

VIRGINIA

Daily Attendance Register

AND

Record of Class Grades


FOR

Union Oak School

In the County or City of

Bedford

For Year 1924-1925

 Read the Introduction Before Making any Entries in this Register

Geodys Rodgers Teacher

ISSUED BY
SUPERINTENDENT OF PUBLIC INSTRUCTION
Richmond, Virginia

Record of Class Grades

For month, semester, year

For Grade V with enrollment of 3

Table with 23 columns (Department, Reading, Spelling, Writing, English, Mathematics, Community Study, History, Civics, Geography, Hygiene, Phys. Education, Music, Drawing, Home Economics, Agriculture, Industrial Arts, Aver. Scholarship) and rows for student Carter, Edgar; Landsdown, Lois; and Landsdown, Mary.

Record of Class Grades

For month, semester, year

For Grade VI with enrollment of 1

Table with 23 columns (Department, Reading, Spelling, Writing, English, Mathematics, Community Study, History, Civics, Geography, Hygiene, Phys. Education, Music, Drawing, Home Economics, Agriculture, Industrial Arts, Aver. Scholarship) and rows for student Overstreet, Elizabeth.

Record of Class Grades

For month, semester, year

For Grade VII with enrollment of 2

Table with columns for student name, parent/guardian, residence, and 22 subjects. Rows include Clinton Bowyer, William Holdren, and an unnamed student.

Record of Class Grades

For month, semester, year

For Grade IV A with enrollment of 2

Table with columns for student name, parent/guardian, residence, and 22 subjects. Rows include Cecil Brannum and Eugie Sibbs.

AGE-GRADE DISTRIBUTION SHEET

List All Boys and Girls Enrolled in Each Grade, Distributed on Proper Age Line. (See directions below.)

GRADE	First Grade		Second Grade		Third Grade		Fourth Grade		Fifth Grade		Sixth Grade		Seventh Grade		Eighth Grade		Ninth Grade		Tenth Grade		Eleventh Grade		Twelfth Grade		Special and Uncl'fied		Total—D		GRAND Total—B		
	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.	B.	G.			
AGE																															
No. Under 7	1	3				1																							1	4	5
No. Age 7				1																										1	1
" " 8	1	1																											1	1	2
" " 9								1																					1	1	1
" " 10				3	1		1																						2	3	5
" " 11								1																					1	1	1
" " 12						1	2																						2	1	3
" " 13									1	1		1	2																3	2	5
" " 14										1																			1	1	1
" " 15																															
" " 16																															
" " 17																															
" " 18																															
" " 19																															
No. Over 19																															
TOTAL—A	2	4	4	1	2	3	2	1	2		1	2																			24
No. Promoted	1	2	2	1	1	1	1				1	2																	5	7	12
No. Failed						1	1																					1	1	2	
No. Dropped	1	2	2		1	1		1	2																			3	7	10	
TOTAL—C	2	4	4	1	2	3	2	1	2		1	2															9	15	24		

DIRECTIONS.—After the number of pupils (boys and girls entered in separate columns) is filled in properly in the first vertical column for the first grade and then for the other grades, the number in each grade is to be totaled as provided opposite "Total—A;" then the number of boys under seven years of age for all the grades as recorded should appear in the proper space in the first column under "Total—D," and in like manner the number of girls under seven years of age should be totaled. By the same method the number of boys and then the number of girls of the other ages represented should be totaled in the appropriate spaces under "Total—D." "Grand Total—B" merely represents the sum total of boys and girls recorded under "Total—D." The total of all of the items opposite "Total—A," and the total of all of the items under "Grand Total—B" placed at the bottom of the column headed "Grand Total—B" should be the same. Likewise the total of boys and girls under "Total—D" should equal the total under "Grand Total—B." This is an easy method of checking the data required in this table.

A further check should be made of the Age-Grade Distribution against the table appearing under Summaries for Term shown elsewhere in this register; for example, the totals, boys and girls, for grades 1, 2, 3 and 4 in the Age-Grade Distribution should be the same as the total of item 9 in Summaries for Term. Again, totals, boys and girls, for grades 5, 6 and 7 in the Age-Grade Distribution should be the same as the total of item 13 in Summaries for Term. Totals, boys and girls, for grades 8 and 9 in the Age-Grade Distribution should be the same as the total of item 17 in Summaries for Term, and the total, boys and girls, of grades 10 and 11 in the Age-Grade Distribution should be the same as item 21 in Summaries for Term.

"Total—C" above calls for the total number of pupils, boys and girls, promoted, failed, and dropped for each grade. These totals when summarized should check with the summaries of these items under Summaries for Term. The Age-Grade Distribution called for in the Term Report is exactly the same as the distribution called for on this sheet, except that boys and girls are not separated in the table on the Term Report. It is suggested that this sheet be filled out first and that the number of boys and girls in this record be added together to provide the data required for the Age-Grade Distribution on the Term Report.

SUMMARIES FOR TERM

No. of months taught Seven
 No. of days taught 140
 No. of days teacher present 140

	BOYS	GIRLS	TOTAL
1. Total enrollment	9	15	24
2. Average daily attendance	5	7	12
3. Total days on roll	968	1583	2551
4. Total days present	774	1256	2030
5. Per cent attendance	79%	79%	79%
6. No. promoted grades 1-4	3	6	9
7. No. failed grades 1-4	1	1	2
8. No. dropped grades 1-4	2	5	7
9. Total no. enrolled grades 1-4	6	12	18
10. No. promoted grades 5-7	2	1	3
11. No. failed grades 5-7	0	0	0
12. No. dropped grades 5-7	3	3	6
13. Total no. enrolled grades 5-7			
14. No. promoted grades 8-9			
15. No. failed grades 8-9			
16. No. dropped grades 8-9			
17. Total no. enrolled grades 8-9			
18. No. promoted grades 10-11			
19. No. failed grades 10-11			
20. No. dropped grades 10-11			
21. Total no. enrolled grades 10-11			
22.			

Note.—The totals, boys and girls, items 6, 7 and 8 above, will be the same as the total, boys and girls, item 9; in the same way the totals for items 10, 11 and 12 will equal the total for item 13; the totals for items 14, 15 and 16 will equal the total for item 17; and the totals for items 18, 19 and 20 will equal the total for item 21. The total of items 9, 13, 17 and 21 will equal the total of item 1. This careful checking of the above table shall be made before the register is turned in at the superintendent's office. The items of the above table must agree with the corresponding items in the Age-Grade Distribution table shown on the preceding page. Note the special instructions given under this table.

23. Names of pupils from other counties

INSTRUCTION

24. No. pupils supplied with textbooks by school board? Four
 25. Could pupils secure textbooks at contract prices? yes
 26. No. hours devoted to instruction in elementary school branches 840
 27. No. hours devoted to instruction in high school branches _____
 28. Did you use State course of study? yes
 29. Is there a United States flag on schoolhouse? yes

TEACHER

30. Race White Age 22 Sessions taught 2
 31. Graduate of high school? yes
 32. Graduate of college or normal? No
 33. If not graduate, what advanced schools attended? Summer Normal
 34. Grade of certificate First Grade
 35. When issued July 1924
 36. Are you member of State Teachers' Association? yes
 37. What educational periodicals do you take? Virginia Journal of Education
 38. Has your school a community league? _____
 39. Approximate membership? _____
 40. No. volumes in school library? 103
 41. No. pupils in (a) Corn Clubs 2 (b) Canning Clubs _____
 (c) Garden Clubs _____ (d) School fair work _____
 42. No. pupils' homes visited by teacher? Five
 43. No. teachers' meetings attended? One
 44. Teacher's salary per month? \$70.00
 45. Teacher's salary for term? \$490.00
 46. Amount paid by teacher for room and board per month? \$18.00
 47. No. visits to school by
 (a) Division Superintendent One
 (b) Assistant Superintendent _____
 (c) Members county school board One
 (d) Clerk of School board _____
 (e) State supervisors _____
 (f) Local supervisors Seven
 48. Suggestions for next session _____

I certify that the records in this register are correct.

Gladys Rodgers Teacher.
 Home Address Petersburg, Va.
 Date April 28, 1926.

TERM REPORT—Elementary and High Schools

Division Bedford District Liberty School Union Oak
 Teacher (Miss) Gladys Rodgers Race White School Year 1925-1926
(Mr., Mrs., or Miss)

DIRECTIONS.—With ink write below in alphabetical order first the names of boys, and then the names of girls, giving in each case the surname first. Give in column two, age on September 1st. See the register for method of computing average attendance and percentage of attendance. Under school subjects below, write a fraction in proper space after each name, the numerator to show the grade the pupil is in for current session and the denominator the grade to which promoted; modify subject titles for high school use.

NAMES OF PUPILS	No. of miles from school	Age	Days on roll	Days present	Reading	Spelling	Writing	English	Mathematics	Community Study	Hist.	Hist.	Civics	Geography	Hygiene	Physical Ed.
Carter, Edgar	1															
" Raymond	2	6	18	18	1											
Gibbs, Charlie	1 1/2	11	180	137	4/5	4/5	4/5	4/5	4/4		4/5			4/5	4/5	
Hogsten, Joseph	2	14	47	46 1/2	4/5	4/5	4/5	4/5	4/5		4/5			4/5	4/5	
Lalaghan, Holmes	1 1/2	7	180	128	3/3	3/3	3/3		2/3						2/3	
Ouerstreet, Carl	1/2	7	166	158	1/2	1/2	1/2		1/2							1/2
Woodford, Otey	2	13	180	153 1/2	5/6	5/6	5/6	5/6	5/6		5/6			5/6	5/6	5/6
Wilkinson, Ernest	2	15	30	20	4/4	4/4	4/4	4/4	4/4		4/4			4/4	4/4	4/4
Carter, Edgar	2	14	78	66	5/5	5/5	5/5	5/5	5/5		5/5			5/5	5/5	5/5
Bowyer, Virginia	1/4		180	178 1/2	2/3	2/3	2/3		2/3							2/3
Cheek, Eva	2		143	123 1/2	3/3	3/3	3/3	3/3	3/3		3/3					3/3
Eugie, Gibbs	2		125	162	4/5	4/5	4/5	4/5	4/4		4/5			4/4	4/4	4/5
Gibbs, Mamie	1 1/2		180	111	2/3	2/3	2/3		2/2							2/2
" Billie	2		173	156	3/4	3/4	3/4	2/4	2/3							3/4
Haldren, Hazel	1/2		180	173	4/5	4/5	4/5	4/5	4/5		4/5			4/5	4/5	4/5
Ouerstreet, Eliz	2		172	163 1/2	7/8	7/8	7/8	7/8	7/8		7/8	7/8	7/8	7/8	7/8	7/8
" Helen	2		180	168 1/2	5/6	5/6	5/6	5/6	5/6		5/6			5/6	5/6	5/6
" Paulino	1/2		65	60	1/2	1/2	1/2		1/2							
Wilkinson, Mamie	2		121	101	3/3	3/3	3/3		3/3							3/3
" Mary	2		121	101	2/2	2/2	2/2		2/2							2/2
" Myrtle	2		121	99	4/4	4/4	4/4		4/4					4/4	4/4	4/4

SUMMARIES FOR TERM

No. of months taught nine
 No. of days school was open 180
 No. days teacher was present 180

	Boys	Girls	Total
1. Total enrollment	9	12	21
2. Average daily attendance	4	10	14
3. Total days on roll	879	1811	2690
4. Total days present	729	1597	2326
5. Per cent attendance	84	88	88
6. No. promoted grades 1-4	3	3	6
7. No. failed grades 1-4	1	3	4
8. No. dropped grades 1-4	3	4	7
9. Total No. enr'd grades 1-4	7	10	17
10. No. promoted grades 5-7	2	1	3
11. No. failed grades 5-7			
12. No. dropped grades 5-7	1		1
13. Total No. enr'd grades 5-7	2	2	4
14. No. promoted grades 8-9			
15. No. failed grades 8-9			
16. No. dropped grades 8-9			
17. Total No. enr'd grades 8-9			
18. No. promoted grades 10-11			
19. No. failed grades 10-11			
20. No. dropped grades 10-11			
21. Total No. enr'd grades 10-11			
22.			

NOTE.—The totals, boys and girls, items 6, 7 and 8 above, will be the same as the total, boys and girls, item 9; in the same way the totals for items 10, 11 and 12 will equal the total for item 13; the totals for items 14, 15 and 16, will equal the total for item 17; and the totals for items 18, 19 and 20, will equal the total for item 21. The total of items 9, 13, 17 and 21, will equal the total of item 1. This careful checking of the above table shall be made before the report is turned in at the superintendent's office. The items of the above table must agree with the corresponding items in the age-grade distribution table shown on the other side of this sheet. Note the special instructions given under this table.

- ### INSTRUCTION
25. Could pupils secure textbooks at contract prices? Yes
 26. No. hours devoted to instruction in elementary school branches 6
 27. No. hours devoted to instruction in high school branches _____
 28. Did you use State course of study? Yes
 29. Is there a United States flag on school-house? Yes

TERM REPORT—Elementary and High Schools—Concluded

NAMES OF PUPILS	No. of miles from school	Age	Days on roll	Days present	Reading	Spelling	Writing	English	Mathematics	Community Study	Hist.	Hist.	Civics	Geography	Hygiene	Physical Ed.
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

TEACHER
 30. Race White Age 23 Years taught 3
 31. Graduate of high school? Yes
 32. Graduate of college or normal? No
 33. If not graduate, what advance schools attended? Summer session S.J.C. Farmville
 34. Grade of certificate Elementary
 35. When issued July 1925
 36. Are you member of State Teachers' Association? Yes
 37. What educational periodicals do you take? Virginia Journal Education Normal Instructor and Primary Plans

38. Has your school a community league? Yes
 39. Approximate membership? 12
 40. No. volumes in school library? 104
 42. No. pupils' homes visited by teacher? 7
 43. No. teachers' meetings attended? 1
 44. Teacher's salary per month? \$70 - \$75
 45. Teacher's salary for term? \$647.50
 46. Amount paid by teacher for room and board per month \$18.00
 47. No. visits to school by (a) Division Superintendent 0 (b) Asst. Superintendent 0 (c) Members School Board 0 (d) Clerk School Board 0 (e) State Supervisors 0 (f) Local supervisors 8

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—B
AGE													
No. under 7	3												3
" Age 7	1	3		1									5
" " 8			1										1
" " 9		1		1									2
" " 10													
" " 11			2	1									3
" " 12					1								1
" " 13				1	1								2
" " 14				1	1		1						3
" " 15				1									1
" " 16													
" " 17													
" " 18													
" " 19													
" over 19													
TOTAL—A	4	4	3	6	3		1						21
No. promoted	2	2		2	2		1						9
No. failed		1	1	2									4
No. dropped	2	1	2	2	1								8
TOTAL—C	4	4	3	6	3		1						21

DIRECTIONS.—After the number of pupils is filled in properly in the first vertical column for the first grade and then for the other grades, the number in each grade is to be totaled as provided opposite "Total-A;" then the number of children under seven years of age for all grades as recorded should appear under "Total-B" in the proper space; in similar manner the number of children of other ages should be totaled in the appropriate spaces under "Total-B." The total of all the items opposite "Total-A" and the total of all the items under "Total-B" placed at the bottom of the column headed "Total-B" should be the same. This is an easy method of checking the data required in the table.

A further check should be made of the Age-Grade Distribution against the table appearing under Summaries for Term, shown on the opposite side of this sheet; for example, the

totals for grades 1, 2, 3 and 4 in the Age-Grade Distribution should be the same as the total of item 9 in Summaries for Term. Again, totals for grades 5, 6 and 7 in the Age-Grade Distribution should be the same as the total for item 13 under Summaries for Term. Totals for grades 8 and 9 in the Age-Grade Distribution should be the same as item 17 under Summaries for Term and the totals of grades 10 and 11 under Age-Grade Distribution should be the same as item 21 under Summaries for Term.

"Total-C" above calls for the total number of pupils promoted, failed, and dropped for each grade; these totals when summarized should check with the summaries of these items under Summaries for Term.

TERM REPORT—Elementary and High Schools

Division Beaumont District Liberty School Union Oak
 Teacher (Miss) Gladys Rodgers Race White School Year 1925-1926
 (Mr., Mrs., or Miss)

DIRECTIONS.—With ink write below in alphabetical order first the names of boys, and then the names of girls, giving in each case the surname first. Give in column two, age on September 1st. See the register for method of computing average attendance and percentage of attendance. Under school subjects below, write a fraction in proper space after each name, the numerator to show the grade the pupil is in for current session and the denominator the grade to which promoted; modify subject titles for high school use.

NAMES OF PUPILS	No. of miles from school		Days on roll	Days present	Reading	Spelling	Writing	English	Mathematics	Community Study	Hist.	Hist.	Civics	Geography	Hygiene	Physical Ed.	17
	1	2															
Carter, Edgar	2	14	78	66	5/5	5/5	5/5	5/5	5/5	5/5	5/5	5/5					
" Raymond	2	6	18	18	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5					
Gibbs, Charlie	1 1/2	11	180	137	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5		4/5		4/5	
Hogsten, Joseph	2	14	47	46 1/2	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5		4/5		4/5	
Laughon, Holmes	1 1/2	7	180	178	2/3	2/3	2/3	2/3	2/3	2/3	2/3	2/3				2/3	
Overstreet, Carl	1/2	7	166	158	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2				1/2	
Woodford, Otay	2	13	180	155 1/2	5/6	5/6	5/6	5/6	5/6	5/6	5/6	5/6		5/6		5/6	
Hilkerson, Ernest	2	15	30	20	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4		4/4		4/4	
Bowyer, Virginia	4	7	180	178 1/2	2/3	2/3	2/3	2/3	2/3	2/3	2/3	2/3				2/3	
Chest, Eva	2	11	143	123 1/2	3/3	3/3	3/3	3/3	3/3	3/3	3/3	3/3				3/3	
Gibbs, Eugie	2	9	175	162	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5		4/5	4/5	4/5	
Gibbs, Mamie	1 1/2	7	180	111	2/3	2/3	2/3	2/3	2/3	2/3	2/3	2/3				2/3	
Gibbs, Willie	2	8	173	156	3/4	3/4	3/4	3/4	3/4	3/4	3/4	3/4				3/4	
Haldren, Hazel	1/2	7	180	173	4/5	4/5	4/5	4/5	4/5	4/5	4/5	4/5		4/5		4/5	
Overstreet, Lily	2	14	172	163 1/2	2/3	2/3	2/3	2/3	2/3	2/3	2/3	2/3		2/3	2/3	2/3	
" Helen	2	12	180	168 1/2	5/6	5/6	5/6	5/6	5/6	5/6	5/6	5/6		5/6	5/6	5/6	
" Pauline	1/2	6	65	60	1/2	1/2	1/2	1/2	1/2	1/2	1/2	1/2				1/2	
Hilkerson, Mamie	2	11	121	101	3/3	3/3	3/3	3/3	3/3	3/3	3/3	3/3				3/3	
" Mary	2	9	121	101	2/2	2/2	2/2	2/2	2/2	2/2	2/2	2/2				2/2	
" Myrtle	2	13	121	99	4/4	4/4	4/4	4/4	4/4	4/4	4/4	4/4		4/4	4/4	4/4	

SUMMARIES FOR TERM

No. of months taught	<u>nine</u>
No. of days school was open	<u>180</u>
No. days teacher was present	<u>180</u>

	Boys	Girls	Total
1. Total enrollment	<u>9</u>	<u>12</u>	<u>21</u>
2. Average daily attendance	<u>4</u>	<u>10</u>	<u>14</u>
3. Total days on roll	<u>879</u>	<u>1811</u>	<u>2690</u>
4. Total days present	<u>779</u>	<u>1597</u>	<u>2376</u>
5. Per cent attendance	<u>88 4/5%</u>	<u>88%</u>	<u>88</u>
6. No. promoted grades 1-4	<u>3</u>	<u>3</u>	<u>6</u>
7. No. failed grades 1-4	<u>1</u>	<u>3</u>	<u>4</u>
8. No. dropped grades 1-4	<u>3</u>	<u>4</u>	<u>7</u>
9. Total No. enr'd grades 1-4	<u>7</u>	<u>10</u>	<u>17</u>
10. No. promoted grades 5-7	<u>2</u>	<u>1</u>	<u>3</u>
11. No. failed grades 5-7			
12. No. dropped grades 5-7	<u>1</u>		<u>1</u>
13. Total No. enr'd grades 5-7	<u>2</u>	<u>2</u>	<u>4</u>
14. No. promoted grades 8-9			
15. No. failed grades 8-9			
16. No. dropped grades 8-9			
17. Total No. enr'd grades 8-9			
18. No. promoted grades 10-11			
19. No. failed grades 10-11			
20. No. dropped grades 10-11			
21. Total No. enr'd grades 10-11			
22.			

Note.—The totals, boys and girls, items 6, 7 and 8 above, will be the same as the total, boys and girls, item 9; in the same way the totals for items 10, 11 and 12 will equal the total for item 13; the totals for items 14, 15 and 16, will equal the total for item 17; and the totals for items 18, 19 and 20, will equal the total for item 21. The total of items 9, 13, 17 and 21, will equal the total of item 1. This careful checking of the above table shall be made before the report is turned in at the superintendent's office. The items of the above table must agree with the corresponding items in the age-grade distribution table shown on the other side of this sheet. Note the special instructions given under this table.

- ### INSTRUCTION
25. Could pupils secure textbooks at contract prices? Yes
 26. No. hours devoted to instruction in elementary school branches six
 27. No. hours devoted to instruction in high school branches _____
 28. Did you use State course of study? Yes
 29. Is there a United States flag on school-house? Yes

TERM REPORT—Elementary and High Schools—Concluded

NAMES OF PUPILS	No. of miles from school		Age	Days on roll	Days present	Reading	Spelling	Writing	English	Mathematics	Community Study	Hist.	Hist.	Civics	Geography	Hygiene	Physical Ed.
	1	2															

TEACHER

30. Race White Age 23 Years taught 3

31. Graduate of high school? Yes

32. Graduate of college or normal? No

33. If not graduate, what advance schools attended? Summer session S. J. C. Farmville

34. Grade of certificate Elementary

35. When issued July 1926

36. Are you member of State Teachers' Association? Yes

37. What educational periodicals do you take?
Virginia Journal Education
Normal Instructor and
Primary Planet

38. Has your school a community league? Yes

39. Approximate membership? 12

40. No. volumes in school library? 104

42. No. pupils' homes visited by teacher? 7

43. No. teachers' meetings attended? 1

44. Teacher's salary per month? \$70 \$75

45. Teacher's salary for term? \$647.50

46. Amount paid by teacher for room and board per month \$18.00

47. No. visits to school by (a) Division Superintendent 0 (b) Asst. Superintendent 0 (c) Members School Board 0 (d) Clerk School Board 0 (e) State Supervisors 0 (f) Local supervisors 8

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—B
AGE													
No. under 7	<u>3</u>												<u>3</u>
“ Age 7	<u>1</u>	<u>3</u>		<u>1</u>									<u>5</u>
“ “ 8			<u>1</u>										<u>1</u>
“ “ 9		<u>1</u>		<u>1</u>									<u>2</u>
“ “ 10													
“ “ 11			<u>2</u>	<u>1</u>									<u>3</u>
“ “ 12					<u>1</u>								<u>1</u>
“ “ 13				<u>1</u>	<u>1</u>								<u>2</u>
“ “ 14				<u>1</u>	<u>1</u>		<u>1</u>						<u>3</u>
“ “ 15				<u>1</u>									<u>1</u>
“ “ 16													
“ “ 17													
“ “ 18													
“ “ 19													
“ over 19													
TOTAL—A	<u>4</u>	<u>4</u>	<u>3</u>	<u>6</u>	<u>3</u>	<u>1</u>	<u>1</u>						<u>21</u>
No. promoted	<u>2</u>	<u>2</u>		<u>2</u>	<u>2</u>		<u>1</u>						<u>9</u>
No. failed		<u>1</u>	<u>1</u>	<u>2</u>									<u>4</u>
No. dropped	<u>2</u>	<u>1</u>	<u>2</u>	<u>2</u>	<u>1</u>								<u>8</u>
TOTAL—C	<u>4</u>	<u>4</u>	<u>3</u>	<u>6</u>	<u>3</u>		<u>1</u>						<u>21</u>

DIRECTIONS.—After the number of pupils is filled in properly in the first vertical column for the first grade and then for the other grades, the number in each grade is to be totaled as provided opposite "Total-A," then the number of children under seven years of age for all grades as recorded should appear under "Total-B" in the proper space; in similar manner the number of children of other ages should be totaled in the appropriate spaces under "Total-B." The total of all the items opposite "Total-A" and the total of all the items under "Total-B" placed at the bottom of the column headed "Total-B" should be the same. This is an easy method of checking the data required in the table.

totals for grades 1, 2, 3 and 4 in the Age-Grade Distribution should be the same as the total of item 9 in Summaries for Term. Again, totals for grades 5, 6 and 7 in the Age-Grade Distribution should be the same as the total for item 13 under Summaries for Term. Totals for grades 8 and 9 in the Age-Grade Distribution should be the same as item 17 under Summaries for Term and the totals of grades 10 and 11 under Age-Grade Distribution should be the same as item 21 under Summaries for Term.

A further check should be made of the Age-Grade Distribution against the table appearing under Summaries for Term, shown on the opposite side of this sheet; for example, the

"Total-C" above calls for the total number of pupils promoted, failed, and dropped for each grade; these totals when summarized should check with the summaries of these items under Summaries for Term.

Hygiene Sixth Grade	1	Winslow's Healthy Living	Completed
Reading - Seventh "	2	New Elson Reader Bk. 7	"
History " "	"	Our Republic	231-510
Arithmetic " "	"	Smith's Advanced Arith.	266-403
Spelling " "	"	New Horned Speller	Completed
English " "	"	Modern English Book II	150-283
Civics " "	"	Hughes, Elementary Civics	1-447
Geography " "	"	Frege - Higher Geography	157 to end of book.
Hygiene " "	"	Winslow's Healthy Living	Completed