FORM T No. 5

VIRGINIA DAILY REGISTER

FOR

Un	ion	Hill	SCHOOL
IN Cen	tral	DISTR	ICT No. 2
In the County	of S	edford	
F	or Year 19	01 3 -191 7	
	0 0	40.00	
S. Jul			Teacher le of Certificate

ISSUED BY

	Daily Record for Calendar Month No.		Daily Record for Calendar Month No. /			
(11)	Ending Nec.	191	Ending	Jan. 19	14	
DAYS OF MONTH	123453910111213161218	Total days present this no.	2678912134191	61920412232611282930	Total days present this mo.	
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DIRECTIONS	TOTAL ENBOLLMENT	No. visits Division Supt.	TOTAL ENROLLMENT	B A No. visits Division S		
In making out the pages of this register let P. denote present; T. tardy; and A. absent.		No. visits District Trustees	Average attendance	7+ 14+31-No. visits District Tr	ustees 0	
Denote days of week by first letter. If there are mid-term promotions, make re-		No. visits others		H D 6 No. visits others		
quisition for extra leaf, form T-No. 4. If enrollment exceeds 40, make requisition	1 New Pupils enforced	22011	Pupils dropped from roll	/ / A Salary due for the m	nonth 33.40	
for an additional register or Form T-No. 4, if session does not exceed six months.	Pupils dropped from roll	Salary due for the month 20,75				

Daily Record for Calendar Month No. Daily Record for Calendar Month No. 191/ Ending. Ending Total days present this mo. Total days present this mo. Miles from school Miles from school DAYS OF MONTH DAYS OF WEEK Boy Girls Boys Girls AGB RUMNAMES OF PUPILS nelson 11 8 10 9 80 10 2 8 Harry 18316 0 199 a 12 0 a 12 6 71 0 13 10 p No. visits Division Supt. DIRECTIONS TOTAL ENBOLLMENT No. visits Division Supt. In making out the pages of this register let P. denote present; T. tardy; and A. absent. Denote days of week by first letter. 0 104 No. visits District Trustee Average attendance No. visits District Trustee Average attendance 0 If there are mid-term promotions, make re-No. visits others New Pupils enrolled No. visits others New Pupils enrolled quisition for extra leaf, form T-No. 4. If enrollment exceeds 40, make requisition 0 Salary due for the month 40.7 Pupils dropped from roll for an additional register or Form T-No. 4, if Salary due for the month Pupils dropped from roll session does not exceed six months.

	Daily Record for Calenda	r Month No.	Daily Record for Calendar Mon	1th No	
	Ending	191	Ending	191	667
		Total days rough this mo.	Ending		SUMMARIES FOR TERM
DAYS OF MONTH				Total days present this mo.	No. of months taught
DAYS OF WEEK		Boys Girls ag		Boys Girls S	No. of days taught
Reynames devoipils 10			<u> </u>		Salary for term
Valle Warren					NUMBER OF PUPILS ENROLLED
" arrold 1/ Oroft John 10					Number of Pupils Enrolled Boys. 2. 7. Girls. 2 Total. 4. 8.
" Pacot 8					
Dickenson Franklin 13	['] _ _ _ - - - - - - - - - - -				Boys 7 O TGirls 1.7.7. Total 3.8
" Randolph 10					<u> </u>
. Hawkins Claride 11			,		Boys H. Girls I. Total 2. 6
11 . Roy 7					Boysl. T. Girlsl. Total
Key Roy 10					No. VISITS TO SCHOOL
11 11 13					By Evaminer
/ / / /					By County Superintendent.
					By District Trustees.
" Shackfork. 18					By Others
noell Raymond 8					NAMES OF PUPILS FROM OTHER
Reynolds Clarence 13			<u> </u>		Districts
Regnold Robert 11					
Harry 8					
Boll Harry 16					
Rell angl 17					
Bell Estelle 14					
mattie 10					
" Jessee 14					
a stacked 1					
Devict Emma 16					
11 dowise 8					
" Una 12					
Forles Kathleen 9					Names of Pupils Supplied with Text-Books at Public
11 Louise 8			\\ <u>\</u>		Expense
Hardy Sallie 9				- - - - -	
Handilus alla 12					
Key Eddie 16					
- 11 Maye	-				
· / Pauline /2					
nolly Adutter 13					
not mary 11					
Reynolds Sara 17					
Havedy Milliam					
DIRECTIONS	TOTAL ENROLLMENT B G T	No. visits Division Supt.	TOTAL ENBOLLMENT B G T No. v	risits Division Supt.	
In making out the pages of this register le P. denote present; T. tardy; and A. absent	t. Average attendance	No. visits District Trustees	Average attendance No. v	risits District Trustees	
Denote days of week by first letter. If there are mid-term promotions, make re		No. visits others		risits others	
quisition for extra leaf, form T-No. 4. If enrollment exceeds 40, make requisition	n i	Salary due for the month	Kew Lapite earter	ry due for the month	
for an additional register or Form T-No. 4, 1 session does not exceed six months.	Fupils dropped from rott	Salary and for the month	Pupils dropped from roll Salar		

Remarks

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Please Read Carefully

IMPORTANT SUGGESTIONS TO TEACHERS,

The careful attention of Teachers is directed to the fallowing 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 tion 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.

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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 calery is reported due in the monthly report. For illustramonth'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 and 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

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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.

Thanksgiving Day is a general holiday, and teachers are al-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. ered when estimating average daily attendance.

Schools will close on December 20, 1912, for Christmas holidays | |

Schools will close on December 20, 1912, No salary is paid for the | | | | |

Christmas holidays.

4. Each school is required to observe one day in the session as 10 Patrons Day, when special exercises should be arranged, and the patrons and the public generally invited. Patrons Day will be observed November 1st, 1912.

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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 purrons in enclosing and beautifying

and efforts of teachers to interest pitrons in enclosing and beautifying school grounds and buildings are greatly appreciated by the school officials. Logical Grounds must be carefully kept and returned to the District Clerk (not to the Division Superintendent) at the end of the

The teachers in graded or high schools will make separate re- 288 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.,

Noy . 19 Wednesday Jarobs Mc Kume 13 PPP Jarobs me Kirley ada gaa P772 PPPPPA 10 girls Jan. Stanley Harry 12 PPP Popaaa 7 "Sam 14 PPAAPPPPP 37 Poyp 10 10 10 13 P7 P7 PPPPP 9 aware PTOPP Franklin Ruth " Ruby 9 acces PHTPP 11 acca PAMPP 3rd weeks Jan Mill Starley Sain 14 17 PPP 7 apppp 14 Frianklin Ruth 9 PPPPT PPPPP Ruly 9 PPPPT PPPPP "Roy " PPPPT PPPZA " Russell 7 PPPPT PPPZA Feb. starley Harry at Paaa Ta a according Stanley Sam P7a aaa aaaaaa2 Franklin Buth TPPPaPPPasagree 9 Ruly TRPPAPPPRARETARE 9 orusell of pppappaaaaaaaab Franklin Buth Pppaapppaarar 7 Ruby paparppaaaaa 6
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