

intendent, to be brought before His Excellency through the proper Department—which occasions unnecessary delay and expense.

(3) *Communications generally.*—The parties concerned are left to their own discretion as to the forms of all communications relating to schools, for which specific instructions are not furnished by the Department; but they are requested to use large sized, or foolscap, paper. In *all* communications, however, the *number* of the School Section and the *name* of the TOWNSHIP and POST OFFICE, and the OFFICIAL TITLE of the writer, should be given; and also the *numbers* and *dates* of any previous correspondence on the same subject.

(4) *Communications relating to the Journal of Education, to the Educational Depository, to Public Libraries, or to the Superannuated Teachers' Fund,* should be written on *separate sheets* from letters of appeal, or on legal questions, in order that they may be separated and classified.

## 2. DOCUMENTS FURNISHED ANNUALLY BY THE EDUCATIONAL DEPARTMENT TO THE SCHOOL OFFICERS OF UPPER CANADA.

The following are furnished gratuitously by the Educational Department of Upper Canada to the various school officers, viz. :—

(1) *The Journal of Education for Upper Canada* is sent annually to each of the Trustee Corporations in the rural school sections; to the Boards of Common School Trustees in cities, towns, and villages; to the Boards of Grammar School Trustees; to the Local Superintendents, and to the Trustees of each of the Separate Schools, &c., &c. Total, about 4,000 copies.

The *Journal* has been, by His Excellency the Governor-General in Council, constituted the official medium of communicating all Departmental intelligence. It is regularly sent by the publisher, about the middle of each month, to the official address of the parties above enumerated. Should they fail in any case to receive it, immediate notification of the fact should be sent to the Education Office. Missing numbers can generally be supplied. To the public, the price is 5s. per annum—payable in advance. Back volumes, since 1848 (the first year of its existence), can be furnished on the same terms.

(2) *The School Register*, for recording the attendance, recitations, and deportment of pupils, is furnished to each of the Common Schools, to each of the Grammar Schools, and to the Separate Schools, in Upper Canada. Total, about 3,500