

- To prepare Forms. 2. To prepare and cause to be printed and distributed all necessary Forms ;
- And recommendations. 3. To prepare and cause to be printed recommendations and advice on the management of Schools, as well for the School Commissioners and Trustees as for the Secretary-Treasurers and Teachers ;
- To keep certain books. 4. To keep correct books and distinct Schedules of all the matters subjected to his superintendence and control, so that all requisite information may be clearly and promptly obtained by the Government, the Legislature, or the School Visitors ;
- To examine accounts of parties receiving public moneys. 5. To examine and control the accounts of all parties, corporations or associations accountable for any public moneys appropriated and distributed under the laws relating to Common Schools, and to report whether the said moneys are *bond fide* applied for the purposes for which they were granted ;
- To make an annual report. 6. To lay annually before the three branches of the Legislature a detailed report of the actual state of education in Lower Canada, tables of Schools, number of children attending them, and other like matters ; 9 V. c. 27, s. 35.
- Its contents. 7. To state, in his yearly Report to the Legislature, what he may have done under the first seventeen sections of this Act, during the period to which such Report relates ; 19, 20 V. c. 54, s. 19.
8. To perform all other duties assigned to him by this Act.
- His signature ; effect of. 25. Every document, or copy of a document, signed or certified by the Superintendent of Education, shall be *prima facie* evidence of the truth of what is therein stated. 12 V. c. 50, s. 13.
- Recital. 26. Whenever difficulties of a grave nature on the subject of Schools occur in any School Municipality, and in consequence thereof it becomes necessary that the Superintendent of Education should repair to the spot, to correct the evil, or to obtain information, and he is unable so to repair to the spot, by reason of the other duties of his office, or of sickness, or some other cause, the Governor may, upon a representation in that behalf from the Superintendent of Education, appoint a proper person in the stead of the Superintendent of Education, to act in relation to such difficulties, and with all the powers of the Superintendent, unless those powers be otherwise defined and limited in the order containing the appointment of such Deputy. 12 V. c. 50, s. 23.
- May have a Deputy in certain cases.