

VIRGINIA

Daily Attendance Register

AND

Record of Class Grades


FOR

"Union" Two-room School

In the County or City of

Bedford

For Year 1931-1932

 Read the Introduction Before Making any Entries in this Register

Helen Cox

Teacher

ISSUED BY
SUPERINTENDENT OF PUBLIC INSTRUCTION
Richmond, Virginia

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

Daily Attendance Record for Calendar Month No. 9

Ending Sept. 30, 1931

Table with 48 rows for pupils and 30 columns for days of the month. Includes names like Aldrich Thomas, Boylins David, Calahan Billy, etc., and columns for Days on Roll, Days Present, and Miles from School.

Daily Attendance Record for Calendar Month No. 10

Ending Oct. 30, 1931

Table with 48 rows for days of the month and 30 columns for days of the month. Includes columns for Days on Roll, Days Present, and Miles from School.

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

DAYS OF MONTH	
DAYS OF WEEK	
NAMES OF PUPILS	
1	Aldrich Thomas
2	" Harold
3	" Edwin
4	Bourging Claud
5	Calahaw Billy
6	Cooper Duran
7	Pingeropel Duane
8	Leffurich Marvin
9	Richerson Hubert
10	" Jigaw
11	Ward Clifton
12	Whelder Marvin
13	Witt Willie
14	Wills Hubert
15	Allen Ezra
16	" Kinan
17	Calahaw Warren
18	" Calvin
19	Allen Billy
20	
21	
22	
23	
24	Bourger Rachel
25	" Joyce
26	Calahaw Rita
27	" Mary
28	Cooper Doris
29	Polhemus Mahel
30	Stiff Elsie
31	Ward Louise
32	Wood Betty Jo
33	" Gloria
34	" Joanna
35	Leffurich Maxine
36	" Mabel
37	Allen Virginia
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	

DAILY CLASS SCHEDULE FOR SESSION

Grade or Class
Subject
No. Minutes
Hour

Approved State 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	18	12	30	Total enrollment to date	18	12	30	Total enrollment to date	18	12	30
On roll for month	18	12	30	On roll for month	18	12	30	On roll for month	18	12	30
Average attendance	11	11	22	Average attendance	16	9	25	Average attendance	16	9	25
Total days on roll	35	132	4675	Total days on roll	378	252	630	Total days on roll	378	252	630
Total days present	30	130	8609	Total days present	790	73	82	Total days present	790	73	82
Percentage attendance	86	95	91	Percentage attendance	234	118	526	Percentage attendance	234	118	526
Number cases of absence	5	14	65	Number cases of absence	37	15	52	Number cases of absence	37	15	52
Number cases of tardiness	3	6	49	Number cases of tardiness	35	0	35	Number cases of tardiness	35	0	35
Number dropped	0	0	0	Number dropped	0	0	0	Number dropped	0	0	0
Number days taught in month	27			Number days taught in month	21			Number days taught in month	21		
Salary due for month	\$81.00			Salary due for month	\$63.			Salary due for month	\$63.		
Number visits to homes	5			Number visits to homes	5			Number visits to homes	5		
Number visits by Superintendent	0			Number visits by Superintendent	0			Number visits by Superintendent	0		
Number visits by Trustees	1			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 Local Supervisor	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	18	12	30	Total enrollment to date	19	14	33	Total enrollment to date	19	14	33	Total enrollment to date	19	14	33	Total enrollment to date	19	14	33
On roll for month	16	12	28	On roll for month	17	14	31	On roll for month	15	10	25	On roll for month	15	10	25	On roll for month	15	10	25
Average attendance	14	10	24	Average attendance	13	12	25	Average attendance	12	9	21	Average attendance	7	7	14	Average attendance	7	7	14
Total days on roll	256	176	432	Total days on roll	335	275	610	Total days on roll	415	210	625	Total days on roll	345	230	575	Total days on roll	345	230	575
Total days present	226	155	381	Total days present	264	224	493	Total days present	259	188	447	Total days present	174	139	331	Total days present	174	139	331
Percentage attendance	88	88	88	Percentage attendance	79	83	81	Percentage attendance	62	90	76	Percentage attendance	50	69	58	Percentage attendance	50	69	58
Number cases of absence	30	21	51	Number cases of absence	60	47	107	Number cases of absence	58	22	80	Number cases of absence	171	73	244	Number cases of absence	171	73	244
Number cases of tardiness	50	8	58	Number cases of tardiness	61	13	74	Number cases of tardiness	50	5	55	Number cases of tardiness	18	17	35	Number cases of tardiness	18	17	35
Number dropped	0	0	0	Number dropped	0	0	0	Number dropped	4	4	8	Number dropped	4	4	8	Number dropped	4	4	8
Number days taught in month	16			Number days taught in month	20			Number days taught in month	21			Number days taught in month	19			Number days taught in month	19		
Salary due for month	\$42.00			Salary due for month	\$60			Salary due for month	\$63.00			Salary due for month	\$63.57			Salary due for month	\$63.57		
Number visits to homes	5			Number visits to homes	5			Number visits to homes	5			Number visits to homes	0			Number visits to homes	0		
Number visits by Superintendent	1			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 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 State Supervisors	0		
Number visits Local Supervisor	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	19	14	33	Total enrollment to date	19	14	33	Total enrollment to date				Total enrollment to date				Total enrollment to date			
On roll for month	13	10	23	On roll for month	9	10	19	On roll for month				On roll for month				On roll for month			
Average attendance	10	9	19	Average attendance	9	9	18	Average attendance				Average attendance				Average attendance			
Total days on roll	286	220	506	Total days on roll	117	130	247	Total days on roll				Total days on roll				Total days on roll			
Total days present	223	189	412	Total days present	104	115	219	Total days present				Total days present				Total days present			
Percentage attendance	78	86	81	Percentage attendance	89	88	88	Percentage attendance				Percentage attendance				Percentage attendance			
Number cases of absence	63	31	94	Number cases of absence	13	15	28	Number cases of absence				Number cases of absence				Number cases of absence			
Number cases of tardiness	19	0	19	Number cases of tardiness	1	1		Number cases of tardiness				Number cases of tardiness				Number cases of tardiness			
Number dropped	6	4	10	Number dropped	0	0	0	Number dropped				Number dropped				Number dropped			
Number days taught in month	22			Number days taught in month	13			Number days taught in month				Number days taught in month				Number days taught in month			
Salary due for month	\$42			Salary due for month	\$30			Salary due for month				Salary due for month				Salary due for month			
Number visits to homes	0			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	0			Number visits by Superintendent				Number visits by Superintendent				Number visits by Superintendent			
Number visits by Trustees	0			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	0			Number visits State Supervisors				Number visits State Supervisors				Number visits State Supervisors			
Number visits Local Supervisor	0			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	2	4																							3	5	8
No. Ago 7	2	1		3	2																						4	4	8
" " 8	1		4	1	1	3																					6	4	10
" " 9						1																						1	1
" " 10	1				2																						3		3
" " 11			2		1																						3		3
" " 12																													
" " 13																													
" " 14																													
" " 15																													
" " 16																													
" " 17																													
" " 18																													
" " 19																													
No. Over 19																													
TOTAL—A	5	2	8	8	6	4																							33
No. Promoted			3	0	5	4																							18
No. Failed			1		1																								2
No. Dropped	5	2	4	2																									13
TOTAL—C	5	2	8	8	6	4																							33

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 8
 No. of days taught 160
 No. of days teacher present 160

	BOYS	GIRLS	TOTAL
1. Total enrollment	19	14	33
2. Average daily attendance	12	10	22
3. Total days on roll	2535	1904	4439
4. Total days present	1832	1514	3346
5. Per cent attendance	.72	.79	.76
6. No. promoted grades 1-4	8	10	18
7. No. failed grades 1-4	2	0	2
8. No. dropped grades 1-4	9	4	13
9. Total no. enrolled grades 1-4	19	14	33
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

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 hrs.
 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 28 Sessions taught 3
 31. Graduate of high school? yes
 32. Graduate of college or normal? no
 33. If not graduate, what advanced schools attended? Farmville
 34. Grade of certificate _____
 35. When issued _____
 36. Are you member of State Teachers' Association? no
 37. What educational periodicals do you take? _____
 38. Has your school a community league? no
 39. Approximate membership? _____
 40. No. volumes in school library? 100
 41. No. pupils in (a) Corn Clubs _____ (b) Canning Clubs _____
 (c) Garden Clubs _____ (d) School fair work _____
 42. No. pupils' homes visited by teacher? 2
 43. No. teachers' meetings attended? _____
 44. Teacher's salary per month? \$ 40
 45. Teacher's salary for term? \$ 72
 46. Amount paid by teacher for room and board per month? \$ _____
 47. No. visits to school by _____
 (a) Division Superintendent 1
 (b) Assistant Superintendent _____
 (c) Members county school board 1
 (d) Clerk of School board _____
 (e) State supervisors _____
 (f) Local supervisors _____
 48. Suggestions for next session _____

I certify that the records in this register are correct.

Sub.
Mrs. H. M. Burkholder Teacher.
 Home Address Bedford, Va. # 2
 Date May 18, 1932

