### DEPARTMENT PROVINCE 옦 SASKATCHEWAN EDUCATION



FOR

# RECORDING THE ATTENDANCE

OF

### **PUPILS**

Z

Wille Bome Metis S.D. No. ##

Start Reded Unit No.

FOR THE YEAR BEGINNING JULY 1, 194. C..., AND ENDING JUNE 30, 194.

SUPPLIED TO SCHOOLS FREE BY THE DEPARTMENT OF EDUCATION

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

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1461-94P

(Teacher's Name in full)	Secretary's address
d)	Secretary's name(Signed)
nt extends to, 194	to the Department of Education. My period of employment extends to, 194,
A copy of my agreement (has been) (will be) forwarded	The enrolment is A copy of m
The rate of salary is \$	a VALIDclass certificate No
n 194 I hole	the, 194, I hold
(or room in the case of graded schools) in	This is to notify you that I took charge of the school (or room in the case of graded schools) is
	Sask.
(Teacher's Post Office Address) (Date)	(Superintendent of Schools) (Teacher's

NOTE,—This certificate must be completed and mailed to the Superintendent of Schools on the first day teacher is in charge in any term.

## CERTIFICATE REGARDING SCHOOL PROPERTY

	And I further che School Board	(8) Other so unde	(7) The Scho	(6) The Rec	(5) The Lib	(4) The Hig	(3) The reg	(2) The Cor	(1) The Ele	I hereby certify that opposerty 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	(8) Other school property, forms and circulars mentioned under Instructions to Teachers.	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 (1941).	The Course in Citizenship.	The Elementary School Curriculum.	I hereby certify that on my departure from this district today I am leaving in the school the school erty indicated below:	
(Signature of Teacher)	has been filed with the Secretary entered in the register	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	m leaving in the school the school	(Date) 194

## CERTIFICATE REGARDING SCHOOL PROPERTY

(Date) 194.....

(8)	$\mathfrak{S}$	6)	(5)	(4)	(3)	(2)	$\Xi$	rty ii	here
(8) Other school property, forms and circulars mentioned under Instructions to Teachers.	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 (1941).	The Course in Citizenship.	The Elementary School Curriculum.	rty indicated below:	hereby certify that on my departure from this district today I am leaving in the school the school
(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(Yes or No)	(	n leaving in the school the school

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

Except as hereinafter provided, the authorized free textbooks supplied by the Departpartment shall be used in all schools. The textbooks supplied are the following:

								CTITCL
Grade VIII.	Grade VII.	Grade	Grade V	Grade IV	Grade III	Grade II.	Grade 1	Cardo I
VIII	VII	Grade VI	V	IV	H	H	L	7 4004
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atics for Jean. Litera	atics for Spell I Engli	ls to F y Arith	ls to F y Arith ok for	ls to R Vriting, y Arith	nd Ro reets a: / Arith	and Neiends a Spelle Arith	h Dick Frien riting,	b ond
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Mathematics for Everyday Use, Book II. Jean Val Jean. Life and Literature, Book II. Dominion French Reader.	Mathematics for Everyday Use, Book II. Canadian Speller, Part II. Vitalized English, Grades VII and VIII. Canadian Book of Prose and Verse, Book I.	Highroads to Reading, Book VI. Everyday Arithmetic, Grade VI.	Highroads to Reading, Book V. Everyday Arithmetic, Grade V. Song Book for Saskatchewan Schools.	Highroads to Reading, Book IV. Bailey Writing, Book II. Everyday Arithmetic, Grade IV.	Streets and Roads. More Streets and Roads. Everyday Arithmetic, Grade	Friends and Neighbors. More Friends and Neighbors. Canadian Speller, Part I. Everyday Arithmetic, Grade II.	Jane.	We Come and Co Pre-Primer
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- 2. In Roman Catholic Separate Schools the Canadian Catholic Corona Readers may be used. These will be supplied by the Department but no school shall be supplied with more than one series of readers.
- ယ Application for free textbooks shall be made on the requisition form supplied by the Department for this purpose.
- 4. All textbooks supplied by the Department shall be the property of the school district and shall be loaned to pupils as required. Texts loaned to pupils shall be returned to the district when pupils complete their grades or leave the school. Pupils shall exercise reasonable care in the use of these texts and shall be responsible for their return to the school.
- S In all schools the teacher shall keep, in the record book supplied by the Department, a record of all books received from the Department and the disposition of the same; and the teacher shall see that all such texts loaned to pupils are returned to the district in accordance with section (4) next preceding.
- vision over the school the end of each term. 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
- 6
- 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.

#### Length of teaching experience. Sask. Certificate. Commenced duties here on Sept 30, 1946 Length of teaching experience. Taught last year in..... Professional training at Saskatoon Year 1921 Sask. Certificate. Term ending December 31, 194.... Present annual rate of salary Teacher: Treasurer: Chairman: range... Date of last anti-tuberculosis X Commenced duties here on..... Present annual rate of salary \$. Taught last year in..... Professional training at......Year.....Year.... LOCATION OF RECORD OF NON-ATTENDING RESIDENT PUPILS Name (I).. (<del>4</del>).. (3).... Ξ. (2)... (2)... (5)..... (Name in full) .....west of the... Name in full) THE SCHOOL: On the. (Indicate temporary, Name (Indicate temporary, S.D. No. 10 S.D. No. Give School or other Educational Institution pupil is attending. If not attending any, give reason. -ray examination..... Place Wakdw Place..... 1200 interim, or permanent) Arres interim, or permanent) / 9 years Geneton Address SCHOOL OFFICIALS .....Meridian. Duck ....quarter of section. Term ending June 30, (1) J. S. Horal (Name in full) (3)... (2)..... (I).. (5)..... (4)... Superintendents, School Officials, Nurses, etc. Jan 1. Name 1200 Sas Kaltoon Year VISITORS' REGISTER (Indicate temporary, interim, or (Indicate temporary, interim, or permanent) Name (Name in full) Ka 1945 194.. eason. uss. Date and Duration of Visit S.D. No. Aurech 6 ..township... S.D. No.... Jorkton des ...Year.... Address De 10 ...years .. years H.M. HUF

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

### INSTRUCTIONS TO TEACHERS

#### General

QUALIFICATIONS.—Teachers from outside the Province without first ascertaining the standing to forwarded to the Department of Education, Regina. -Teachers from me Province n must not take y are entitled. charge of any sci Communications hool in the should be

should be

OPENING.—As soon as school is opened the Superintendent of Schools should AGREEMENT.—The agreement between the trustees and the teacher shall and one copy forwarded to the Department of Education as soon as the teacher copies should be retained by the teacher and the school board respectively. When the rate of salary paid to a teacher, a new agreement should be drawn up. The secure agreement forms from the Department on request. OPENING.—As soon as school is AGREEMENT.—The agreement 1 her shall be prepared e teacher takes charge ly. Whenever a chang reacher takes charge. The other Whenever a change is made in The secretary of the board may prepared in

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

PROGRESS 11e made in an ordinary notebook and when a teacher leaves with the secretary for the information of the next teacher. I be provided with a bookcase and with a cupboard with lo A complete record of the library books and supplies should Z. essential that the teacher keep an accurate teacher leaves the progress the school

each pupil. This record may be may should be left in the register or with LIBRARY.—The school should be which to keep surplus supplies. A c lock and key

RECORD OF FREE completed 011 TEXT BOOKS.-on June 30. The June -The Pupils' Account Superintendent will t must be kept strictly check these records.

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

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." and in the "Record subject without due

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. pils' Standing for Projumes, from Grade IX to

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

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

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

## SCHOOL REGISTER

are required to 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

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. the reason 70 pupils for the ed for each room

as provided under enrolled as from the the first day of the of non-resident pure 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 provided under "Withdrawals" below, who has not passed the Grade VIII examination shall be counted as rolled as from the first day the school opens after July 1. Other pupils shall be counted as enrolled upon e first day of their attendance. Use full names. Avoid the use of nicknames and initials. In the case non-resident pupils, indicate after each name the number of the school district to which he belongs.

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

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. teacher record of should have to previous registers Ħ.

to complete pupil

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

The age and grade on entering that date of promotion to the present this school, at grade, mus the e indicated of days e each each pupil guidance attended in each grade, of the Superintendent an

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

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

simple adopted. method of registering the attendance of the pupils and indicating the "lates" and "absen

than one-half. PUPIL-DAYS.-s. Half days m days must -One pupil-day ust be counted is is one pupil for one as such and not as as s whole Six pupils for five days days. Do not use an days. not any would be fractional day pupilother

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 place in the columns for these days. The matter of holidays is dealt with in section 200 of The School Act.

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

AVERAGE ATTENDANCE. ARAGE ATTENDANCE.—Average attendance attendance) by the number of days open. The calculation should be 1s calculated by dividing the pupil-i be carried forward pupil-days to attendance decimal

days attendance (attendance). The PERCENTAGE OF ATTENDANCE (actual 3E OF ATTENDANCE,—Percentage of actual attendance) by 100 and dividing calculation should be carried forward to the result by the two decimal places attendance calculated pupil-days by multiplying : ys enrolment the (possible pupil

MUNTHLY RECORDS—On the last teaching day of each month the teacher the information required at the bottom of each attendance page and transfer the School Attendance" at the middle of the revision the shall claculate same to the

School Attendance" at the middle of the register.

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

The teacher shall also calculate the number same in the right-hand column and transfer to t name on the first or last half-page. of days each pupil was "Summary of Pupils Du was present during the month, Pupils' Attendance" enter the pupil

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

#### HALF-YEARLY AND YEARLY RECORDS

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

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

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

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

- (a) complete the of School Attendance" for the term and year;
- 0 complete the
- complete the "unumber of days half-yearly return (form 48) and sign the declaration theron; "Summary of Pupils' Attendance" on the first and last half-pages ys each pupil was in attendance during the year; by
- (d) of the register from the information avail-
- (e) complete the "Attendance by Days" table at the middle of the regist able in the "Summary of Pupils' Attendance".

  complete the information required in the fourth and fifth columns of of Pupils—age and grade on June 1 or on date of leaving; complete and sign the "Annual Return" (form 20); complete the School Account for free readers and the Pupils' Account complete the Teachers' Superannuation Fund half-yearly statement (form 20).

  - and check
- (form 001);
- required where standard copies to the secretary and to the superintendent. statement of. marks and submit

operation n in a district : The necessary

SPECIAL HALF-YEARLY RETURNS.—When two or more rooms are in operation bined half-yearly return (form 48) is required and should be prepared by the principal mation 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 complete of the annual meeting and for the completion of the "Annual Return SUMMARIZED by the principal. The necessary information will be supplied to the p in operation in a district "Annual Return" (form the principal by 20 the informathe

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

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PUPIL-DAYS ATTENDANCE....

PUPIL-DAYS ENROLMENT...

# READ THE INSTRUCTIONS ON PAGES 2 AND 3 CAREFULLY

i.e., The teacher is required to keep a record of all days pupils are absent, indicating the reason therefor, sickness, distance from school, weather, truancy, parents' indifference, work.

In case a pupil is promoted during the year this fact should be clearly indicated on this page.

Summary of Pupil's Attendance
For the Pupils enrolled on the right hand side of the Register.

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12	0	10	\$	16	14	7	1	17	6	11	10%		•		18			17	18	10	36	17	8	/			\	16	16	1	1		8/	18	3		//	1	X	/	17	111	2	June
27	207	20	27%	35/2	23	11	Ī.	22			-	6	, ,	137 %	90	111/2	(200	136 1/2	187 1/2	/9/ /2	-	47	37	32	27	1.2.02	132	139 1/2	139	15	100	2	152	95	141		11	1	200	05/2	11/	10/1	1/1/1/	TOTAL FOR T

West (Onit Stundays and Stundays)  Day of the West (Onit Stundays and Stund	of the West Cont Standary and Sundary)  of the West Cont Standary and Sundary  Day of the West Cont Standary  Day of the Wes	Teacher		3	Total pupil-days enrolment for month
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## Summary of School Attendance July 1, 194.6 to June 30, 194.7

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Between 140 and 159 days inclusive	Number of pupils who have attended during the whole year:  (a) Less than 20 days	ATTENDANCE BY DAYS	Total days		d. Total days	nust be calculated for each term and year.
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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:

	On date		Days		If a pupil has left s or School Dist	If a pupil has left school or has been transferred to another room or School District give the following information
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Pupil-days attendance, right hand page			Week (Omit Saturdays and Sundays) TO
Average attendance for the month			Day of the Week (Omit Saturdays and Sundays)

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Summary of Pupil's Attendance For the Pupils enrolled on the right hand side of the Register.

Enrolment and Record July 1, 194 ...., to June 30, 194 ..... of Pupils in Little Bone Met S.D. No.

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PUPIL-DAYS ATTENDANCE
PUPIL-DAYS ENROLMENT

## READ THE INSTRUCTIONS ON PAGES 2 and 3 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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## Pupils' Account (Free Textbooks)

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#### FREE TEXTBOOK RECORD

Teachers are required by the regulations to keep a complete record of all textbooks received and distributed.

In graded schools the principal shall keep an accurate stock record of textbooks received from the department and of their distribution to classrooms in the school.

When free textbooks are received from the department, or in the case of a graded school from the principal, the teacher shall enter the date and the number of copies of each textbook in the proper column of the Stock Account.

The name of each pupil shall be entered in the Pupils' Account and when textbooks are loaned or returned the date shall be inserted in the proper column opposite the pupils'

At the end of the first term in each year (June 30) the teacher shall complete the records required in the Stock Account. At the beginning of the second term the teacher shall enter in the Stock Account in the new register the balance of new and used textbooks on hand from the previous year.

Applications for free textbooks shall be made on the form supplied by the Department.

The regulations of the Department of Education governing free textbooks will be found on the inside back cover of this register.

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## Record of Information for Period July 194 6 to June 30, 194 7

	⊠ :: :	Date
The following improvements were made to the school premises:  (1) Interior of school.  (2) Exterior of school.  (3) Toilets.  (4) Stable.  (5) Fence.  (6) Grounds.  Other community enterprises conducted in the interests of the school:  H. Machan.  And Machan.  Products of Teachers  Figures of Teachers	School concerts were held as follows: Christman Concert Rec. 23-1946  Visitors' or parents' days at school were held as follows: June 27.  Meetings of the Home and School Club were held as follows:	Name of Book Author Publisher
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### Record of Pupils' Standing for Promotion

The ratings given may be based entirely on the year's work in grades below VIII

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