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*General Instructions to Trustees and Teachers on the compilation of this Return.*

1. The trustees are to transmit this return, as required by the 5th section of the Supplementary School Act of 1853, signed by a majority of the corporation and the teacher, to the local superintendent, within three days after the close of the half year; and to give such explanations relative thereto as may be required by such local superintendent.

2. The teacher will enter the number of children attending the school on each day, as indicated by the figures at the top of the columns, (numbered from 1 to 31, according to the days of the month,) from his register, distinguishing the ages, and whether resident or non-resident. Where *legal or special holidays* occur, they should be so written.

3. The teacher will then sum up the daily attendances of *resident children of all ages*, and the number of days the school *should have been* kept open, so as to avoid delay, and to facilitate the duty of the local superintendent. The attendance of *non-resident children* need not be added up, as they are not to be taken into account in apportioning the school fund, except in cases where the *parents* of such children have *property* in the section, which is taxed, or liable to be taxed, for the school purposes of such section. In such cases they are to be returned as *residents*.

4. Union school sections will make a return of the full attendance of children at the school, upon the return provided for them, and transmit exact copies to each of the local superintendents concerned.

5. The term *summer*, is intended to include the two quarters, from April to June, and from July to September; and the term *winter*, the two quarters from October to December, and from January to March.

6. As it is the duty of the trustees to visit the school and see that the register is properly kept, any exaggeration of any of the items in this return, is not only a flagrant disregard of truth, but subjects the trustees or teacher, guilty of it, to a fine of five pounds, each, to be prosecuted before any justice of the peace, by any person whatever; or such trustees or teacher may be tried and punished for misdemeanor, and forfeit any share in the school fund. See 13th section of the School Act of 1850.

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*General Instructions to Local Superintendents in regard to this Return.*

1. The local superintendent, before accepting this return, will carefully check it, and, if found correct, will sign it as indicated below. All these returns should be fyled away by the local superintendent, for reference, and for handing over to his successor when he retires from office.