Room E

PROVINCE 9 SASKATCHEWAN

DEPARTMENT 0 **EDUCATION**



REGISTER

FOR

RECORDING THE ATTENDANCE

OF

PUPILS

日

Last Much Unit No.

S.D. No.

FOR THE YEAR BEGINNING JULY 1, 19 56, AND ENDING JUNE 30, 19...57

SUPPLIED TO SCHOOLS FREE BY THE DEPARTMENT OF EDUCATION

THIS REGISTER IS A RECORD OF THE SCHOOL CAREER OF THE CHILDREN
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.

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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 copy of my agreement (has been) (will be) forwarded
a VALID The rate of salary is \$
the
This is to notify you that I took charge of the school (or room in the case of graded schools) in
Sask.
(Superintendent of Schools) (Teacher's Post Office Address) (Date)
a teacher is in charge in any term.
must be completed and mailed to the Superintendent of Schools on t
Secretary's name(Signed)
to the Department of Education. My period of employment extends to, 19, 19,
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This is to notify you that I took charge of the school (or room in the case of graded schools) in
, Sask.
(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 N
Secretary's name(Signed)
to the Department of Education. My period of employment extends to, 19, 19,
The enrolment is
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This is to notify you that I took charge of the school (or room in the case of graded schools) in
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Secretary's address(Teacher's Name in full) 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.
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 a teacher is in charge in any term.

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(7) The School Attendance Act.	The Record of Science Equipment.	The Library Record.	The High School Curriculum and Regulations.	The regulations of the Department of Education (1944).	The Course in Citizenship.	(1) The Elementary School Curriculum.	
				1944).			
(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	

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

(8)

Other school property, forms and circulars mentioned under Instructions to Teachers.

(Yes or No).

(Signature of Teacher)

CERTIFICATE REGARDING SCHOOL PROPERTY

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

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

6.		5.	4.	င်ပ		5			3 .				
All textbooks supplied by the Department shall be plainly marked with the name and number of the district as follows: "This book is the property of	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 each term.	cord book supplied by the Depent and the disposition of the	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.	Application for free textbooks shall be made on the requisition form supplied by the Department for this purpose.	This is Our Home—a basal pre-primer; These are Our Neighbours—Grade II; This is Our Family—primer; This is Our Town—Grade III.	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:	Grade VIII	Grade VIIMathematics We Use, Book I. Canadian Speller, Part II. Vitalized English, Grades VII and VIII. Canada Book of Prose and Verse, Book I. (Beckoning Trails).	Grade VIHighroads to Reading, Book VI. Everyday Arithmetic, Grade VI.	Grade IV	Grade IIIStreets and Roads. More Streets and Roads. Everyday Arithmetic, Grade III.	Grade IIFriends and Neighbors. More Friends and Neighbors. Canadian Speller, Part I. Everyday Arithmetic, Grade II.	Grade IWe Come and Go, Pre-Primer. Fun With Dick and Jane. Our New Friends. Bailey Writing Book 1.

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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-ATTENDING RESIDENT PUPILS	ENDING RESIDENT	VISITORS' REGISTER Superintendents, School Officials, Nurses,	REGISTER Officials, Nurses, etc.
Name	Give School or other Educational Institution pupil is attending, If not attending any, give reason.	Name	Date and Duration of Vi
LOCATION OF THE SCHOOL:	DI: On the	quarter of section	township
rangeWest	of theMeridian. SCHOOL OFFICIALS	n. ICIALS	
Term ending December 31, 1	1957	Term ending June 30, 19	9.57
Name Trustees: (1),	Address	Name (1)	Address
(2)(3)		(2)	
(4)		(4)	
(5)(5)		(5)	
Secretary:			
Treasurer: (1) Ma J. M.	wind Mork	(1)	
0 : 6	My Augha Class, Now.	(Name in full)	Class, No.
g at	2 1		YearYear
Length of teaching experience		years	year
Present annual rate of salary	\$	\$	
Date of last anti-tuberculosis	X-ray examination		
	Place		
reacher: (Z) (Name in	full)	(2) (Name in full)	2
Š	emporary, interim or permanent) Year	(Indicate temporary,	ary, interim or permanent) Year
Taught last year in	S.D		S.D. No
Length of teaching experience Present annual rate of salary	\$	years \$	year.
Commenced duties here on Date of last anti-tuberculosis X-ray			
	Place		

INSTRUCTIONS TO TEACHERS

General

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

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 Regular The School Act should be closely followed by the teacher. The conclassroom is the property of the school district and must not be Regulations
The copy of the co s governing the curricu away curriculum provided for by the teacher.

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

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

LIBRARY.—The school should be provided with a bookcase and with a cupboard with which to keep surplus supplies. A complete record of the library books and supplies should teacher. RECORD OF PROGRESS. record of the the progress of school it should the

library books and supplies should kept

RECORD OF FREE, TEXT BOOKS.—The Pupils' Account must be kept stock Account completed on June 30. 'The Superintendent will check these record DIFFICUL,TIES.—Notes should be made of difficulties encountered by the referred to the Superintendent on the occasion of his visit. е керt strictly e records. dn to date and the

teacher and these should be

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

JUNE TESTS.—For the convenience of the teacher in making IX, from Grade IX to Grade X and from Grade X to Grade X Education prepares test papers. Forms for making requisition for Province in December. The lower grades should not be dismissed definition written approval of the Superintendent.

DEPARTMENTAL EXAMINATIONS.—Departmental examination of the dismission of the superintendent. n making promotions from Grade Grade XI, in June each year, t sition for these papers are sent to smissed during the writing of t ns from Grade each year 1 to all schools these the VIII to Grant Department without Grade in the

uplomas 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 purpose may be obtained from the Department. than May either Grade XI either of th these and Grade examinations

one side should sign his of the sheet and to refer to only one subject in a letter. For purposes of identification the to his name in full as given on the Saskatchewan certificate held, and the class and number of should be indicated, also the name and number of any school district referred to should be NGE OF TEACHER.—If a teacher should have American the class and should be e teacher of such on only given.

leaving. -If a teacher should leave during the term the register must be completed

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

SCHOOL REGISTER

Ö read the following carefully before enrolling pupils for the

Mark it carefully and preserve it.

This register contains surretwelve months beginning July 1 This register contains sufficient space to provide ve months beginning July 1 and ending the follow peration every year, and if further copies are recled to the Department with the request.

All entries should be made in ink. Use a fine per register is a record of the school career of the children. Mark it carefully and prepared register contains sufficient space to provide for the enrolment and attendance of nonths beginning July 1 and ending the following June 30. One register is supplition every year, and if further copies are required an explanation as to the reason. supplied reason should be 70 o pupils for the for each room

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.

non-resident pupils, indicate after each name CENSUS RETURN.—As soon as the attendance and the Local Attendance Officer school age not in attendance. census return is received it should be checked with the pupils radvised immediately of the names of all pupils of compulsor

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

information required to complete the record of each pur Th age and ornal Attack RECORD OF PUPILS. access to previous registers order

each pupi

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

The age and grade date of promotion to on entering this the present grad grade, de, must be the indicated of days I for the guidance each pupil attended in ance of the Super Superintendent an

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

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

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

one-half PUPIL-DAYS.—One pupil-day is one pupil for one day.

Half days must be counted as such and not as whole days. Six pupils for s. Do not use any five days would be thirty pupil-any fractional day other than

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

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

AVERAGE ATTENDANCE,—Average attendance ual attendance) by the number of days open. The e is calculated by dividing the pupil-days calculation should be carried forward to t two attendance decimal

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

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. e and enter "Summary

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

same in the right-hand column and transfer to the "Summary of name on the first or last half-page.

The Local Attandance of th upil was present during of Pupils' Attendance" opposite the month, each pur pupil's the

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

HALF-YEARLY AND YEARLY RECORDS

pleting TERM ENDING 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;
- (b)
- (c) 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 f The School Act. with provisions of paragraph

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

TERM ENDING JUNE 30.-monthly records: 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
- (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; by calculating the

number of days each pupil was in attendance during the year;

(d) complete the "Attendance by Days" table at 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 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 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 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, 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. taken il. If such e for

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

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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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Month of Alexander 19.

Attendance of Pupils enrolled on right hand side of the Register.

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Average attendance for the month. **د**تن "

Percentage of attendance for the month. 92.2

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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Average attendance for the month... 96.04

Percentage of attendance for the 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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Average attendance for the month.

Percentage of attendance for the month 87.3

I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays.

Teacher

Attendance for the left hand side of the Register.

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如此 234 Average attendance for the month N Z Day of Week (Omit Saturdays -8 2 Sundays) -----. _ . _ . _ _ TOTAL

I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays. Percentage of attendance for the month

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H. Waz. A. Teacher

Attendance for the hand side of the Register.

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Month of Attendance of Pupils enrolled on Aght hand side of the Register. Day of the Month (Omit Saturdays Day of the Week (Omit av 201 7 TOTAL

Average attendance for the month 0.1

Percentage of attendance for the month 79.7

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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to prepare a summarized statement seach teacher is required to submit	equired to prepare a sumn of pupils each teacher is re	covering all the rooms in operation. In order that this summary may be orepared without duplication of pupils to the principal or superintendent a further statement in the following fo m:	this summary may be one ent in the following for	In order that further statem	in operation.	overing all the rooms i
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The Mark Th Pupil-days enrolment, left hand page Attendance of Pupils enrolled on left hand side of the Register.

Attendance of Pupils enrolled on left hand side of the Register.

Attendance of Pupils enrolled on right hand side of the Register. Day of the Month (Omit Saturdays and Sundays) --0 17 20 2/ 17 19 19 19 --0 -- 0 --0 ORDER VINNER Harpenine Ciliane 0-0 19 3/8 18 3/8 00 to 22.2 3 28 17 18. TOTAL 0 MARY AT THE MIDDLE OF I hereby certify that the above record of attendance is correct and does not include any record of teaching on Saturdays or holidays.

Mrs. B. M. Yurack Percentage of attendance for the month Average attendance for the month Day of the Month (Omit Saturdays Day ರ್ಣ the Week (Omit Saturdays THE REGISTER EVERY MONTH 833 Sundays) Sundays) TOTAL

Enrolment and Record of July 1, 19....., to June 30, 19..... **Pupils**

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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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