

UTAH

TEACHER'S REGISTER OF ATTENDANCE

District _____

School _____

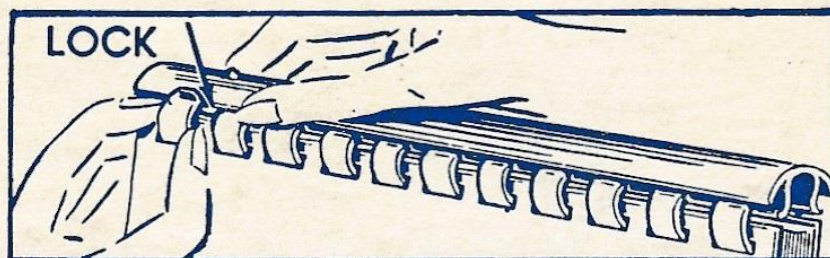
Teacher _____

Year 19__-19__

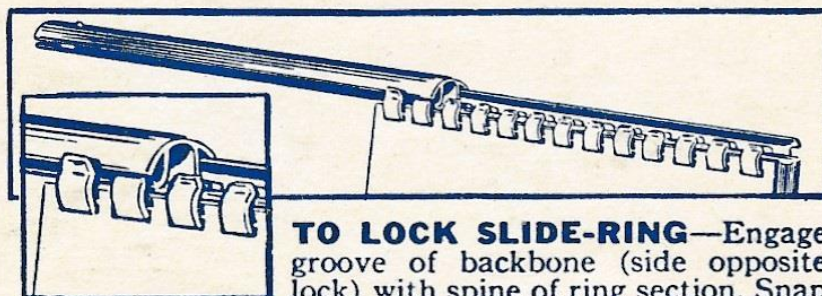


FULL YEAR

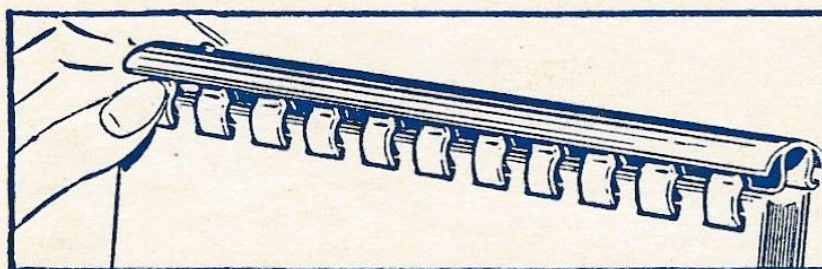
**PLASTIC SLIDE RING
DIRECTIONS FOR SHEET CHANGES**



TO OPEN SLIDE-RING—Snap first ring (at backbone lock) out of groove, then slide backbone off



TO LOCK SLIDE-RING—Engage groove of backbone (side opposite lock) with spine of ring section. Snap the other groove of backbone onto the **2nd** ring of the ring section. Then—



—slide the backbone onto the ring section as far as it can go. Finally, snap the first ring into the backbone groove between the lock and the end.

Instructions for Use of Utah Teacher's Register of Attendance

This register is designed for departmental elementary grades or for high schools, also for either a six week report period or a nine week report period.

General Instructions

1. Each teacher is required to keep a record of the daily attendance of all pupils assigned to her and on the basis of that record make an annual report to the principal. Other reports may be requested by the administrative heads of the district.
2. This record must be kept in the Teacher's Register of Attendance.
3. In recording the pupil data required in this register each teacher should observe the following:
 - a. Before making any entries, **read carefully all instructions.** If any of the instructions are not clear, consult your principal or superintendent.
 - b. For the first week after school opens it may be desirable to keep a temporary record in a tablet or notebook. Transfer the temporary record to this register as soon as practicable.
 - c. Keep the record up to date **each day** and make all reports promptly.
 - d. The record should be kept neat and clean. Because pencil tends to blur, it is recommended that ink be used.
 - e. Keep the register in your room during the hours school is in session. **At all times keep it in a safe place.**
 - f. At the end of the year, this register must be filed with the official designated by the local administrative officers.

Definitions and Codes

Enrollment is the total number of different pupils admitted to (or entered on the roll of) the school unit concerned. The school unit may be the classroom, the school, the administrative units (district), the state or the nation.

Original Entries — A pupil who enters school for the first time in a given school year in a given State. The State is the unit. The number of original entries is a cumulative total; the number increases during the year, it never decreases. The total number of original entries in the State is the sum of the original entries in public and nonpublic schools, including laboratory, model and practice schools. Pupils who had been in school in a Territory and transferred to a State or to another Territory should be recorded as E¹ original entries.

There are two types of original entries in a State. The first, designated by the symbol E¹, includes pupils who enroll for the first time in the United States in either a public or nonpublic school for the school year for which the report is made. The second type, designated by the symbol E², includes pupils who were previously enrolled for the school year in a public or nonpublic school in another State and who have not previously been enrolled in your State.

Re-entries — Re-entries are, for each school year, those pupils received from another classroom in the same school or another public school in the state. In every other case, including transfers from private schools, they have already been coded as original entries.

Types of Re-entries:

- R¹—Pupil received from another room in the same school. (This applies where homeroom registers are kept.)
- R²—Pupil received from another public school in the same administrative unit.
- R³—Pupil received from a nonpublic school in the same administrative unit.
- R⁴—Pupil received from a public school in the State but outside the administrative unit.
- R⁵—Pupil received from a nonpublic school in the State but outside the administrative unit.
- R⁶—Pupil reentering the same room in the same school after withdrawal or discharge.
- R (total)—Add R¹ through R⁶.

Withdrawals (losses): Withdrawals are for each school year, those pupils who have permanently severed their connection with classes, grades, and schools.

A pupil is present or absent (belonging) from the date of admission—the official entry of his name on the current roll—until he permanently leaves school for one of the reasons listed below.

Instructions for Use of Utah Teacher's Register of Attendance (Cont.)

Types of Withdrawals

- W¹—Pupil promoted or transferred to another room in the same school. (This applies where homeroom registers are kept.)
- W²—Pupil promoted or transferred to another public school in the same administrative unit.
- W³—Pupil transferred to a nonpublic school.
- W⁴—Pupil moved out of administrative unit or State.
- W⁵—Pupil quit school after passing compulsory attendance age.
- W⁶—Pupil issued work permit.
- W⁷—Pupil graduated.
- W⁸—Pupil withdrawn because of death.
- W⁹—Pupil excused from school attendance because of physical or mental disability.
- W¹⁰—Pupil committed to correctional institution.
- W¹¹—Pupil drafted or enlisted in the armed services.
- W¹²—Pupil left school because of marriage.
- W¹³—Pupil left school for reasons known but not covered by W¹—W¹²
- W¹⁴—Pupil left school for reasons unknown.

Membership: The number of pupils belonging at any given time.

The membership is an ever-changing number and is found by adding the total original entries and the total re-entries and subtracting the total withdrawals.

A pupil belongs (is present or absent) from the date of entry in school to the date of withdrawal.

Aggregate days membership: Aggregate days membership is the sum of the aggregate days attendance and the aggregate days absence of pupils when school was in session during period of report.

Average daily membership: Average daily membership is the average number of pupils belonging each day in a room, school, or school system for the period of the report. (Aggregate days membership divided by the number of days school was in session.)

Attendance: Attendance is the presence of a pupil on days school was in session. Attendance figures reveal the actual school participation of enrollment or membership.

Aggregate days attendance: Aggregate days attendance is the sum of days present (actually attended) of all pupils when school was in session during period of report.

Average daily attendance: Average daily attendance is the average number of pupils present each day school was in session during period of report (aggregate days attendance divided by the number of days school was in session.)

Percentage of attendance: Percentage of attendance is the percentage of the pupils belonging; that is, the percentage of pupils in attendance for the period of the report.

Days school was in session: Days school was in session are those days and half-days the teacher and pupils were carrying on a recognized part of the school program. This should include only the number of days the schools were open for regular or socialized instruction; and should not include legal holidays or religious holidays on which schools were not in session, nor days on which schools were closed on account of inclement weather, teachers' institutes, or other such causes.

Days taught: Days taught are those days school was in session.

Absence: Absence is the non-attendance of a pupil on days school was in session.

Aggregate days absence: Aggregate days absence (absent) is the sum of the days of non-attendance of pupils on days school was in session.

Tardiness: Tardiness is lack of presence of a pupil at the time school opens on days school is in session.

Times tardy: Times tardy is the total number of times a pupil or pupils have been in tardiness (tardy) during the period of the report.

Key to marking attendance:

- | | |
|--------------------|-----------------------|
| / absent forenoon | (/) excused forenoon |
| \ absent afternoon | (\) excused afternoon |
| X absent all day | (X) excused all day |
| × tardy | |
| ↗ tardy forenoon | |
| ↘ tardy afternoon | |

PERSONAL AND GENERAL INFORMATION FOR ADVISORY PERIOD

(Keep Attendance Record in First Section of Book)

(LAST NAME)	(GIVEN NAME)	
(DATE OF BIRTH)	(AGE OCTOBER 31)	
(PARENT OR GUARDIAN)		
(ADDRESS)	(PHONE)	
TRANSPORTED	MILES	

(LAST NAME)	(GIVEN NAME)	
(DATE OF BIRTH)	(AGE OCTOBER 31)	
(PARENT OR GUARDIAN)		
(ADDRESS)	(PHONE)	
TRANSPORTED	MILES	

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(PARENT OR GUARDIAN)		
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(PARENT OR GUARDIAN)		
(ADDRESS)	(PHONE)	
TRANSPORTED	MILES	

.....Wk. Wk. Wk. (FINAL SUMMARY)

			Report Summary	Days Belonging	Days Present	Times Tardy	Examination Mark	Final Mark	Credit						
			Week												
			Rep. Mark												
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
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