

VIRGINIA

Daily Attendance Register

AND

Record of Class Grades

FOR


Union Oak

School

In the County or City of

Bedford

For Year 19 29-19 30

 Read the Introduction Before Making any Entries in this Register

Miss Julia Overstreet

Teacher

ISSUED BY
SUPERINTENDENT OF PUBLIC INSTRUCTION
Richmond, Virginia

Read the directions on cover pages and on page 25 before making entries below.

DAYS OF MONTH	
DAYS OF WEEK	
NAMES OF PUPILS	
	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
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	41
	42
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	45
	46
	47
	48

DAILY CLASS SCHEDULE FOR SESSION

Grade or Class

Subject

No. Minutes

Hour

Followed Schedule in Course of Study.

Daily Attendance Record and Monthly Summaries

Directions

- In the Daily Attendance Record, page 14, write in alphabetical order first the names of the boys and then the names of the girls, giving in each case the surname first.
- Give under Age the age each child was on September 1, and do not change the age during the session.
- On the last school day of the month fill in all the items called for in the summary for the first month shown on this page, and mail the monthly report to the superintendent's office or clerk of the school board, as directed. Do the same for each of the succeeding months.
- Average daily attendance for any month is found by computing the total number of days pupils were present that month and dividing this number by the number of days school was open that month; for example, if 25 pupils were present a total of 455.5 days in any month, and the school was open 20 days that month, the average daily attendance is 455.5 divided by 20 which equals 22.7 or 23.
Average daily attendance for the term or year is found by computing the total number of days pupils were present during the year and dividing this number by the total number of days school was open during the term. (Average daily attendance for the term cannot be found by adding the daily attendance for all months taught and dividing by the number of months school was open, except when each school month has exactly the same number of days taught.)
- Percentage of attendance is found by dividing total days on the roll into total days present.

	For First Month	B	G	T		For Second Month	B	G	T
Total enrollment to date	5	7	12		Total enrollment to date	5	7	12	
On roll for month	5	7	12		On roll for month	5	7	12	
Average attendance	5	6	11		Average attendance	5	7	12	
Total days on roll	150	202	352		Total days on roll	70	124	216	
Total days present	139	185	324		Total days present	81	121	202	
Percentage attendance	93	92	92		Percentage attendance	90	96	94	
Number cases of absence	11	17	28		Number cases of absence	9	5	14	
Number cases of tardiness	6	3	9		Number cases of tardiness	4	4	8	
Number dropped	0	0	0		Number dropped	0	0	0	
Number days taught in month	3	2			Number days taught in month	2	0		
Salary due for month	\$112				Salary due for month	\$70.00			
Number visits to homes	1				Number visits to homes	1			
Number visits by Superintendent	0				Number visits by Superintendent	0			
Number visits by Trustees	0				Number visits by Trustees	0			
Number visits State Supervisors	0				Number visits State Supervisors	0			
Number visits Local Supervisor	0				Number visits Local Supervisor	0			

	For Third Month	B	G	T		For Fourth Month	B	G	T		For Fifth Month	B	G	T		For Sixth Month	B	G	T
Total enrollment to date	6	8	14		Total enrollment to date	6	8	14		Total enrollment to date	6	8	14		Total enrollment to date	6	8	14	
On roll for month	6	8	14		On roll for month	5	7	12		On roll for month	6	8	14		On roll for month	6	8	14	
Average attendance	5	6	11		Average attendance	4	6	10		Average attendance	5	7	12		Average attendance	5	7	12	
Total days on roll	90	118	208		Total days on roll	100	140	240		Total days on roll	120	142	262		Total days on roll	120	160	280	
Total days present	77	91	163		Total days present	83	124	207		Total days present	103	142	245		Total days present	90	136	226	
Percentage attendance	86	77	81		Percentage attendance	81	89	85		Percentage attendance	86	89	88		Percentage attendance	75	85	81	
Number cases of absence	13	22	35		Number cases of absence	20	16	36		Number cases of absence	17	18	35		Number cases of absence	30	21	51	
Number cases of tardiness	11	6	17		Number cases of tardiness	10	16	26		Number cases of tardiness	12	18	30		Number cases of tardiness	9	15	24	
Number dropped	0	0	0		Number dropped	0	0	0		Number dropped	0	0	0		Number dropped	0	0	0	
Number days taught in month	1	5			Number days taught in month	2	2			Number days taught in month	2	0			Number days taught in month	2	1		
Salary due for month	\$52.50				Salary due for month	\$77.00				Salary due for month	\$70.00				Salary due for month	\$73.50			
Number visits to homes	1				Number visits to homes	1				Number visits to homes	1				Number visits to homes	2			
Number visits by Superintendent	0				Number visits by Superintendent	0				Number visits by Superintendent	0				Number visits by Superintendent	0			
Number visits by Trustees	0				Number visits by Trustees	0				Number visits by Trustees	0				Number visits by Trustees	0			
Number visits State Supervisors	0				Number visits State Supervisors	0				Number visits State Supervisors	0				Number visits State Supervisors	0			
Number visits Local Supervisor	0				Number visits Local Supervisor	0				Number visits Local Supervisor	0				Number visits Local Supervisor	0			

	For Seventh Month	B	G	T		For Eighth Month	B	G	T		For Ninth Month	B	G	T		For Tenth Month	B	G	T
Total enrollment to date	6	8	14		Total enrollment to date					Total enrollment to date					Total enrollment to date				
On roll for month	6	8	14		On roll for month					On roll for month					On roll for month				
Average attendance	6	8	14		Average attendance					Average attendance					Average attendance				
Total days on roll	60	80	140		Total days on roll					Total days on roll					Total days on roll				
Total days present	54	77	133		Total days present					Total days present					Total days present				
Percentage attendance	93	96	95		Percentage attendance					Percentage attendance					Percentage attendance				
Number cases of absence	4	3	7		Number cases of absence					Number cases of absence					Number cases of absence				
Number cases of tardiness	6	2	8		Number cases of tardiness					Number cases of tardiness					Number cases of tardiness				
Number dropped	0	0	0		Number dropped					Number dropped					Number dropped				
Number days taught in month	10				Number days taught in month					Number days taught in month					Number days taught in month				
Salary due for month	\$35.00				Salary due for month					Salary due for month					Salary due for month				
Number visits to homes	1				Number visits to homes					Number visits to homes					Number visits to homes				
Number visits by Superintendent	0				Number visits by Superintendent					Number visits by Superintendent					Number visits by Superintendent				
Number visits by Trustees	0				Number visits by Trustees					Number visits by Trustees					Number visits by Trustees				
Number visits State Supervisors	0				Number visits State Supervisors					Number visits State Supervisors					Number visits State Supervisors				
Number visits Local Supervisor	0				Number visits Local Supervisor					Number visits Local Supervisor					Number visits Local Supervisor				

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																										1	1
No. Age 7	1																										1	1	
" " 8						1		1																			1	1	2
" " 9						1		1																			1	1	2
" " 10			1		1																						2	2	2
" " 11									1	1	1	1															2	2	4
" " 12																													
" " 13																													
" " 14																													
" " 15											1	1															1	1	2
" " 16																													
" " 17																													
" " 18																													
" " 19																													
No. Over 19																													
TOTAL—A	1	1	1		1	2		2	1	1	1	2	1																14
No. Promoted	1	1	1		1	2		2	1	1	1	2	1																14
No Failed	0	0	0		0	0		0	0	0	0	0	0																0
No. Dropped	0	0	0		0	0		0	0	0	0	0	0																0
TOTAL—C	1	1	1		1	2		2	1	1	1	2	1																14

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.

TERM REPORT—Elementary and High Schools

Division Bedford District Liberty School Union Oak
 Teacher Miss Julia Overstreet Race White School Year 1929-30
(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	SUMMARIES FOR TERM																
	No. of months taught <u>Seven</u>																
	No. of days school was open <u>140</u>																
No. days teacher was present <u>138</u>																	
	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.	<i>Drawing</i>
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Collins Lacy	1 1/2	10	133	107	3/4	3/4	3/4	3/4	3/4							3/4	3/4
Carter Raymond	1 1/2	10	68	54	2/3	2/3	2/3	2/3	2/3							2/3	2/3
Gibbs Charles	1	15	133	109	7/8	7/8	7/8	7/8	7/8		7/8	7/8	7/8	7/8	7/8	7/8	7/8
Saunders Holmes	3/4	11	133	130	4/5	4/5	4/5	4/5	4/5		4/5	4/5	4/5	4/5	4/5	4/5	4/5
Overstreet Carl	1 1/2	11	133	118	5/6	5/6	5/6	5/6	5/6		5/6	5/6	5/6	5/6	5/6	5/6	5/6
Overstreet Corbin	1/2	7	133	109	13/14	13/14	13/14	13/14	13/14							13/14	13/14
Brewer Virginia	1/2	11	133	133	6/6	6/6	6/6	6/6	6/6		6/6	6/6	6/6	6/6	6/6	6/6	6/6
Bays Abel	1 1/2	8	133	133	3/4	3/4	3/4	3/4	3/4							3/4	3/4
Carter Cloo	1 1/2	6	63	41	2/3	2/3	2/3	2/3	2/3							2/3	2/3
Check Erna	5/8	15	127	117	6/7	6/7	6/7	6/7	6/7		6/7	6/7	6/7	6/7	6/7	6/7	6/7
Check Ideal	1	9	131	103	3/4	3/4	3/4	3/4	3/4							3/4	3/4
Gibbs Manie	1	11	133	105	5/6	5/6	5/6	5/6	5/6		5/6	5/6	5/6	5/6	5/6	5/6	5/6
Holdren James	1	8	133	131	4/5	4/5	4/5	4/5	4/5				4/5	4/5	4/5	4/5	4/5
Overstreet Pauline	1/2	9	133	117	4/5	4/5	4/5	4/5	4/5				4/5	4/5	4/5	4/5	4/5

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 9
27. No. hours devoted to instruction in high school branches 0
28. Did you use State course of study? yes
29. Is there a United States flag on schoolhouse? Have one.

DIVISION SUPERINTENDENT OF SCHOOLS
FOR BEDFORD COUNTY
Bedford, Virginia

SPECIAL REPORT TO SUPERINTENDENT
(to be returned with term reports)

School Year 1929-1930

1. SCHOOL PROPERTY

(a) Left in schoolhouse:

No. of desks (~~single~~ or double) 15. No. library books 87

Bookcase yes Maps, (name them) Globes, etc. Map of N.A. & one Globe

Other equipment (name) Water cooler, 2 buckets, 2 pans, 1 dipper, waste basket, chalk, 1 shovel, 1 stove key, 1 pencil sharpener & folder, 1 axe, brooms, erasers, etc. one axe, two brooms, eight erasers

(b) Left elsewhere (state what and where) 0

(c) Where were the Physical Inspection Cards, Manuals and Workbooks left?

I turned in the inspection cards and left

(d) Where were the keys left? At Mr. Howard's school.

2. REPAIRS

(a) What repairs to schoolhouse are needed? Give size and number of broken

window panes. The house leaks. There are no broken window panes.

3. BOARD PLACE

(a) Name and address of party with whom teacher boarded. Boarded at home. Rent paid per month _____

(b) Remarks for guidance of teacher for next year _____

4. MONEY RAISED FOR SCHOOL

(a) Give amount of money raised locally for your school during this term \$10.60

(b) Give each item of expenditure and cost of same Work books \$2.40,

Pencil Sharpener \$1, Football \$2.75, Water bucket 25¢ & other equipment

(c) How much balance on hand and where and in whose name was it left? Have not

any balance on hand.

5. NAME AND ADDRESS OF LOCAL ADVISER Have not any.

6. SCHOOL AND COMMUNITY LEAGUES

(a) No. members Community League None Junior League 14

(b) Have you sent in Jr. League report and dues for year? Have sent in report

7. How many pupils will there be to enter the primary grade next year? 1

SCHOOL Union Oak

PRINCIPAL Julia Overstreet