

D. K. 1

VIRGINIA

Daily Attendance Register

AND

Record of Class Grades

FOR


Union

School

In the County or City of

Bedford

For Year 1924-1925

 Read the Introduction Before Making any Entries in this Register

(Miss) Colyer Abbott Teacher

ISSUED BY
SUPERINTENDENT OF PUBLIC INSTRUCTION
Richmond, Virginia

Record of Class Grades

For month, semester, year

For Grade 5th with enrollment of _____

	Month	Department	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Aver. Scholarship
			Reading	Spelling	Writing	English	Mathematics	Community Study	History	History	Civics	Geography	Hygiene	Phys. Education	Music	Drawing	Home Economics	Agriculture	Industrial Arts		
Name	1		8	7	7	7	7	7	7			7	7								
Parent or Guardian	2		8	7	7	7	7	7	7			7	7								
Residence	3		8	7	7	7	7	7	7			7	7								
Grade when enrolled	4		8	7	7	7	7	7	7			7	7								
Promoted to 6th Grade	5	(Month)	Apr.	1925																	
Remarks:	Exam.		100	88	84	82	81	67	79	93		88	80								
	Avg.																				
	6		8	7	7	7	7	7	7			7	7								
	7		8	7	7	7	7	7	7			7	7								
	8																				
	9																				
	10																				
	Exam.		88	100	65	80	80	48		80		80	80								70
	Avg.																				
	Fin. Gr.																				
Name	1		8	7	7	7	7	7	7			7	7								
Parent or Guardian	2		8	7	7	7	7	7	7			7	7								
Residence	3		8	7	7	7	7	7	7			7	7								
Grade when enrolled	4		8	7	7	7	7	7	7			7	7								
Promoted to 6th Grade	5	(Month)	Apr.	1925																	
Remarks:	Exam.		90	85	92	85	85	98		92		95	89								70
	Avg.																				
	6		8	7	7	7	7	7	7			7	7								
	7		8	7	7	7	7	7	7			7	7								
	8																				
	9																				
	10																				
	Exam.		90	100	94	90	95	100		94		100	89								70
	Avg.																				
	Fin. Gr.																				
Name	1		8	7	7	7	7	7	7			7	7								
Parent or Guardian	2		8	7	7	7	7	7	7			7	7								
Residence	3		8	7	7	7	7	7	7			7	7								
Grade when enrolled	4		8	7	7	7	7	7	7			7	7								
Promoted to 6th Grade	5	(Month)	Apr.	1925																	
Remarks:	Exam.		100	80	86	70	72	98		96		89	74								70
	Avg.																				
	6		8	7	7	7	7	7	7			7	7								
	7		8	7	7	7	7	7	7			7	7								
	8																				
	9																				
	10																				
	Exam.		95	100	82	85	96	100		96		100	84								75
	Avg.																				
	Fin. Gr.																				
Name	1		8	7	7	7	7	7	7			7	7								
Parent or Guardian	2		8	7	7	7	7	7	7			7	7								
Residence	3		8	7	7	7	7	7	7			7	7								
Grade when enrolled	4		8	7	7	7	7	7	7			7	7								
Promoted to 6th Grade	5	(Month)	Apr.	1925																	
Remarks:	Exam.		100	92	94	70	78	79		60		79	80								80
	Avg.																				
	6		8	7	7	7	7	7	7			7	7								
	7		8	7	7	7	7	7	7			7	7								
	8																				
	9																				
	10																				
	Exam.		95	100	84	70	78	100		90		75	80								70
	Avg.																				
	Fin. Gr.																				

Promoted on trial

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

DAYS OF MONTH		
DAYS OF WEEK		
NAMES OF PUPILS		A
Booth, Clyde	1	1
Clingenpeel, Allen	2	
Cooper, John	3	
Craghead, Owen	4	1
Nelson	5	1
Custer, Charlie	6	1
Halderson, Louisson	7	1
Leftwich, Carlton	8	
Stiff, Carlyle	9	
Wald, David	10	
" Robert	11	
Whites, Norman	12	1
McMann, Edwina	13	1
	14	
	15	
	16	
	17	
	18	
	19	
	20	
	21	
	22	
Bowyer, Bettie	23	
Custer, Mary	24	
Fritz, Jewel	25	
Halderson, Elizabeth	26	
Hawkins, Missie Lee	27	
Lunsden, Edna	28	
" Blanch	29	
McMonaway, Inez	30	
Stiff, Edith	31	
" Nellie	32	
Allen, Cora	33	
	34	
	35	
	36	
	37	
	38	
	39	
	40	
	41	
	42	
	43	
	44	
	45	
	46	
	47	
	48	

DAILY CLASS SCHEDULE FOR SESSION

Grade or Class	Subject	No. Minutes	Hour
	Opening Exercises	15	9:00
	Reading	15	9:15
	Reading	15	9:30
	Reading	15	9:45
	Arithmetic	20	10:00
	Arithmetic	10	10:30
	Arithmetic	20	10:40
	Arithmetic	20	11:00
	Spelling	15	11:30
	Writing	15	11:45
	Recitation	60	12:00
	English	20	1:00
	English	20	1:20
	English	20	1:40
	English	20	2:00
	English	20	2:20
	English	20	2:30
	Geography	10	2:40
	Geography	15	2:55
	Geography	15	3:10
	History	15	3:25
	History	20	3:40
	History and Civics		

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 22.775, or 22.78.
- 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	10	10	20	Total enrollment to date	12	11	23
On roll for month	10	10	20	On roll for month	12	11	23
Average attendance	71	92	163	Average attendance	10	92	192
Total days on roll	241	246	487	Total days on roll	238	209	447
Total days present	142	240	442	Total days present	185	175	365
Percentage attendance	79	77	76	Percentage attendance	83	83	66
Number cases of absence	49	13	62	Number cases of absence	39	34	73
Number cases of tardiness	23	8	31	Number cases of tardiness	15	24	39
Number dropped				Number dropped			
Number days taught in month		27		Number days taught in month		19	
Salary due for month		\$74.30		Salary due for month		\$66.50	
Number visits to homes		4		Number visits to homes		4	
Number visits by Superintendent		2		Number visits by Superintendent		2	
Number visits by Trustees				Number visits by Trustees			
Number visits State Supervisors				Number visits State Supervisors			
Number visits Local Supervisor		1		Number visits Local Supervisor			

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	12	11	23	Total enrollment to date	12	11	23	Total enrollment to date	12	10	22	Total enrollment to date	11	11	22
On roll for month	11	11	22	On roll for month	12	10	22	On roll for month	12	9	21	On roll for month	11	10	21
Average attendance	9.23	77	169	Average attendance	9.90	73	172	Average attendance	10.05	91	181	Average attendance	9.68	90	187
Total days on roll	197	197	374	Total days on roll	240	200	440	Total days on roll	240	180	420	Total days on roll	242	220	462
Total days present	157	131	288	Total days present	198	157	345	Total days present	201	162	363	Total days present	213	200	413
Percentage attendance	83	70	53	Percentage attendance	82	78	60	Percentage attendance	83	90	73	Percentage attendance	90	90	78
Number cases of absence	35	56	91	Number cases of absence	39	33	72	Number cases of absence	39	23	62	Number cases of absence	28	18	46
Number cases of tardiness	9	11	20	Number cases of tardiness	9	10	19	Number cases of tardiness	4	7	11	Number cases of tardiness	4	8	12
Number dropped	1	2	3	Number dropped	4	2	6	Number dropped				Number dropped	1		
Number days taught in month		17		Number days taught in month		20		Number days taught in month		20		Number days taught in month		22	
Salary due for month		\$9.50		Salary due for month				Salary due for month		\$70.00		Salary due for month		\$77.00	
Number visits to homes		3		Number visits to homes		3		Number visits to homes		4		Number visits to homes		2	
Number visits by Superintendent		2		Number visits by Superintendent				Number visits by Superintendent		0		Number visits by Superintendent			
Number visits by Trustees				Number visits by Trustees				Number visits by Trustees		0		Number visits by Trustees			
Number visits State Supervisors				Number visits State Supervisors				Number visits State Supervisors		8		Number visits State Supervisors			
Number visits Local Supervisor		2		Number visits Local Supervisor				Number visits Local Supervisor		1		Number visits Local Supervisor		1	

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	12	10	22	Total enrollment to date				Total enrollment to date				Total enrollment to date			
On roll for month	9	10	19	On roll for month				On roll for month				On roll for month			
Average attendance	8.73	9.23	184	Average attendance				Average attendance				Average attendance			
Total days on roll	145	58	295	Total days on roll				Total days on roll				Total days on roll			
Total days present	137	146	291	Total days present				Total days present				Total days present			
Percentage attendance	90	97	187	Percentage attendance				Percentage attendance				Percentage attendance			
Number cases of absence	23	8	27	Number cases of absence				Number cases of absence				Number cases of absence			
Number cases of tardiness	5	3	8	Number cases of tardiness				Number cases of tardiness				Number cases of tardiness			
Number dropped	3	0	3	Number dropped				Number dropped				Number dropped			
Number days taught in month		15		Number days taught in month				Number days taught in month				Number days taught in month			
Salary due for month		\$2.50		Salary due for month				Salary due for month				Salary due for month			
Number visits to homes		2		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		1		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																													
No. Age 7																													
" " 8																													
" " 9																													
" " 10																													
" " 11									1																				1
" " 12									2		1																		3
" " 13										3	2	2																	7
" " 14													2	1															3
" " 15											1		2	2															5
" " 16																													
" " 17										1	1			1															3
" " 18													1																1
" " 19													1																1
No. Over 19																													
TOTAL—A									3	3	5	3	6	4															24
No. Promoted									3	3	3	2	4																15
No. Failed										1	1		1																3
No. Dropped											1	1	4																6
TOTAL—C									3	3	5	3	6	4															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 7
 No. of days taught 140
 No. of days teacher present 140

	Boys	Girls	TOTAL
1. Total enrollment	13	11	24
2. Average daily attendance	10+	7+	17+
3. Total days on roll	1536	1380	2916
4. Total days present	1400	1229	2629
5. Per cent attendance	.91	.89	.179
6. No. promoted grades 1-4			
7. No. failed grades 1-4			
8. No. dropped grades 1-4			
9. Total no. enrolled grades 1-4			
10. No. promoted grades 5-7	6	9	15
11. No. failed grades 5-7	2	1	3
12. No. dropped grades 5-7	5	1	6
13. Total no. enrolled grades 5-7	13	11	24
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
Norman Wheeler

INSTRUCTION

24. No. pupils supplied with textbooks by school board? 0
 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 schoolhouse? yes

TEACHER

30. Race white Age 25 Sessions taught 6
 31. Graduate of high school? yes
 32. Graduate of college or normal? _____
 33. If not graduate, what advanced schools attended? _____
 34. Grade of certificate First
 35. When issued 1924
 36. Are you member of State Teachers' Association? yes
 37. What educational periodicals do you take? Va. Journal of Ed. Current Events and Normal Instructor & Primary Plans
 38. Has your school a community league? yes
 39. Approximate membership? 80
 40. No. volumes in school library? 70
 41. No. pupils in (a) Corn Clubs _____ (b) Canning Clubs _____
 (c) Garden Clubs _____ (d) School fair work Sewing Club 15
 42. No. pupils' homes visited by teacher? 22
 43. No. teachers' meetings attended? 2
 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 6
 (b) Assistant Superintendent _____
 (c) Members county school board _____
 (d) Clerk of School board 0
 (e) State supervisors 0
 (f) Local supervisors 5
 48. Suggestions for next session _____

I certify that the records in this register are correct.
Colyer Abbitt Teacher.
 Home Address Vera, Va.
 Date April 21, 1925.

