

FORM T No. 5

VIRGINIA DAILY REGISTER

FOR

Union Hill SCHOOL

IN *Central* DISTRICT No. *2*

In the County of *Bedford*

For Year 191 *3* - 191 *4*

S. Mabel Falls, Teacher

List Grade of Certificate

ISSUED BY

SUPERINTENDENT OF PUBLIC INSTRUCTION

Daily Record for Calendar Month No.

Ending Dec. 1911

DAYS OF MONTH	Age
1	
2	
3	
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DAYS OF WEEK	Age
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28	
29	
30	
31	

NAMES OF PUPILS	Age
Reynolds Franklin	13
Bell Nelson	7
" Arnold	4
Croft John	10
" Jacob	8
Nickerson Franklin	13
" Randolph	10
Hawkins Claude	4
" Roy	7
Key Roy	10
" Ed	13
" West	9
" Ellis	8
" Shackford	10
" Bernard	8
Noell Raymond	8
Reynolds Clarence	13
Reynolds Robert	4
" Harry	8
Bell Harold	16
Bell Annie	17
Bell Estelle	14
" Mattie	10
" Jessie	14
" Frances	7
Croft Callie	12
Hewitt Emma	16
" Louise	8
" Ma	12
Forbes Kathleen	9
" Louise	8
Hardy Sallie	9
Hawkins Relia	12
Key Eddie	16
" Willie	7
" Pauline	12
Noell Mattie	13
Noell Mary	10
Reynolds Sara	17
Hardy William	12
" Cisman	13

Total days present this mo.	Miles from school
13	
4	
1	
2	
16	
13	
13	
13	
15	
13	
13	
13	
14	
14	
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14	
12	

	B	G	T	No. visits Division Supt.
TOTAL ENROLLMENT	20	18	38	0
Average attendance	14	13	27	0
New Pupils enrolled	0	0	0	3
Pupils dropped from roll	3	1	4	29.75

DIRECTIONS
 In making out the pages of this register let P. denote present; T. tardy; and A. absent. Denote days of week by first letter. If there are mid-term promotions, make requisition for extra leaf, form T-No. 4. If enrollment exceeds 40, make requisition for an additional register or Form T-No. 4, if session does not exceed six months.

Daily Record for Calendar Month No.

Ending Jan. 1914

Total days present this mo.	Miles from school
20	
16	
7	17
19	
18	
18	
14	
18	
20	
18	
16	
14	
17	
13	
3	
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4	17
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18	

	B	G	T	No. visits Division Supt.
TOTAL ENROLLMENT	23	19	42	0
Average attendance	17	14	31	0
New Pupils enrolled	4	2	6	1
Pupils dropped from roll	1	1	2	35.40

In making out the pages of this register let P. denote present; T. tardy; and A. absent. Denote days of week by first letter. If there are mid-term promotions, make requisition for extra leaf, form T-No. 4. If enrollment exceeds 40, make requisition for an additional register or Form T-No. 4, if session does not exceed six months.

DAYS OF MONTH	AGES
1	
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NAMES OF PUPILS	AGES	Total days present this mo.		Miles from school
		Boys	Girls	
Reynolds Pupils	16			
Bell Nelson	7			1/2
" Arnold	4			1
Croft John	10			2
" Jacob	8			2
Dickenson Franklin	13			19
" Randolph	10			16
Hawkins Claude	11			17
" Roy	7			14
Key Roy	10			11
" Ed	13			11
" West	9			6
" Ellis	8			3
" Shackford	10			2
" Bernard	8			4
Noell Raymond	8			16
Reynolds Clarence	13			16
Reynolds Robert	11			15
" Harry	8			15
Bell Harold	16			2
Bell Annie	17			2
Bell Estelle	14			2
" Mattie	10			2
" Jessie	14			4
" Frances	7			2
Croft Callie	12			4
Hewitt Emma	16			16
" Louise	8			14
" Vera	12			8
Forbes Kathleen	9			7
" Louise	8			7
Hardy Sallie	9			9
Hawkins Relia	12			6
Key Eddie	16			2
" Willie	7			2
" Pauline	12			8
Noell Nettie	13			7
Noell Mary	10			7
Reynolds Sara	17			9
Hardy William	12			9
C. S. ...	13			9

	B	G	T	
TOTAL ENROLLMENT	21	13	36	No. visits Division Supt. 1
Average attendance	14	5+	16 1/2	No. visits District Trustees 1
New Pupils enrolled	0	0	0	No. visits others 1
Pupils dropped from roll	2	2	4	Salary due for the month \$33.00

NAMES OF PUPILS	AGES	Total days present this mo.		Miles from school
		Boys	Girls	
Reynolds Pupils	16			
Bell Nelson	7			1/2
" Arnold	4			1
Croft John	10			2
" Jacob	8			2
Dickenson Franklin	13			19
" Randolph	10			16
Hawkins Claude	11			17
" Roy	7			14
Key Roy	10			11
" Ed	13			11
" West	9			6
" Ellis	8			3
" Shackford	10			2
" Bernard	8			4
Noell Raymond	8			16
Reynolds Clarence	13			16
Reynolds Robert	11			15
" Harry	8			15
Bell Harold	16			2
Bell Annie	17			2
Bell Estelle	14			2
" Mattie	10			2
" Jessie	14			4
" Frances	7			2
Croft Callie	12			4
Hewitt Emma	16			16
" Louise	8			14
" Vera	12			8
Forbes Kathleen	9			7
" Louise	8			7
Hardy Sallie	9			9
Hawkins Relia	12			6
Key Eddie	16			2
" Willie	7			2
" Pauline	12			8
Noell Nettie	13			7
Noell Mary	10			7
Reynolds Sara	17			9
Hardy William	12			9
C. S. ...	13			9

	B	G	T	
TOTAL ENROLLMENT	17	16	33	No. visits Division Supt. 0
Average attendance	10	9+	20	No. visits District Trustees 0
New Pupils enrolled	0	1	1	No. visits others two
Pupils dropped from roll	4	0	4	Salary due for the month \$40.25

DIRECTIONS
 In making out the pages of this register let P. denote present; T. tardy; and A. absent. Denote days of week by first letter. If there are mid-term promotions, make requisition for extra leaf, form T-No. 4. If enrollment exceeds 40, make requisition for an additional register or Form T-No. 4, if session does not exceed six months.

Remarks

This is not kept neatly I know, but I kept at school and entered things as they came, hence the wear and tear.

I had a few names I could not enter on the register, so kept them on the sheet you find enclosed. I have included them in the enrollment and average with the others, so I think it will be all right.

Please Read Carefully

IMPORTANT SUGGESTIONS TO TEACHERS.

The careful attention of Teachers is directed to the following matters pertaining to their duties. By observing these suggestions much trouble and delay will be saved both the teacher and the school officials.

1. Teachers are required to forward to the Division Superintendent reports for each month, or part thereof. The report should be made on the last day of each month and mailed as soon as made out to the Division Superintendent in the printed envelopes provided for this purpose. Salaries will not be certified to the Clerks until the reports are in.

The term report furnished the Teachers is intended to be made out in duplicate and forwarded at the end of each session, and if properly made out, no monthly report is necessary for the last month of the session.

The special attention of teachers is directed to the making of the term report. Every question asked should be answered. Much of the information sought to be elicited by these questions is necessary for the proper making out of the Division Superintendent's annual report, and unless the Teachers do their part in giving this information it is impossible to forward an accurate annual report from this county.

Salaries of Teachers will not be paid until their term reports are sent in properly filled out. If a school should for any reason be closed before the expiration of the term, the Teacher should at once send in her term report.

2. The utmost care should be observed in making out these reports. Under no circumstances should any blank be left in the summary on the back of the report. While the report is made for the calendar month, the Teacher's salary is paid for a month of twenty school days. It therefore frequently happens that more than a month's salary is reported due in the monthly report. For illustration: If the monthly salary is \$30.00, the salary per day is one-twentieth of \$30.00, or \$1.50; hence, if one teaches twenty-three days in the calendar month, the monthly report should show \$34.50 as the amount due for that month. Teachers are urged to be accurate in estimating the amounts due. The report will be returned and the payment of salary delayed unless the forms are properly filled out and accurate statements are made.

In stating the amount due on salary, do not deduct the one per cent which is retained for teachers' pensions, but state the full amount of your salary due, as above explained, and the clerk of the School Board will deduct the one per cent. in remitting to you.

3. Thanksgiving Day is a general holiday, and teachers are allowed full pay for this day. Pay is also allowed for days spent in actual attendance upon County and State Teachers' Meeting. These holidays should be reported as days taught in order that teachers may receive pay for these days, but holidays should not be considered when estimating average daily attendance.

Schools will close on December 20, 1912, for Christmas holidays and re-open on the 1st of January, 1913. No salary is paid for the Christmas holidays.

4. Each school is required to observe one day in the session as Patrons Day, when special exercises should be arranged, and the patrons and the public generally invited. Patrons Day will be observed November 1st, 1912.

5. It is expected that every teacher will join the County Teachers' Association, and attend its meetings even at a personal sacrifice.

Teachers are moreover earnestly urged to subscribe for the Virginia Journal of Education, published at Richmond, Va. The subscription price is \$1.00 per year, or 75c. in clubs of ten. This publication is an invaluable aid to the teacher who has a serious purpose in her work.

The decoration of the interior of school rooms is commended, and efforts of teachers to interest patrons in enclosing and beautifying school grounds and buildings are greatly appreciated by the school officials.

6. The daily registers must be carefully kept and returned to the District Clerk (not to the Division Superintendent) at the end of the session.

7. The teachers in graded or high schools will make separate report for their respective rooms. It would be of assistance to the Division Superintendent, if, in addition to these separate reports, the principal of the high or graded school would send at the end of the term a general summary for the entire school, but this general summary should not take the place of the principal's individual term report for his or her room.

8. The Division Superintendent will take pleasure in advising with teachers concerning any matters pertaining to their duties or relating to the interests of the schools. He extends his best wishes to the teachers for a pleasant and successful session.

S. S. LAMBETH, JR.,

Division Superintendent

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243

288
243
353

288
officials boys ages

Nov. 19
Wednesday

Jacobs Mc Kinzie 13 PPP

Jacobs Mc Kinley ^{Dec.} a a a a a a P P P a
P P P P P P a 10

13 girls Jan.
12 18

Stanley Harry 12 P P P P P P a a a a a a 7

~~Stanley Harry 12 P P P P P P a a a a a a~~

" Sam 14 P P P a P P P P P P

7 5
18
3 7 Pops
Jacobs Mc Kinley 13 P P P P P P P P P P P P 15th

Franklin Ruth 9 a a a a a P P P P P

" Ruby 9 a a a a a P P P P P

" Roy 11 a a a a a P P P P P

3rd week Jan. 7/6/29

Stanley Sam 14 P P P P P a P P P P P 17

" Harry 12 a a a a a a a a a a a 7

Franklin Ruth 9 P P P P P P P P P P 15

" Ruby 9 P P P P P P P P P P 15

" Roy 11 P P P P P a P P P P 15

" Russell 7 P P P P P P P P P a 8

Feb. 16 15
14 20
33

Stanley Harry a P P a a a T a a a a a a a 3

Stanley Sam P P a a a a a a a a a a a a 2

Franklin Ruth P P P P a P P P P P a a a a a a 9

" Ruby P P P P a P P P P P a a a a a a 8

" Roy P P P P a P P P P P a a a a a a 9

" Russell P P P P a P P P a a a a a a a 6

Franklin Ruth P P P P a P P P P P a a a a a 7

" Ruby P a P a P P P P a a a a a 6

" Roy P P P a P P P a a a a a a 6

" Russell P a P a a a a a a a a a a 2

Pupils I had not room to enroll
on register -