GOVERNMENT OF THE PROVINCE OF SASKATCHEWAN

DAILY REGISTER

NOTES

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

(2) As soon as school is opened the Inspector of Schools should be notified.

(3) If there is not a copy of the Course of Study and of the Regulations in the school, these should be obtained at once from the Department of Education, and closely followed by the teacher.

(4) The school should be provided with a bookcase with lock and key in which to keep the library books and any surplus supply of free text-books. The teacher should see that these are well cared for, and that there is a complete record kept of the same. Blank books for recording the free text-books are supplied by the Department of Education.

(5) The teacher is warned against making sweeping promotions on leaving the district without regard to the real standing of the pupils.

(6) The teacher shall prepare a time-table and have it placed in a conspicuous position in the school.

(7) 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.

(8) Notes should be made of difficulties and referred to the Inspector on the occasion of his visit.

(9) When corresponding with the Department, teachers are asked to write on only one side of the sheet and to refer to only one subject in a letter. The full name of the teacher should appear in the letter as given on his or her certificate and the registered number of the certificate should be indicated.

(10) Every teacher should become thoroughly familiar with the extracts from The School Act and the Regulations given herein.

DEPARTMENTAL EXAMINATIONS

DEPARTMENTAL EXAMINATIONS

Departmental examinations for Grade VIII diplomas (admission to High Schools and Collegiate Institutes), Second and First Class Teachers' diplomas, Commercial diplomas, will be held each year during the latter part of June. Candidates for any of these examinations must make application on the prescribed form during the month of April. Applications received later than May 1 will not be accepted. Blank forms of application may be obtained from the Department.

THE SCHOOL REGISTER

General Instructions

In keeping this register the teacher is required to observe the following regulations:

Norm-All entries should be made in ink.

Teachers shall register pupils under their full names, avoiding the use of nicknames and initials.
 The blank spaces at the head of each page shall be filled and the name, age and grade of each pupil attending school rted on the first teaching day of each month.

(3) Each pupil shall be given a register number on the first day of his attendance in any year, and he shall retain this number throughout the year unless he is promoted to another room, in which case he shall be given a new register number.

(4) On the last teaching day in each month the teacher shall calculate and enter in the register (a) the actual and the possible aggregate days' attendance for the month, (b) the average attendance, (c) the percentage of attendance, and shall transfer the month's attendance to the summary of attendance for the term at the back of the register.

(5) The possible attendance for any day is the total enrolment for that day.

(6) In calculating the days' attendance, half days shall be counted as such and not as whole days.

(7) In calculating the average attendance and percentage of attendance for any month or term, the calculation shall be carried to two decimal places.

(8) The actual aggregate days' attendance for any month shall be found by adding the number of days and half-days all the pupils enrolled were present during the month.

(9) The possible aggregate days' attendance for any month is the sum of the total possible daily attendance for such month.

(10) The average attendance for any month shall be found by dividing the actual aggregate days' attendance for such month the number of teaching days school was actually kept open during the month. (11) The percentage of attendance for any month shall be found by multiplying the actual aggregate days' attendance for such month by 100 and dividing the result by the possible aggregate days' attendance.

such month by 100 and dividing the result by the possible aggregate days' attendance.

(12) The average attendance for any term or year shall be found by dividing the actual aggregate days' attendance for such term or year by the total number of teaching days school was actually kept open during the term or year.

(13) The percentage of attendance for any term or year shall be found by multiplying the actual aggregate days' attendance for such term or year by 100 and dividing the result by the possible aggregate days' attendance (i.e., the sum of the possible aggregate days' attendance for all the months of such term or year).

(14) In every district the teacher shall call the roll twice during each school day, viz.: at 9 a.m. and 1.30 p.m.

(15) Every teacher shall adopt some simple method of recording "lates" in the school register.

Note-The teacher is expected to fill in the information called for on this page prior to the visit of the Inspector.

(16) At the close of each school term—December 31 and June 30—the teacher shall summarise the attendance for the term on the pages provided for that purpose at the back of the register.

Teachers are required by The School Act to assist school officials in making out all necessary returns, and they should use every diligence to see that all such returns are correctly made up and promptly forwarded to the Department. Copies of these forms may be obtained from the Department as required.

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ENROLMENT.—The number of pupils enrolled is the actual number of pupils who have at any time been in attendance during the period indicated.

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

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

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

In case any pupil is absent on the last day of the month it might be advisable, in order to avoid unnecessing the same to the same to the "Summary of School Attendance" at the middle of the register.

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

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

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

HALF-YEARLY AND YEARLY RECORDS

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

(a) complete the "Summary of School Attendance" for the term;
(b) complete the half-yearly return (form 48) and sign the declaration thereon;
(c) complete the statement required for the annual meeting, in accordance with the provisions of parameters and the statement required for the annual meeting, in accordance with the provisions of parameters.

graph 1 of section 70 of The School Act. graph 1 of section 10 of the School Act.

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

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

monthly records:

(a) complete the "Summary of School Attendance" for the term and year;

(b) complete the half-yearly return (form 48) and sign the declaration thereon;

(c) complete the "Summary of Pupils' Attendance" on the first and last half-pages by calculating the number of days each pupil was in attendance during the year;

(d) complete the "Attendance by Days" table 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 30 or on date of leaving;

(f) complete and sign the "Annual Return" (form 20).

SECIAL HALE-YEARLY RETURNS—When three or more rooms are in operation in a district a com-

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

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

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

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PUPIL—DAYS ATTENDANCE.

PUPIL—DAYS ENROLMENT

READ THE INSTRUCTIONS ON PAGES 1 AND 2 CAREFULLY

ENROLMENT .--The number of pupils enrolled is the actual number of pupils who have at any time been in attendance during the period indicated.

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(a) complete the "Summary of School Attendance" for the term;

(b) complete the ali-yearly return (form 48) and sign the declaration thereon;

(c) complete the statement required for the annual meeting, in accordance with the provisions of paragraph 1 of section 70 of The School Act.

NOTE.—It will be necessary to have available the register for the term ending the preceding Lune 30 in male to section 70.

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

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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 by calculating the number of days each pupil was in attendance during the year; complete the "Attendance by Days" table at the middle of the register from the information available in the "Summary of Pupils' Attendance;"

complete the information required in the fourth and fifth columns of the "Enrolment and Record of Pupils"—age and grade on June 30 or on date of leaving:

Pupils"—age and grade on June 30 or on date of leaving;
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LOCATION OF THE SCHOOL: On the N. W. q	uarter of section <u>333 </u>	ownship 20.
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NOTE.—The teacher will fill in the information required	above.	Marine Committee

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LOCATION OF THE SCHOOL:	On the Har Warter o	f section
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PUPIL—DAYS ATTENDANCE 4695
PUPIL—DAYS ENROLMENT 5236

READ THE INSTRUCTIONS ON PAGES I AND 2 CAREFULLY

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HALF-YEARLY AND YEARLY RECORDS

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LOCATION	OF THE SCHOOL	:: On the Z	L quarter of	section 33	township <i>H</i>
range 5	west of	he 03.10	meridian.		
Term ending	December 81, 19	To de Maria Cons	OL OFFICIALS	Term ending Ju	20 10 23
			Address		
Trustees:	(1 <i>7///CC</i>	Politica II	rngfild (1) LANG COURS	Address M Lillum Philipp Ostron

Number of Certificate Teacher: (2).

Class of Certificate Number of Certificate

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

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PUPIL—DAYS ATTENDANCE.

PUPIL-DAYS ENROLMENT..

READ THE INSTRUCTIONS ON PAGES 1 AND 2 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.

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LOCATION OF THE SCHOOL:	On the	quarter of section	233	township	<i>'</i> ,
range 5 west of the					
	ecucor or				

Term ending	December 31, 19 3⋜		Term ending June 30,	19 .
	Name	Address .	Name Von Alla (V)	Address
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Class of C	2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Prist		furst,
	of Certificate	18-26	(2)	J.J. J. J. J.
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-The teacher will fill in the information required above

NAMES OF PUPILS (in full)	Enro	late of dimen- ter ly 1	۱ <u>۵</u>	On Ji or or lea	ine 30 date of wing		Birth		En t	n ering his hool		umbe	or of in	Days	Pu	al A		ed.	Date of Promotion to			1 3	·	67.5
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PUPIL—DAYS ATTENDANCE.

PUPIL-DAY INROLMENT.

READ THE INSTRUCTIONS ON PAGES 1 AND 2 CAREFULLY

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 (f) complete and sign the "Annual Return" (form 20).

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

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

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

LOCATION OF THE SCHOOL: On the Y/W quarter of section 33 township 26

SCHOOL C	FFICIALS	
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Term ending December 31, 19 34	Term ending June 30, 19 35	
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Secretary: Mr. & Mac Pherson Sitts	refield Mr. L. Kenney Las	chus
Treasurer:		
Teacher: (1) Evelyn L. Tastad Lar	churn (1) Evelyn L. Jastad L	archi
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PUPIL—DAYS ATTENDANCE.....

PUPIL—DAYS ENROLMENT.....

READ THE INSTRUCTIONS ON PAGES 4 AND 5 CAREFULLY

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Enrolment and Record of Pupils

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PUPIL—DAYS ATTENDANCE PUPIL—DAYS ENROLMENT

READ THE INSTRUCTIONS ON PACES 4 AND 5 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.

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e days.

ENROLMENT.—The number of pupils enrolled is the actual number of pupils who have at any time been in attendance during the period indicated. AVERAGE ATTENDANCE.—Average attendance is calculated by dividing the pupil-days attendance (actual attendance) by the number of days open. The calculation should be carried forward to two decimal PERCENTAGE OF ATTENDANCE. Percentage of attendance is calculated by multiplying the pupil-days attendance (actual attendance) by 100 and dividing the result by the pupil-days enrolment (possible attendance). The calculation should be carried forward to two decimal places. MONTHLY RECORDS.—On the last teaching day of each month the teacher shall calculate and enter all the information required at the bottom of each attendance page and transfer the same to the "Summary of School Attendance" at the middle of the register. or School Attendance" at the middle of the register.

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

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

The Local Attendance Officer shall be notified of all pupils not in regular attendance as required by The School Attendance Act. HALF-YEARLY AND YEARLY RECORDS TERM ENDING DECEMBER 31.—On the last teaching day of the term the teacher shall, after completing the monthly records: (a) complete the "Summary of School Attendance" for the term; (b) complete the half-yearly return (form 48) and sign the declaration thereon;
(c) complete the statement required for the annual meeting, in accordance with the provisions of paragraph 1 of section 74 of The School Act.

NOTE.—It will be necessary to have available the register for the term ending the preceding June 30 in order to secure this information. TERM ENDING JUNE 30 .- On the last teaching day of the term the teacher shall, after completing monthly records: (a) complete the "Summary of School Attendance" for the term and year;
(b) complete the half-yearly return (form 48) and sign the declaration thereon;
(c) complete the "Summary of Pupils' Attendance" on the first and last half-pages by calculating (c) complete the "Summary of Pupils' Attendance" on the first and last han-pages 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 30 or on date of leaving;
(f) complete and sign the "Annual Return" (form 20).
SPECIAL HALF-YEARLY RETURNS.—When two or more rooms are in operation in a district a complete in the state of the state of the principal. The necessary information is required and should be prepared by the principal. The necessary information in the state of the state of the state of the principal. bined half-yearly return (form 48) is required and should be prepared by the principal. The necessary information for the junior rooms will be supplied to the principal by the teachers in charge. SPECIAL YEARLY RETURNS.—When two or more rooms are in operation in a district the information required for the annual meeting and for the completion of the "Annual Return" (form 20) must be SUM-MARIZED by the principal. The necessary information will be supplied to the principal by the teachers In charge. When pupils have been TRANSFERRED from one room to another during the year care must be taken to see that DUPLICATIONS do not occur in calculating the enrolment and days attended by each pupil. If a pupil is registered as attending 90 days in one room and 110 days in another room in the same district, such will be entered as only one pupil enrolled and in the "Attendance by Days" table as one pupil in attendance for 200 days, not as one for 90 days and another for 110 days. LOCATION OF THE SCHOOL: On the 7/W quarter of section 33 township 26 31 L meridian. __west of the__ SCHOOL OFFICIALS Term ending June 30, 19 Term ending December 31, 19 Name Address Name 11 (2) Mr. C. Vistre, Strongfield. Chairman: Mr. J. L. Kerney, Forther Secretary: Mr. J. S. Kerney foreburn. Teacher: (1) Evelyn L. Jestel Landon Class of Certificate 555-29 Number of Certificate (2),,, Teacher: 1. (2) 1. Class of Certificate Class of Certificate

Number of Certificate the state of the s NOTE.—The teacher will fill in the information required above.

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PUPIL-DAYS ATTENDANCE.

PUPIL—DAYS ENROLMENT.....

READ THE INSTRUCTIONS ON PAGES 2 AND 3 CAREFULLY

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

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

attendance). The calculation should be carried forward to two decimal places.

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

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

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

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

School Attendance Act.

HALF-YEARLY AND YEARLY RECORDS

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

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

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

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

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

nonthly records:

(a) complete the "Summary of School Attendance" for the term and year;

(b) complete the half-yearly return (form 48) and sign the declaration thereon;

(c) complete the "Summary of Pupils' Attendance" on the first and last half-pages by calculating the number of days each pupil was in attendance during the year;

(d) complete the "Attendance by Days" table 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 30 or on date of leaving;

(f) complete and sign the "Annual Return" (form 20).

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

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

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

		SCHOOL OFFICIAL	LS	
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	Name	Address	Name	Address
Trustees:	(1) Mr. P. Page	Loreburn	(1) F. Pagu	Loreburn
	(2) Mr. le Wester	e Strongfield.	(2) C. Vistre	Strongfild
	(3) Mr. of S. Nam	y Lisetium	(3) el L. Kerney	Lordum
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Secretary:	Mr. J. J. Yer	ney dorebeen	. I L. Firmey	Loseliurn
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PUPIL—DAYS ATTENDANCE.

PUPIL—DAYS ENROLMENT.

READ THE INSTRUCTIONS ON PAGES 2 AND 3 CAREFULLY

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READ THE INSTRUCTIONS ON PAGES 2 AND 3 CAREFULLY

RECORD OF NON-ATTE	NDING RESIDENT PUPILS	Visitors' Inspectors, School (REGISTER Officials, Nurse, etc.
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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.

ECORD OF INON-ATTEND	NG RESIDENT PUPILS		REGISTER Officials, Nurse, etc.
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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.

GOVERNMENT OF THE PROVINCE OF SASKATCHEWAN

DEPARTMENT OF PUBLIC HEALTH

DIVISION OF PUBLIC HEALTH NURSING

CLASS RECORD

TO THE TEACHER
Please keep this card in the School Register until the next visit of the Public Health
Nurse. Record on it the correction of physical defects as they occur. This Record
will give you the information for the Report to the Department of Public Health at the end of the year.

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