

Of School Section No. in the Township [Town or City] of, for the Quarter ending the day of, 18....

EXPLANATORY REMARKS ON FILLING UP THE SCHOOL REGISTER.

The two columns on the right hand side of the sheet are to show, at one view, the total number of days each Pupil has been present and absent during the Quarter. The same result can be given in respect to each week by adding up the entries in each space and writing their sum at the bottom. The Register should be renewed at the commencement of each Quarter—namely, the first Monday of January, April, July, and October.

REMARKS ON FORM OF CLASS ROLLS.

1. The foregoing *Form of Register* is designed for the whole School, and exhibits at one view the studies of each Pupil, and the general state of the School. But as the Pupil, must be formed into classes; so in addition to the *Register* of the School at large, there should be a *Roll*, or *List*, for each Class, whether for Reading, Geography, Arithmetic, &c. 2. The several Class Rolls may be most conveniently included in one book, at the Teacher's pleasure. 3. The form of the *Class Roll* may be the same as that of the *Register*—omitting the columns for the names of Parents or Guardians, for the amount of the Rate Bill imposed, and paid, and the several studies—and simply inserting the name of each Pupil, and writing at the head of the Roll the number and study of the Class, such as 1st Grammar Class, 2nd Reading Class, &c. 4. Instead of the marks for admission, dismissal, and absence peculiar to the *Register*, the Teacher may insert opposite each name, and at the end of each lesson, the standing (in his judgment) of the manner in which each Pupil recited or performed his exercise. The Teacher can adopt a scale of figures, or other marks as he may prefer, to indicate this,—such as 6 for *Perfect*, 5 for *Very Good*, 4 for *Good*, 3 for *Indifferent*, 2 for *Bad*, 1 for *Very Bad*, 0 for *Not at all prepared*—and A for *Absent*. 5. Each *Class Roll* will present a complete view of the standing of each Pupil in each Class or Study—and the sum of the figures opposite each name, for the week, month, or quarter, (or the quotient of their sum divided by the number of lessons) will show the real and comparative standing of each Pupil, in each study during that period, and form one rule for determining the distinctions, and honours, or prizes, awarded at the Quarterly Public Examinations. The transcript of such a record, in regard to each Pupil, will also furnish interesting information to the Parents or Guardians concerned. 6. When the same Class is heard twice a-day, the entry for the first lesson may be made in the upper part, and that for the second lesson, in the lower part of the space for the day. 7. Pupils changing places in their Classes and receiving Tickets when *Duz*, or head, will not supersede the usefulness of some such record as that above suggested,—which includes not only one but every Pupil, and that in respect to every lesson.