

VIRGINIA

Daily Attendance Register

AND

MONTHLY GRADE RECORD

FOR

Union Oak School

in Liberty District No. _____

In the County of Bedford

For Year 1918-1919

M. Marvin Cheek Teacher

ISSUED BY

SUPERINTENDENT OF PUBLIC INSTRUCTION

LIST ALL BOYS AND GIRLS IN EACH GRADE

GRADE RECORD
OF
PUPILS
ELEMENTARY GRADES

GRADE RECORD OF PUPILS ELEMENTARY GRADES			MONTHS	Department	Reading	Spelling	Pennmanship	Language	Grammar	Arithmetic, Oral	Arithmetic, Written	U. S. History	History of Virginia	Civil Government	Geography	Physiology	Music	Drawing	El. Literature	Agriculture	Nature Study	Industrial Work	Phy. Education	Aver. Scholarship
Name	Bowyer Lucille		1																					
Parent or Guardian	D. S. Bowyer		2																					
Residence			3																					
Grade	4		4																					
Promoted to	7		5																					
			6																					
Name	Bowyer Annie		1																					
Parent or Guardian	D. S.		2																					
Residence			3																					
Grade	4		4																					
Promoted to	7		5																					
			6																					
Name	Bowyer Frank		1																					
Parent or Guardian	D. S.		2																					
Residence			3																					
Grade	4		4																					
Promoted to	7		5																					
			6																					
Name	Street Lucy		1																					
Parent or Guardian	H. I.		2																					
Residence			3																					
Grade	4		4																					
Promoted to	7		5																					
			6																					
Name	Cheek Russell		1																					
Parent or Guardian	W. M.		2																					
Residence			3																					
Grade	6		4																					
Promoted to	7		5																					
			6																					
Name	Folden Jessie		1																					
Parent or Guardian	A. A.		2																					
Residence			3																					
Grade	6		4																					
Promoted to	7		5																					
			6																					
Name	Anna		1																					
Parent or Guardian	A. M.		2																					
Residence			3																					
Grade	4		4																					
Promoted to	5		5																					
			6																					
Name	Carters Lela		1																					
Parent or Guardian	Carters		2																					
Residence			3																					
Grade	4		4																					
Promoted to	5		5																					
			6																					
Name	Michals Dorris		1																					
Parent or Guardian	Michals		2																					
Residence			3																					
Grade	4		4																					
Promoted to	5		5																					
			6																					
Name	Folden Lucille		1																					
Parent or Guardian	A. M.		2																					
Residence			3																					
Grade	6		4																					
Promoted to	7		5																					
			6																					

REMARKS:
(Indicate if dropt, when, and why)

[illegible]

[illegible]

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.

	B	G	T		
TOTAL ENROLLMENT			24	No. visits Division Supt.	0
Average attendance			14	No. visits Dist. Trustees	0
New Pupils enrolled			24	No. visits State Supervisors	0
Pupils dropped from roll			0	No. visits Special Super- visors	0
Salary due for the month			65	No. visits others	2

1		4		5		6		7		8		11		12		13		14		15		17		20		22		25		26		27		28		29		Total days present this mo.		Miles from school	
Boys		Girls																																							
2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
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0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
0	0	0	0	0	0																																				

	B	G	T		
TOTAL ENROLLMENT			30	No. visits Division Supt.	0
Average attendance			21	No. visits Dist. Trustees	0
New Pupils enrolled			5	No. visits State Supervisors	0
Pupils dropped from roll			3	No. visits Special Super- visors	0
Salary due for the month			52.57	No. visits others	1

[illegible]

DIRECTIONS

In making out the pages of this register let P denote present; T. tardy; and A. absent. De note 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.

	B	G	T		
TOTAL ENROLLMENT			27	No. visits Division Supt.	0
Average attendance			21	No. visits Dist. Trustees	0
New Pupils enrolled			0	No. visits State Supervisors	0
Pupils dropped from roll			0	No. visits Special Super- visors	0
Salary due for the month				No. visits others	0

[illegible]

	B	G	T		
TOTAL ENROLLMENT			28	No. visits Division Supt.	0
Average attendance			17	No. visits Dist. Trustees	0
New Pupils enrolled			1	No. visits State Supervisors	0
Pupils dropped from roll			5	No. visits Special Supervisors	0
Salary due for the month				No. visits others	0

If enrollment exceeds 40, make requisition for an additional register or Form T—No. 4 if session does not exceed six months.

	B	G	T			
TOTAL ENROLLMENT			24	No. visits Division Supt.	0	
Average attendance			21	No. visits Dist. Trustees	0	
New Pupils enrolled			0	No. visits State Supervisors	0	
Pupils dropped from roll			0	No. visits Special Super- visors	0	
Salary due for the month				No. visits others	0	

	B	G	T		
TOTAL ENROLLMENT			24	No. visits Division Supt.	0
Average attendance			19	No. visits Dist. Trustees	0
New Pupils enrolled			0	No. visits State Supervisors	0
Pupils dropped from roll			1	No. visits Special Super- visors	0
Salary due for the month				No. visits others	0

[illegible]

	B	G	T			
TOTAL ENROLLMENT				No. visits Division Supt.		
Average attendance				No. visits Dist. Trustees		
New Pupils enrolled				No. visits State Supervisors		
Pupils dropped from roll				No. visits Special Supervisors		
Salary due for the month				No. visits others		

[illegible]

If enrollment exceeds 40, make requisition for an additional register or Form T—No. 4 if session does not exceed six months.

191

	B	G	T		
TOTAL ENROLLMENT				No. visits Division Supt.	
Average attendance				No. visits Dist. Trustees	
New Pupils enrolled				No. visits State Supervisors	
Pupils dropped from roll				No. visits Special Supervisors	
Salary due for the month				No. visits others	

EXPENSE
not an

RECORD OF WORK DONE DURING THE TERM

CLASS	No. in. Class	TEXT-BOOKS USED	PAGE LIMIT	SUGGESTIONS FOR NEXT TERM
SPELLING				
1. First class.....			to	
2. Second class.....			"	
3. Third class.....			"	
READING				
1. First class.....			"	
2. Second class.....			"	
3. Third class.....			"	
4. Fourth class.....			"	
5. Fifth class.....			"	
ARITHMETIC				
1. First class (b).....			"	
2. Second class.....			"	
3. Third class.....			"	
4. Fourth class.....			"	
5. Fifth class.....			"	
6. Sixth class.....			"	
LANGUAGE AND GRAMMAR				
1. First class (b).....			"	
2. Second class.....			"	
3. Third class.....			"	
4. Fourth class.....			"	
5. Fifth class.....			"	
GEOGRAPHY				
1. First class.....			"	
2. Second class.....			"	
3. Third class.....			"	
4. Fourth class.....			"	
U. S. HISTORY				
VA. HISTORY				
CIVIL GOVERN- MENT				
PHYSIOLOGY AND HYGIENE				
MORALS AND MANNERS				

Name of teacher M. Marvin Check Race WhiteGrade of Certificate First When issued 1916No. sessions taught Five

Graduate of (College or Normal) _____

If not graduate, what advanced schools attended Harrisonburg, E. Bedford & FarmvilleAre you member of State Teachers' Association? noWhat educational journals do you take? noHas your school a Community League? no

Approximate membership _____

No. volumes in school library _____

No. pupils in Corn Clubs _____ In Canning Club _____

In Garden Clubs _____ In school fair work _____

I certify that this record is correct.

Name of teacher M. Marvin CheckDate April 1919 Bedford P. O.

TERM REPORT

Division Bedford District Liberty School Union Oak
 Teacher Miss M. Marvin Check Race White School Year 1919-20
 (Mr., Mrs. or Miss.)

NOTE—Under subjects show write fraction in proper space after each name, the numerator to show grade pupil is in for the current session, and the denominator the grade to which promoted.

GRADUATION STATISTICS

NAMES OF PUPILS	Number of miles from schoolhouse		Age	Days on roll	Days present	GRADUATION STATISTICS												17
	1	2				Spelling	Reading	Writing	Arithmetic	Grammar	Geography	Hist. of U. S.	Hist. of Va.	Civil Gov.	Phys. and H.	Drawing	Morals	
<u>Bowyer Frank</u>	15	11	13	12	1	7	7	6	$\frac{6}{7}$	$\frac{6}{7}$	7	$\frac{6}{7}$		7	7			
<u>Bowyer Clinton</u>	18	8	13	12	3	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$		3							
<u>Burnette Mooman</u>	1	11	13	12	3	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$		3							
<u>Burnette Mide</u>	1	10	13	12	3	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$		3							
<u>Burnette Warren</u>	1	8	13	12	1	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$	$\frac{1}{2}$									
<u>Carter Edgar</u>	2	8	12	11	2	$\frac{2}{3}$	$\frac{2}{3}$	$\frac{2}{3}$	$\frac{2}{3}$									
<u>Check Russell</u>	1	14	12	13	4	$\frac{4}{6}$	$\frac{4}{6}$	$\frac{4}{6}$	$\frac{4}{6}$		$\frac{4}{6}$	$\frac{4}{6}$						
<u>Clingenspeck Margaret</u>	1	11	9	3	3	3	3	3	3		2							
<u>Holdren Wm.</u>	1	8	13	12	3	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$									
<u>Martin Price</u>	1	6	13	11	1	1	1	1	1									
<u>Williamson Buford</u>	1	8	13	12	1	1	1	1	1									
<u>Wilkinson Ernst</u>	1	9	12	9	2	2	2	2	2									
<u>Woodford Oley</u>	2	7	8	3	5	1	1	1	1									
<u>Witt Felix</u>	2	5	12	11	3	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$		$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	
<u>Uphike Elbert</u>	1	7	6	3	2	1	1	1	1									
<u>Bass Laura</u>	1	10	13	10	4	4	4	4	4									
<u>Bowyer Annie</u>	1	14	13	12	7	7	7	7	7		7	$\frac{7}{7}$		7	7			
<u>Bowyer Lucille</u>	1	16	13	12	7	7	7	7	7		7	$\frac{7}{7}$		7	7			
<u>Burnette Hallie</u>	1	7	13	13	3	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$	$\frac{3}{4}$									
<u>Carter Lela</u>	2	11	13	11	5	$\frac{5}{5}$	$\frac{5}{5}$	$\frac{5}{5}$	$\frac{5}{5}$		$\frac{5}{5}$	$\frac{5}{5}$						
<u>Check Emma</u>	1	12	13	10	3	$\frac{3}{6}$	$\frac{3}{6}$	$\frac{3}{6}$	$\frac{3}{6}$		$\frac{3}{6}$	$\frac{3}{6}$						
<u>Holdren Lucille</u>	1	11	13	12	7	7	7	7	7		7	$\frac{7}{7}$		7	7			
<u>Margrove Cuba</u>	2	10	10	8	4	4	4	4	4		5							
<u>Overstreet Lucy</u>	1	10	13	13	7	7	7	7	7		7	$\frac{7}{7}$		7	7			
<u>Overstreet Helen</u>	1	12	13	13	4	4	4	4	4		4	$\frac{4}{4}$						
<u>Williamson Mary</u>	1	6	13	12	1	1	1	1	1									
<u>Wilkinson Ruth</u>	1	7	12	9	1	1	1	1	1									
<u>Woodford Ora</u>	2	9	9	3	2	4	4	4	4		4							
<u>Martin Hulda</u>	1	10	13	11	3	$\frac{3}{3}$	$\frac{3}{3}$	$\frac{3}{3}$	$\frac{3}{3}$									

No. of months taught 6 $\frac{1}{2}$
 No. days school was open 131
 No. of days teacher present 131

	Boys	Girls	Total
1 Total enrollment	15	14	29
2 Average daily attend.	11	11	18
3 Total days on roll	183	165	
4 Total days present	157	135	
5 Per cent attendance	72	91	88
6 No. dropt grades 1-4			
7 No. dropt grades 5-7			
8 No. dropt grades 8-9			
9 No. dropt grades 10-11			
10 No. promoted grades 1-4	7	3	10
11 No. promoted grades 5-7	2	4	6
12 No. promoted grades 8-9			
13 No. promoted grades 10-11			

BUILDING AND GROUNDS

14 Material	<u>wood</u>
15 No. Rooms	<u>one hall porch</u>
16 State of repair	<u>very bad</u>
17 How ventilated	<u>windows</u>
18 How heated	<u>stove</u>
19 Toilets:	
(a) Character	<u>unsanitary</u>
(b) Condition	<u>very good</u>
20 Desks:	
(a) Kind	<u>patent</u>
(b) No.	<u>24</u>
(c) Seating capacity	<u>48</u>
21 Blackboards:	
(a) No. sq. ft. surface	<u>48</u>
(b) Kind	
(c) Condition	<u>very good</u>
22 Size of school lot	<u>2 acres</u>
(a) How inclosed	<u>not inclosed</u>

INSTRUCTION

23 Could pupils secure text-books at contract prices?	<u>yes</u>
24 No. hours devoted to instruction in common school branches	<u>6</u>
25 No. hours devoted to instruction in higher branches	<u>not any</u>
26 Have you graded course of study?	<u>yes</u>
27 Is there a United States flag on school-house?	<u>no</u>

DIRECTIONS

- Write in alphabetical order names of boys first then names of girls, giving in each case surname first.
- Give in column 2 age at last birthday.
- Average attendance is found by adding days present in column 4 and dividing by number days school was open.
- Per cent. of attendance is found by dividing total days on roll into total days present.

TEACHER

28 Race White Age 27 Years taught 6
 29 Graduate of high school? 3 yrs. H. school work
 30 Graduate of college or normal?
 31 If not graduate, what advanced schools attended?
 32 Grade of certificate First Grade
 33 When issued 1916
 34 Are you member of State Teachers' Association? yes
 35 What educational periodicals do you take?
 36 Has your school a community league? no
 37 Approximate membership?
 38 No. volumes in school library? 85

39 No. pupils in (a) Corn Clubs _____ (b) Canning Clubs _____ (c) Garden Clubs _____
 (d) School fair work _____
 40 No. pupils' homes visited by teacher?
 41 No teachers' meetings attended? One
 42 Teacher's salary per month? \$6.00
 43 Teacher's salary for term? \$393
 44 Amount paid by teacher for room and board per month \$ _____
 45 No. visits to school _____
 (a) Division Superintendent not any
 (b) Asst. Superintendent not any
 (c) Trustees not any
 (d) State supervisors _____
 (e) Special supervisors four
 46 Amount spent by all patrons for text books \$ 10.00

ELEM. SUB.	TEXT	NO. IN USE	PAGES COMPLETED IN EACH GRADE							H. S. SUBJECTS	TEXT	NO. IN USE	PAGES COMPLETED BY GRADES			
			1	2	3	4	5	6	7				1	2	3	4
Spelling										English						
Reading										Mathematics						
Arithmetic										Science						
Grammar										Science						
										History						
Geography										For. Lang.						
U. S. History										For. Lang.						
Va. History																
Civics																
Physiology																

AGE-GRADE DISTRIBUTION

LIST ALL BOYS AND GIRLS IN EACH GRADE, DISTRIBUTED ON PROPER AGE LINE

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	Total	Com. Total
AGE														
No. under 7	<u>2</u>												<u>2</u>	
" 7														
" 9	<u>6</u>	<u>4</u>											<u>10</u>	
" 10				<u>8</u>									<u>8</u>	
" 11					<u>2</u>		<u>2</u>						<u>4</u>	
" 12														
" 13														
" 14						<u>2</u>							<u>2</u>	
" 15							<u>1</u>						<u>1</u>	
" 16														
" 17														
" 18							<u>2</u>						<u>2</u>	
" 19														
" over 19														
TOTAL	<u>8</u>	<u>4</u>		<u>8</u>	<u>2</u>	<u>2</u>	<u>3</u>						<u>29</u>	
No. Promoted	<u>4</u>	<u>2</u>		<u>4</u>	<u>1</u>	<u>1</u>	<u>4</u>						<u>16</u>	
No. Failed	<u>4</u>	<u>2</u>		<u>4</u>	<u>1</u>	<u>1</u>	<u>1</u>						<u>13</u>	

NAME PUPILS FROM OTHER DIST.	NAME OF DIST.	NAME PUPILS FROM OTHER DIST.	NAME OF DIST.

I hereby certify that this report is correct.

Date May 1928

M. Marvin Cheek, Teacher

TERM REPORT

Teacher of Public School, No. 10, in Central School District
 of the County of Bedford, for Term 1917-18, ending the 19 day
 of April, 1918

NAMES OF PUPILS	Number of miles from schoolhouse	Age (b)	Days on roll (b)	Days present (b)	GRADATION STATISTICS (a)												17	
					See explanation, Page 4													
					Spelling	Reading	Writing	Arithmetic	Grammar	Geography	Hist. of U. S.	Hist. of Va.	Civil Gov.	Phys. & H.	Drawing	Morals		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
Bowyer Frank	1/8	9			5/6	5/6	5/6	5/6	5/6	5/6			5/6	5/6				
Bowyer Clinton	1/8	6			1/2	1/2	1/2	1/2										
Burnette Mike	3/4	8			2/3	2/3	2/3	2/3										
" Moorman	3/4	9			2/3	2/3	2/3	2/3										
" Warren	3/4	6			1/2	1/2	1/2	1/2										
Bragg Dennis	2	9			2/3	2/3	2/3	2/3	5/6	5/6								
Chick Russell	1	12			4/5	4/5	4/5	4/5	5/6	5/6		2/3		2/3				
Carter Edgar	1 1/2	6			1/2	1/2	1/2	1/2										
Chingenfel Maynard	1 1/2	9			1/2	1/2	1/2	1/2										
Landown Willie	1 1/2	6			1/2	1/2	1/2	1/2										
Woodford Marshall	2 1/2	18			8	8	8	7/8	7/8	8	8		8	8				
" Harry	2 1/2	16			8	7/8	7/8	7/8	8	7/8		7	8					
" Frank	2 1/2	7			1/2	1/2	1/2	1/2										
Milkeron Earned	1	7			1/2	1/2	1/2	1/2										
Maldren William	1	6			1/2	1/2	1/2	1/2										
Bowyer Millie	1/8	16			Completed 8th grade													
" Lucille	1/8	14			4/5	4/5	4/5	4/5	7/8	7/8	4/5		7	8				
" Annie	1/8	11			2/3	2/3	2/3	2/3	2/3	2/3		5/6		2/3				
Bays Laura	1	7			2/3	2/3	2/3	2										
Chick Emma	1	10			3/4	4/5	4/5	3/4	4									
Ellington Julia	1/4	7			1/2	1/2	1/2	1/2										
Maldren Lucille	1	9			2/3	2/3	2/3	2/3	5/6	2/3		2/3		2/3				
" Ossie	1	14			4/5	4/5	4/5	4/5	6	6	4/5	6		8				
Landown Mary	1 1/2	8			1/2	1/2	1/2	1/2										
" Lois	1 1/2	6			1/2	1/2	1/2	1/2										
Martin Hulda	1 1/2	8			1/2	1/2	1/2	1/2										
Overstreet Effie	2 1/2	15			Completed 8th grade													
" Luddy	"	15			5/6	5/6	5/6	5/6	2/3	2/3		2/3		2/3				
" Glennie	"	10			2/3	2/3	2/3	2/3										
Patterson Coy	2	12			4	4	4	4										
Musgrove Lula	1/2	8			1	2	2	2										
Carter Lula	1 1/2	9			4/5	4/5	4/5	4/5	4/5	4/5				4/5				
Overstreet Margaret	1 1/2	9			4	4	4	4	4	4								
Woodford Theresa	2 1/2	13			7/8	7	7	7/8	7/8	7/8	6/7		8					
" Odessa	2 1/2	11			2/3	2/3	2/3	2/3	2/3	2/3		2/3		2/3				
" Ida	2 1/2	9			4/5	4/5	4/5	4/5	4/5	4/5				4/5				

GENERAL STATISTICS

SCHOOLHOUSE

9. Material Lumber
 10. What year built? 1909
 11. No. of rooms One & Half
 12. Original cost (c) \$675
 13. Present value (c)
 14. Amount spent for improvements this year
 15. Present state of repair Good
 16. Is it painted? yes

SCHOOLROOM

17. Number of days, if any, you have found it impossible to keep children comfortable. not any
 18. Why? (d)
 19. No. broken window panes now in room
 20. Condition of floor Good
 21. Can the doors and windows be securely locked? yes
 22. Condition of stove Good
 23. Total cost of fuel for your school for session

SCHOOL GROUNDS

24. Size of lot 1 acre
 25. Is it enclosed? no
 26. Have you been able to get pupils and parents to aid in improving house and grounds? yes
 27. Have you tried? yes

SCHOOL FURNITURE AND APPARATUS

Number Value (b)

28. Common desks
 29. Condition of same
 30. Patent desks 19
 31. Condition of same Good
 32. Chairs Two
 33. Tables One
 34. Volumes in library about 75
 35. Charts not any
 36. Wall maps One
 37. Globes One
 38. Blackboards—No. sq. ft. surface
 39. Condition of same medium
 40. Kind of blackboard
 41. Total,
 42. Value of equipment added this year, \$ 119.3
 43. Seating capacity of house 40

NOTE—If the total enrollment exceeds 40 the Division Superintendent will furnish Form T No. 3 for the additional names.
 (a) In the column if blank enter any other study than those named.
 (b) Give sum of Ages, Days on Roll and Days Present in lines 6, 7 and 8 on front of report when folded.
 (c) Values can only be estimated in many cases, but a careful estimate will be very valuable.
 (d) Give reasons under remarks on second page.

GENERAL STATISTICS—Continued

COURSE OF INSTRUCTION

44. Have you rigidly enforced the text-book regulations? *yes*
45. Could your pupils readily purchase text-books at State contract prices? *yes*
46. Were indigent pupils supplied with text-books by District Boards when applied for? *6*
47. Number hours devoted daily to instruction in common school branches *not any*
48. Number hours devoted daily to instruction in higher branches *yes*
49. Have you a graded course of study? *yes*
50. Have you observed Patron's Day?
51. Have you observed Arbor or Bird Day? *no*
52. Have you been able to introduce manual training? *no*
53. If you have had other special studies, name them *not any*
54. Number of months taught *6 1/2*

55. Number of days taught

TEACHER

56. White or Colored *White*
57. Male or female *Female*
58. Grade of certificate *First*
59. Date of certificate *July 1, 1916*
60. By whom granted *P. C. Stearnes*
61. Are you a subscriber to any school journal? *no*
62. How many homes have you visited during the session? *4*
63. How many teachers' meetings have you attended during the year? *2*
64. Are you a member of any teachers' association? *no*
65. Have you had any normal school training? *Seven mos.*
66. Are you a graduate of any high school, college or university? *no*
67. If so, give name
68. Have you attended a summer Institute within the past four years? *yes*
69. How many sessions have you taught? *four*

PUPILS

70. Number pupils studying higher branches *not any*
71. Number pupils supplied with text-books by District *not any*
72. Have all said text-books been returned to you?
73. Where have you placed them?
74. Number pupils who attended some other public school of this county during year? *two*
75. Number pupils over 19 years *0*
76. Number pupils from 18 to 19 (inclusive) *1*
77. Number pupils from 15 to 17 (inclusive) *3*
78. Number pupils from 10 to 14 (inclusive) *9*
79. Number pupils from 7 to 9 (inclusive) *2 2*
80. Total enrollment..... *15 21 36*
81. Average monthly enrollment..... *8 12 20*
82. Average daily attendance..... *8 12 20*

(*) This information is required by special act of Legislature, and is very important.

REMARKS

MISCELLANEOUS

VISITS—By Whom

NUMBER

83. By State Examiner or Inspector

84. By Division Superintendent

85. By Trustees of the District

86. By Others

BOOKS USED (None omitted)

87. Spellers

88. Spelling Blanks

89. Method of Reading

90. Primers

91. Primers (Supplementary)

92. First Readers

93. Second Readers

94. Third Readers

95. Fourth Readers

96. Fifth Readers

97. Copy Books

98. Arithmetic

99. Grammars

100. Geographies

101. Histories of Va.

102. Histories of U. S.

103. Physiologies

104. Drawing Books

105. Civil Government

106. Morals

107. Other Branches

Total amount spent by all of the patrons for text-books during year.....(*) 8

TEACHER'S PAY FOR TERM

108. From public funds

109. From other sources

110. Value of board, if furnished free of cost

111. Total

112. Number of visits to homes of pupils

RECORD OF WORK DONE DURING THE TERM (a)

CLASS	No. in class	TEXT-BOOKS USED	PAGE LIMIT	SUGGESTIONS FOR NEXT TERM	REMARKS
SPELLING					
1. First class	10	World's	1 to 96		
2. Second class	16		193 "256		
3. Third class	4		227 "254		
READING					
1. First class	2	Playmates	"		
2. Second class	8	Graded Classics	"		
3. Third class	4	"	"		
4. Fourth class	3	"	"		
5. Fifth class	6	Elson's	"		
ARITHMETIC					
1. First class (b)	2	Smith's	"		
2. Second class	8	"	"		
3. Third class		"	"		
4. Fourth class	4	"	"		
5. Fifth class	8	"	165 "296		
6. Sixth class	4	"	277 "432		
LANGUAGE & GRAMMAR					
1. First class (b)	4	Emerson's Sermons	"		
2. Second class	8	"	"		
3. Third class	5	"	144 "164 Completed		
4. Fourth class	3	8th grade Completed	"		
5. Fifth class		"	"		
GEOGRAPHY					
1. First class	4	Page's 1st course	105		
2. Second class	3	" Higher	Completed to 105		
3. Third class	5	"	137 "192		
4. Fourth class	3	8th grade	Completed text.		
U. S. HISTORY					
VA. HISTORY					
1. First class	5	Smith's	whole class Completed text.		
CIVIL GOVERNMENT					
1. First class	2	McBain's	"		
PHYSIOLOGY & HYGIENE					
1. First class	11	Ritchie's	"		
MORALS AND MANNERS					

EXPLANATIONS

(7) While the classification of a school is a matter that lies peculiarly in the sound discretion of the teacher, yet some facts are obvious. A well-managed school should not have a greater number of classes than are noted above. The teacher should classify her pupils and not permit them to recite singly. The pupil who loses time will either have to catch up or go back into a lower class. All pupils above the Fourth Reader should be put in one class, either in the Fifth Reader or in some other book that is appropriate.

There should not be more than two classes in the spelling book and one in the dictionary. The pupil should be taught number work according to some approved method for one or probably two years, and there should not be more than two classes in each arithmetic. For the first two or three years the pupil should be given good language work, embracing nature study, elementary geography, literature, etc. There should not be more than three or four classes in the language books and grammar combined. Three or four classes should suffice in geography, and one each in Virginia and United States history. Civil government may occupy one of the history periods each week.

In the column headed "Page Limit" write number of page at which class began work before "to," and let it be followed by the last page studied. Under the heading "Suggestions for Next Term," pages that should be reviewed might be noted. Blank spaces are left for irregular classes.

It is hoped that this portion of the term report will fix the idea of classification constantly in the minds of teachers, and save much time by definite statements of each pupil's standing. Let each teacher try not to have more than twenty-five recitations a day. Record number work under heading "Arithmetic," and language work under heading "Grammar."

(b) If this work is given orally, write the word *oral* in the column headed "Text-books Used."

Form T-No. 2

Central District
Bedford County

TERM REPORT

OF

Miss M. Marvin Cheek

Teacher of Union Oak Public School
(White or Colored)

No. 10

For the term ending 191

RECORD FOR TERM

1. Number of months taught 6 1/2
2. Number of days taught 133
3. Total enrollment 13 Boys Girls Total
4. Average monthly enrollment 21 36
5. Average daily attendance 8 12 20
6. Sum of Ages
7. Sum of days on roll
8. Sum of days present

RECORD FOR CURRENT MONTH (x)

a. Total enrollment 15
b. Average daily attendance 16
c. No. of days taught during month. 16
d. Monthly salary from public funds. \$40.00
e. Salary from public funds due at this date \$40.00
f. No. of visits by trustees 0
g. Has teacher received pay for last month? yes
h. No. of visits to homes by teachers

Received 191
Receipted 191
Receipt No. 191, for \$

(x) It will not be necessary to send Monthly Report for last month if these blanks are filled out properly, unless the Division Superintendent specially so requests.

NAMES OF PUPILS FROM OTHER DISTRICTS

NAME OF DISTRICT

Days on roll

Days Present

REMARKS

I hereby certify that this report is correct, and that I have not embraced in said report the names of any pupils for any days that they were not present, and that the average daily attendance reported is correct.

Given under my hand this 7 day of May, 1918

M. Marvin Cheek, Teacher. Bedford, P. O.

EXPLANATIONS

Write the names of the boys first, alphabetically, and then the names of the girls also alphabetically, in each case putting the surname first. In the column for age set down opposite the name of each pupil the number of years completed at the last birthday before school opened. Add up the second, third and fourth columns. Average attendance of boys is found by adding together the numbers opposite the names of the boys in the column headed "Days Present," and dividing the sum by the number of days the school was kept open during the term. Find average attendance of girls in the same manner. Add these two averages together for total average attendance. Name text-books used in teaching other branches, as well as those specified in this report, and be sure to give the total number of each one of the text-books actually used in the school. Give the names of the pupils from other districts, and tell from what districts they come. The names of pupils may be enrolled by grades or classes if the Division Superintendent so desires. Under the caption "Gradation Statistics" use for each study a fraction form of notation. Let the numerator of the fraction denote the class in which the pupil was placed for this session, and the denominator the class in which he should recite next year according to the numbers noted above. For example: A pupil in the primer class who should repeat the work would be marked 1-1 in the column headed "Reading;" if the pupil should be promoted to the First Reader Class the notation would be 1-2. A pupil promoted from the second class to the third class in numbers or arithmetic would be marked 2-3 in the arithmetic column. If the pupil has completed the highest class in any subject, as, for example, geography, the notation would be 4-c in the geography column. While this report is intended for ungraded schools, the notation can be adapted to denote grades, thus, 1-2 P. would mean promotion from First to Second Primary Grade, 2-3 G. from second to Third Grammar Grade, and so on.

Forward two copies of this report, when fully completed, to the Division Superintendent, giving postoffice to which you wish receipt to be sent. The Superintendent will certify receipt of reports directly to the clerks, using Form C-No. 2. One copy of this report is to be retained as a permanent record in the office of the Division Superintendent, and the other should be given your successor.