

12. The Principal shall make a monthly report at the close of each month to the Inspector, a copy of which shall be retained on file at school, for examination, of the number of children in the school under his or her care, the number admitted and withdrawn, the average attendance, and the number of cases of corporal punishment ; also the time lost by any teacher, and the number of times the school has been visited by each Trustee, the Inspector, and official visitors ; and such other items of information as may be required by the Committee on School Management or the Inspector. The Principal of every school shall transmit to the Inspector, at the close of each week, a list of the children, if any, between the ages of 8 and 14 years, that such Principal shall have reason to believe have left the school for the purpose of engaging in any employment. Said Principal shall state the home and address of every child so reported, and shall state whether or not the child has received a certificate of attendance in accordance with law.

13. On or before the 24th day of December in each year, the Principal shall make to the Inspector an annual report, in which shall be stated the number of children on register at date of the previous annual report, the number of admissions and removals during the year,

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