DEPARTMENT PROVINCE 9 SASKATCHEWAN OF EDUCATION



DAILY REGISTER

FOR

RECORDING THE ATTENDANCE

OF

PUPILS

旦

S.D. No. Flort acked Unit No.

FOR THE YEAR BEGINNING JULY 1, 19.5 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 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.

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STOCK OF -REE TEXTS

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

		The Pupils' Own Vocabulary Speller—Grade 8 Jean Val Jean Life and Literature—Book 2 French Storybook Grammar		
Dest.	- 17 - 28 - 12 - 13 - 14 - 15 - 17 - 17 - 17 - 17 - 17 - 17 - 17 - 17	Mathematics We Use—Book 2The Canadian Speller—Rev. Ed. Grade 8	es e	Grade VIII
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		Up and Away—Grade 4. English—Grade 4. Everyday Arithmetic—Grade 4. The Canadian Speller—Rev. Ed. Gr. 4. The Pupils' Own Vocabulary Speller—Grade 4. Bailey Writing—Book II		Grade IV
	100 (100)	Streets and Koads—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 3		Grade III
Manager and the second		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
		We Come and Go—Pre-Primer Fun With Dick and Jane—Primer Our New Friends—Book I. Bailey Writing—Book I		Grade I
Free Texts HAND Not usuable	Number Free Texts ON HAND In good Not condition usuable	FREE TEXTS ONLY	Estimated Number Pupils next September	

CERTIFICATE REGARDING SCHOOL PROPERTY

3 10 10 10 10			(Date)
I h perty	ereby ' ind	I hereby certify that on my departure from this district today I amperty indicated below:	leaving in
	\Box	The Elementary School Curriculum.	(Yes or No)
		The Course in Citizenship.	(Yes or No)
~ ~	(4)	The regulations of the Department of Education (1944). The High School Curriculum and Regulations.	(Yes or No)(Yes or No)
		Libra	Or
		The Record of Science Equipment.	(Yes or No)
		The School Attendance Act.	(Yes or No)
·	(8)	Other school property, forms and circulars mentioned under Instructions to Teachers.	(Yes or No)
Anothe S	d I f	And I further certify that a record of all promotions made by me has been school Board and with the Superintendent of Schools and also entered	has been filed with the Secretary entered in the register.
			(Signature of Teacher)
1		(Superintendent of Schools)	t Office Address) (Deta) 19
		Saskatchewan.	
	the	This is to notify you that I took charge of the school (or	room in the case of graded schools) i
	a VA	ficate No	per
	Enro	Enrolment: I II III IV V VI VII	VIII IX X XI XII
	Name	me of the S. D. Secretary	
	Addr	Address of S. D. Secretary	
1	1		(Teacher's Name in full)
· •		(Superintendent of Schools) (Teacher's Post	* Office Address (Date)
		, Saskatchewan.	
		arge of the school (or	room in the case of graded schools)
n →	thea VA	a VALIDclass certificate Noon	The rate of salary is \$ ner year
_	Inro	Enrolment: I II III IV V VI VII	X
	Name	ne of the S. D. Secretary	
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CERTIFICATE REGARDING SCHOOL PROPERTY

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	y departure from this	CERTIFICATE REGA		And I further certify that a record of all promotions made by me has been se School Board and with the Superintendent of Schools and also entered in	I hereby certify that on my departure from this district today I am leaving in the school the (1) The Elementary School Curriculum. (2) The Course in Citizenship. (3) The regulations of the Department of Education (1944). (4) The High School Curriculum and Regulations. (5) The Library Record. (6) The Record of Science Equipment. (7) The School Attendance Act. (8) Other school property, forms and circulars mentioned under Instructions to Teachers.
ol Curriculum. Iship. Department of Education (1944) iculum and Regulations. Equipment. E Equipment. E Act. forms and circulars mentioned to Teachers. coord of all promotions made by Superintendent of Schools and	this district today	REGARDING SCHOOL		promotions maddent of Schools a	departure from this district to ol Curriculum. ship. Department of Education (194 iculum and Regulations. Equipment. Act. Act. forms and circulars mentioned of Teachers.
(Yes (Yes (Yes (Yes (Yes (Yes (Yes (Yes	H	OL PROPERTY		ions made by me has been filed with the Schools and also entered in the register.	today I am leavin (Yes (Yes (Yes (Yes (Yes (Yes (Yes (Ye
he la	(Date) am leaving in the school the school	≺	(Signature of Te	filed with the the register.	(Yes or No)
	19the school		Teacher)	Secretary	19

(Signature of Teacher)

Regulations Governing Free Textbooks

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	Mathematics We Ose, Book II. Jean Val Jean. Life and Literature, Book II. French Storybook Grammar. Canadian Speller, Grade VIII. The Pupils' Own Vocabulary VIII.	n vo	oeller, (lglish, (rails.	English, Grade VI. Mathematics We Use, Book I.	All Sails Set. Everyday Arithmetic, Grade VI. Canadian Speller, Grade VI. The Pupils' Own Vocabulary Speller, Grade VI.	Wide Open Windows. Everyday Arithmetic, Grade V. Canadian Speller, Grade V. The Pupils' Own Vocabulary Speller, English, Grade V.	Everyday Arithmetic, Grade IV. Canadian Speller, Grade IV. The Pupils' Own Vocabulary Speller, Grade IV. English, Grade IV.	Up and Away. Bailey Writing, Book II.		The Pupils' Own Vocabulary Speller, Everyday Arithmetic, Grade II.	Friends and Neighbors. More Friends and Neighbors Canadian Speller, Grade II.	With Dick and New Friends. ey Writing, Boo	textbooks supplied are the following:
- 1	II. I. II. Speller, Grade	iry Speller, Grade	and VIII	H	VI. Speller, Grade VI.	V. 7 Speller, Grade V.	IV. Speller, Grade IV.		Speller, Grade III.	Speller, Grade II.	s.	-	owing:

in The following readers of the Faith and Freedom series are issued free through the atchewan Book Bureau to Roman Catholic schools upon receipt of a requisition duly signed by the secretary of the school district and by the teacher: Sask-form

This is Our Home—a basal pre-primer; This is Our Family—primer; These are Our Friends—Grade I;

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

- S Application for free textbooks shall be made on the requisition form supplied by Department for this purpose. the
- 4 All textbooks supplied by the Department shall be the property of the school district and shall be loaned to pupils as required. Texts loaned to pupils shall be returned to the district when pupils complete their grades or leave the school. Pupils shall exercise reasonable care in the use of these texts and shall be responsible for their return to the school.
- 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.

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 o 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.

LS Name Address
township

RECORD OF NON-ATTENDING RESIDENT PUPILS

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

INSTRUCTIONS TO TEACHERS

General

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

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

AGREEMENT.—The agreement between the trustees and the teacher shall be prepared in 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 go under The School Act should be closely followed by the teacher. The copy of the each classroom is the property of the school district and must not be taken aw TIME-TABLE.—The teacher shall prepare a time-table and have it placed in governing schools the curriculum pr away by the teacher ools organized provided for

a conspicuous position

OF PROGRESS.

each RECORD OF PROGRES, ach pupil. This record may be see left in the register or with the LIBRARY—The school shapes. ROGRESS.—It is essential that the teacher keep an accurate record of d may be made in an ordinary notebook and when a teacher leaves the or with the secretary for the information of the next teacher, school should be provided with a bookcase and with a cupboard with supplies. A complete record of the library books and supplies should the of the progress of school it should the

to keep surplus supplies. should be kept by

RECORD OF FREE TEXT BOOKS.—The Pupils' Account must be kept strictly up to date and the k 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 rred 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

-Departmental examinations for Grade part of June. Candidates for either either on han May of f these examed 1. Forms examinations

diplomas are held each year during the latter part of June. Candidates for either must make application on the prescribed form to the Department not later than N purpose may be obtained from the Department.

CORRESPONDENCE,—When corresponding with the Department teachers are one side of the sheet and to refer to only one subject in a letter. For purposes of i should sign his name in full as given on the Saskatchewan certificate held, and the cleretificate should be indicated, also the name and number of any school district refer OF TEACHER.—If a teacher should leave during the term the register must be completed d, and the class and number district referred to should l e asked to write identification the be on of teacher

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

SCHOOL REGISTER

ore required ö 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 pupil twelve months beginning July 1 and ending the following June 30. One register is supplied for earn operation every year, and if further copies are required an explanation as to the reason should warded to the Department with the request. reason should be 70 pupils ied for eacl be forfor the room

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

information required to complete the record of each pupi The age and oracle distributions. access to previous registers in order to secure the

each pupil.

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

the date future to The age and grade on entering this school, the number date of promotion to the present grade, must be indicate must be indicated for the guidance of the Super led in each grade, and Superintendent and of

elsewhere; WITHDRAWALS.—The name of each pupil enrolled must remain on the register and be counted in pupil-days enrolment until the name is removed for one of the following causes: (1) the pupil has left district; (2) he has been transferred to another room in the same district; (3) he is receiving instruction ewhere; (4) having reached the age of 15 or having passed the Grade VIII examination he has signified intention to leave school; (5) he has been expelled from school. A pupil shall be counted in the pupil-ys 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 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-pi half-page. es facing shall be

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

days. PUPIL-DAYS

Half days m must One pupil-day is one pupil for be counted as such and not a one day. whole days. Six Do not use any any days would be t ny fractional day thirty y pupil-other +1

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

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

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

attendance). PERCENTAGE attendance (dance). The AGE OF ATTENDANCE.—
(actual attendance) by 100
e calculation should be carrie NCE.—Percentage of attendance is calcy 100 and dividing the result by the carried forward to two decimal places. by the pupil-days enrolmen enrolment the (possible pupil-

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

ase any pupil is absent on the last day of the erasures, to delay the totalling of the pupil-day or not such pupil has withdrawn permanently of the days month it might be advisable, in order ys enrolment until definite information order avoid -nn

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

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

HALF-YEARLY AND YEARLY RECORDS

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

- (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);
- complete 1 of secti the statement required for the annual meeting, in accordance with provisions 74 of The School Act. of paragraph

vill be necessary to have available the information. register for the term ending the preceding June 30 in order to

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

- (a) complete the "Summary of School Attendance" for the term and year
- 6
- (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"; complete the information required in the fourth and fifth columns of the "Enrolm Pupils"—age and grade on June 1 or on date of leaving; by calculating the
- (b)
- (e) "Enrolment and Record of
- (f) (g) (h) complete and
- complete the and the Pupils' Account and check carefully
- complete the Teachers' sign the "Annual Return" (form 20); School Account for free readers and the Pupils' Account ar Teachers' Superannuation Fund half-yearly statement (form 001);
- copies to the secretary and to the superintendent. IAL, HALF-YEARLY RETURNS.—When two where standard examination tests have been given, complete the statement of marks and submit required

SPECIAL HALF-YEARLY RETURNS.—When two or more rooms are in operationed 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 incipal. The n a district inforcom-

SPECIAL, YE tion required for a SUMMARIZED to tharge. by the the principal. The n When two or more rooms are in operation in a district d for the completion of the "Annual Return" (form in necessary information will be supplied to the principal by the principal by 20) the the teachers

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 ~ii If such

may 50 alech NAMES OF PUPILS (in full) 0200 12 VI 2 13 14 On date of Enrolment after July 1 15 14 16 14 44 3 6 2 a 13 12 Age 7.1 Grade Distance from School Grade 20 29 26 22 22 26 De عد 4 0 15 P 2 19 20 Date Birth 3 Month Year On Entering this school Age Grade _ Ħ. 2 Number of Days Pupil Attended Each Grade to June 30, 19..... S 4 5 6 7 8 9 10 Date Prome to Presi Grai

11111	PUPIL-DAYS
MILET TOTTE DIE	S 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.

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

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PRECEDING PAGES CAREFULLY

"PUPIL-DAYS ENROLMENT

t should be clearly indicated on this page.

s pupils are absent, indicating the reason therefor, i.e., indifference, work.

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

Pay of the Month (Omit Saturdays and Sundays)

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

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Attendance of Pupils enrolled on left hand side of the Register. (Omit Saturdays

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MARY AT THE MIDDLE OF THE REGISTER EVERY MONTH

Pupil-days enrolment, right hand page

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Attendance for the

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PUPIL-DAYS ATTENDAN

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Distance from School On date of Enrolment after July 1 Age Grade NAMES OF PUPIL (in full)

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