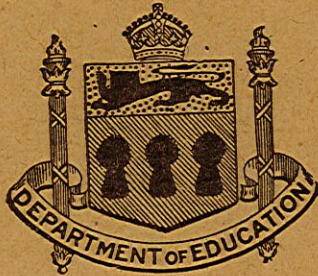


Dept. VII
Grade VI

Province of Saskatchewan
DEPARTMENT OF EDUCATION



DAILY REGISTER

FOR

RECORDING THE ATTENDANCE

OF

PUPILS

IN

Moose Jaw *Victoria* S.D. No. *One*

FOR THE YEAR BEGINNING JULY 1, 192⁴, AND ENDING JUNE 30, 192⁵.

AND

FOR THE YEAR BEGINNING JULY 1, 192....., AND ENDING JUNE 30, 192.....

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

Miss Murray

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 school 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 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:

NOTE—All entries should be made in ink.

- (1) Teachers shall register pupils under their full names, avoiding the use of nicknames and initials.
(2) The blank spaces at the head of each page shall be filled and the name, age and grade of each pupil attending school inserted 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 by 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.
(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 town and village district the teacher shall call the roll twice during each school day, viz.: at 9 a.m. and 1.30 p.m., and in every rural district the teacher shall call the roll as soon as school is called in the afternoon.
(15) Every teacher shall adopt some simple method of recording "lates" in the school register.
(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.

DEPARTMENTAL REPORTS

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. A copy of the minutes of the annual meeting in village and rural districts must be forwarded to the Department of Education at the close of the meeting.

LOCATION OF SCHOOL

On the.....quarter of section.....
township.....range.....west of the.....meridian
Area of school grounds.....acres.

SCHOOL OFFICIALS

Trustees (1).....
(2).....
(3).....
(4).....
(5).....

Chairman..... Mr. J. S. Clarke

Secretary Treasurer..... Mr. E. B. C. Pragnell

P.O. Address..... Central Collegiate Moose Jaw Sask

Teacher—First term..... Anna C. Murray

Class of Certificate..... First..... No. 143-23. Date Aug. 30th, 1923

Rate of Salary per annum \$ 1.700

Second Term..... Anna C. Murray

Class of Certificate..... First..... No. 143-23. Date Aug. 30th, 1923

Rate of Salary per annum \$ 1.700

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