDANCE.—Average the number of days e attendance is calculated by dividing the pupil-days open. The calculation should be carried forward to t attendance

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

the information required at the b School Attendance" at the middle MONTHLY RECORDS.-On the last teaching day of each month the bottom of each attendance page and niddle of the register. and transfer the shall calculate same 01 e and enter "Summary

whether or " case e any pupil is absent on the last day of the merasures, to delay the totalling of the pupil-days or not such pupil has withdrawn permanently. any pupil rasures, to d month enrolment it might be lment until d e advisable, in order definite information in order secured

name on the acher shall also calculate e right-hand column and e first or last half-page. calculate and the number to of days each pupil was present during the "Summary of Pupils' Attendance" opposite un, enter each pui ter the pupil's

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

#### HALF-YEARLY AND YEARLY RECORDS

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

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

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

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

- (a) (b) "Summary of School Attendance" for the term and year
- (c) complete the half-yearly return (form 48) and sign the declaration thereon; complete the "Summary of Pupils' Attendance" on the first and last half-pages number of days each pupil was in attendance during the year; complete the "Attendance by Days" table in the middle of the register from the in the "Summary of Pupils' Attendance"; by calculating the
- (b) from the information available
- (e) complete the Pupils"—age the information required in the fourth and fifth columns age and grade on June 1 or on date of leaving; of the "Enrolment of
- Pupils' Account and check carefully
- (F) (F) (F) complete and sign the "Annual Return" (form 20); complete the School Account for free readers and the P complete the Teachers' Superannuation Fund half-yearly statement (form 001);
- where standard examination tests have been given, complete the statement of marks and submit required 2 district

SPECIAL, H bined half-yearly copies to the secretary and to the superintendent.

IAL, HALF-YEARLY RETURNS.—When two or more rooms are in operaty return (form 48) is required and should be prepared by the principal. It the junior rooms will be supplied to the principal by the teachers in charge.

IAL, YEARLY RETURNS.—When two or more rooms are in operation in a for the arms. in operation in necessary

tion required for SUMMARIZED SPECIAL the annual meeting and by the principal. The r When two or more rooms are in operation in a district d for the completion of the "Annual Return" (form 2 necessary information will be supplied to the principal by t the informa-20) must be teachers

When pupils have been TRANSFERRED from one room to another during the year care must be ta to see that DUPLICATIONS do not occur in calculating the enrolment and days attended by each pupil a pupil is registered as attending 90 days in one room and 110 days in another room in the same district, swill 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. such e for

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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.

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PRECEDING PAGES CAREFULLY	I	7							
CAREFULLY	PUPIL-DAYS ATTENDANPUPIL-DAYS ENROLME	7							

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Total pupil-days enrolment for month\_\_\_\_\_\_THIS INFORMATION MUST BE TRANSFERRED TO Day of the Month (Omit Saturdays and Sundays) Pupil-days enrolment, left hand page Days open during the month Pupils enrolled during the mo 21 25 1 Attendance of Pupils enrolled on left hand side of the Register. 100 21 19 21 19 21 19 21 19 21 14 21 21 21 20 21 20 21 20 21 20 00 OW (Omit page 9 Sundays) 21:201 THE SUM 35 15348 TOTAL + . MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays.

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S.D. No.

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S.D. No.

(in full)

87 1,8,7 1,8/1 Percentage of attendance 8,68 Year Age lead of me of the grade grade grade grade School On date of Enrolment after July 1 Age Grade NAMES OF PUPIL

April March Febuary.

January.

Total for half year

May.

Total for half year.

November..

10

August. July.

September

29:30

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

For departmental examination For epidemic disease, Dates For teachers' institute or convention, Place For school exhibitions or fairs, Place on the following dates on account of teacher's illness .Dates .Dates Total.

Girls 6 7		;	Total for the year	Additions during the year	When school opened after July 1	В	ENROLMENT
	2	W	00	欧	13	Boys	
Total 79 6	5		7	-	6	Girls	
	2	S	25	6	19	Total	

Number of pupils wl  $\odot$  $\widehat{\Xi}$ (h) (g) 3 (e) (b) (c) (b) (a) Total. Less than 20 da Between 180 au Between 120 a Between 80 and Between 60 and Between 40 and Between 20 and 200 days and o Between 160 an Between 140 au Between 100 aı 20

In school districts where more than one room is in operation the principal or superintendent is required to prepare a summarized statement to the principal or superintendent a further statement in the following form:

	ONLY	FORM	ÔF 📐	SAMPLE			ramic of rapir	Name of Puril	F
							Age	On date of leaving	
			î		A		Age Grade		
							during the year	Days attendance in this	8
	(G		r 12			40	Date of withdrawal or transfer	If a pupil has left school or has been transferred to another room or School District give the following information	
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