

VIRGINIA

Daily Attendance Register

AND

Record of Class Grades

FOR


Union

School

In the County or City of

Bedford Va.

For Year 1924-1925

 Read the Introduction Before Making any Entries in this Register

(Miss) Evelyn O'Brien

Teacher

ISSUED BY
SUPERINTENDENT OF PUBLIC INSTRUCTION
Richmond, Virginia

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

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DAYS OF MONTH	
DAYS OF WEEK	
NAMES OF PUPILS	
Aldridge, James	1
Bawling, Arthur	2
" Howard	3
Bowyer, Hampton	4
" Nelson	5
" Lundstrom	6
Cooper, Glenwood	7
Custer, Wilson	8
Leftwich, Elwood	9
Lugor, Eric	10
" Kenneth	11
McManaway, Leewood	12
Stiff, John Wesley	13
Wills, Harry	14
Wares, James	15
Eustace, Thompson	16
Craghead, Cecil	17
" William	18
Brown, Henry	19
Allen, Raymond	20
Billy, Wood	21
	22
	23
Aldridge, Edith	24
Allen, Alma	25
" Annie	26
Bowyer, Elizabeth	27
Clingenspell, Nellie	28
Custer, Evelyn	29
Fantz, Ruth	30
Hawkins, Ola	31
Haldren, Francis	32
Lugor, Nella	33
Lumaden, Catherine	34
" Gladys	35
Stiff, Marie	36
Wood, Ruth	37
McManaway, Doris	38
Enoch	39
Wheeler, Violet	40
Bowyer, Clara	41
" Doris	42
Alberta Richardson	43
"	44
Bowyer, Eula	45
Annie Bowyer	46
	47
	48

DAILY CLASS SCHEDULE FOR SESSION

Grade or Class	Subject	No. Minutes	Hour
First	Opening Exercises	15	9:00
Second	Primer Class	15	9:15
Third	First Reading	15	9:30
Fourth	Reading	15	9:45
Primer and First	Primer Class	10	10:00
Fourth	Reading	10	10:15
Primer	Arithmetic	10	10:30
First	Language Primer Class	20	10:40
All	Primer Class	10	10:50
Fourth	Reading	10	11:10
Primer	Writing	15	11:20
All	Geography	15	11:30
Fourth	Spelling	60	11:45
Second	Spelling	10	12:00
Third	Spelling	10	1:00
Fourth	Spelling	10	1:10
Second	Story Telling	20	1:20
Third	Language	20	1:40
Second	Language	10	1:50
Fourth	Reading	10	2:10
Third	Arithmetic	10	2:20
Fourth	Arithmetic	30	2:30
Fourth	Arithmetic	25	2:40
Fourth	History	25	3:10
Fourth	History	25	3:35

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.

October				November			
For First Month	B	G	T	For Second Month	B	G	T
Total enrollment to date	19	19	38	Total enrollment to date	22	21	43
On roll for month	19	19	38	On roll for month	22	21	43
Average attendance	14.0	12.55	26.55	Average attendance	17.73	15.83	33.56
Total days on roll	378	389	765	Total days on roll	399	381	780
Total days present	378	338	716	Total days present	337	301	638
Percentage attendance	79	70	149	Percentage attendance	84.76	76.69	161.45
Number cases of absence	105	136	241	Number cases of absence	64	68	132
Number cases of tardiness	36	25	61	Number cases of tardiness	48	14	62
Number dropped	0	0	0	Number dropped	0	0	0
Number days taught in month	27			Number days taught in month	19		
Salary due for month	\$81.00			Salary due for month	\$57.00		
Number visits to homes	2			Number visits to homes	2		
Number visits by Superintendent	2			Number visits by Superintendent	1		
Number visits by Trustees	0			Number visits by Trustees	0		
Number visits State Supervisors	0			Number visits State Supervisors	0		
Number visits Local Supervisor	1			Number visits Local Supervisor	0		

December				January				February				March			
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	23	21	43	Total enrollment to date	22	23	45	Total enrollment to date	22	23	45	Total enrollment to date	22	23	45
On roll for month	22	21	43	On roll for month	19	22	41	On roll for month	19	19	38	On roll for month	19	20	39
Average attendance	20.4	14.24	34.65	Average attendance	18.50	11.70	30.20	Average attendance	14.35	16.25	30.60	Average attendance	18	18	36
Total days on roll	374	357	731	Total days on roll	380	458	838	Total days on roll	380	380	760	Total days on roll	418	440	858
Total days present	287	241	528	Total days present	240	234	474	Total days present	291	323	614	Total days present	375	414	789
Percentage attendance	76.67	143		Percentage attendance	76.52	128		Percentage attendance	73	85	158	Percentage attendance	89.94	183	
Number cases of absence	83	113	196	Number cases of absence	90	116	206	Number cases of absence	51	55	106	Number cases of absence	43	26	69
Number cases of tardiness	47	20	67	Number cases of tardiness	77	73	150	Number cases of tardiness	42	76	118	Number cases of tardiness	14	36	50
Number dropped	1	0	1	Number dropped	2	1	4	Number dropped	0	1	0	Number dropped	0	0	0
Number days taught in month	17			Number days taught in month	20			Number days taught in month	20			Number days taught in month	20		
Salary due for month	\$51.00			Salary due for month	\$60.00			Salary due for month	\$66.00			Salary due for month	\$66.00		
Number visits to homes	2			Number visits to homes	5			Number visits to homes	6			Number visits to homes	4		
Number visits by Superintendent	1			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	2			Number visits Local Supervisor	6			Number visits Local Supervisor	3			Number visits Local Supervisor	2		

April				May			
For Seventh Month	B	G	T	For Eighth Month	B	G	T
Total enrollment to date	23	23	45	Total enrollment to date			
On roll for month	14	20	34	On roll for month			
Average attendance	17.14	18	35	Average attendance			
Total days on roll	285	300	585	Total days on roll			
Total days present	265	285	550	Total days present			
Percentage attendance	92.91	183		Percentage attendance			
Number cases of absence	20	25	45	Number cases of absence			
Number cases of tardiness	23	43	66	Number cases of tardiness			
Number dropped	0	0	0	Number dropped			
Number days taught in month	15			Number days taught in month			
Salary due for month	\$45.00			Salary due for month			
Number visits to homes	8			Number visits to homes			
Number visits by Superintendent	0			Number visits by Superintendent			
Number visits by Trustees	0			Number visits by Trustees			
Number visits State Supervisors	0			Number visits State Supervisors			
Number visits Local Supervisor	2			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	2	0																											2	0	2		
No. Age 7	4	4		1		1																							4	6	10		
" " 8	3		1	1				2		1																			6	2	8		
" " 9	2	1		1		2		3		1																			6	4	10		
" " 10		1		2		1		1		1																			1	4	5		
" " 11				1				1																					1	1	2		
" " 12	1	1		1		2																							1	4	5		
" " 13						1		1																					1	1	2		
" " 14																																	
" " 15						1																									1	1	
" " 16																																	
" " 17																																	
" " 18																																	
" " 19																																	
No. Over 19																																	
TOTAL—A	12	7	1	5	2	7	7	4																									45
No. Promoted	7	4	0	4	1	2	6	4																									28
No. Failed	4	3		1	1	3	0	0																									12
No. Dropped	1	0	1		0	2	1	0																									5
TOTAL—C	12	7	1	5	2	7	7	4																									45

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	22	23	45
2. Average daily attendance	16 $\frac{1}{2}$	15 $\frac{1}{2}$	32
3. Total days on roll	2699	2639	5338
4. Total days present	2317	2183	4500
5. Per cent attendance	84	82	83
6. No. promoted grades 1-4	14	14	28
7. No. failed grades 1-4	5	6	11
8. No. dropped grades 1-4	3	3	6
9. Total no. enrolled grades 1-4	22	23	45
10. No. promoted grades 5-7			
11. No. failed grades 5-7			
12. No. dropped grades 5-7			
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
Eustace Thompson
from Mecklenburg Co.
Guardian: S. E. Dooley
Thaxton, Va.

INSTRUCTION

- 24. No. pupils supplied with textbooks by school board? _____
- 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? No

TEACHER

- 30. Race White Age 19 Sessions taught 1
- 31. Graduate of high school? Appomattox High School
- 32. Graduate of college or normal? Attended 1 yr at Farmville
- 33. If not graduate, what advanced schools attended? Farmville
- 34. Grade of certificate Provisional First
- 35. When issued Sept 16 1924
- 36. Are you member of State Teachers' Association? Yes
- 37. What educational periodicals do you take? Va Journal of Educ.
Little Folks.
- 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 0 (b) Canning Clubs 0
(c) Garden Clubs 0 (d) School fair work 0
- 42. No. pupils' homes visited by teacher? _____
- 43. No. teachers' meetings attended? 2
- 44. Teacher's salary per month? \$60
- 45. Teacher's salary for term? \$420.
- 46. Amount paid by teacher for room and board per month? \$18.
- 47. No. visits to school by
 (a) Division Superintendent 6
 (b) Assistant Superintendent _____
 (c) Members county school board _____
 (d) Clerk of School board _____
 (e) State supervisors _____
 (f) Local supervisors 5
- 48. Suggestions for next session _____

I certify that the records in this register are correct.

Evelyn C. O'Brien Teacher.
 Home Address Neva, Va
 Date April 21, 1925

