

FORMS.

The following forms are given for the benefit of inexperienced Teachers and Trustees. They are suggestive merely, and represent the smallest amount of information necessary to comply with the law. The Education Department will be glad to receive specimens of improved forms of all kinds which have been tested with respect to simplicity and effectiveness, from Inspectors, Teachers, Trustees, or any educational officials.

Notice of Engagement of Teachers.

Name of Teacher Class
 Name of Section Department
 Address of Sec'y, Trustees.....

Address of Teacher.....

Date: 191.....

[To be sent to Inspector as soon as teacher engages a school.]

Teacher's Notice of Opening of School.

To.....
 Inspector of Schools.

School opened to-day in..... Section, No..... District of..... in
 which Mr..... is Sect'y to Trustees. My engagement is for.....
 Taught last in..... Section, Co. of..... My License is Class.....
 No..... Year, 19.... I am competing for.....

Date..... Teacher.

P. O. Address.

TRUSTEES' FORMS.

No. 1.

Minutes of Annual Meeting.

The Annual School Meeting of..... Section, No..... District of.....
 was held in..... on June..... 19....

1. was elected Chairman.
2. was elected Secretary of the meeting.
3. retired from office of Trustees.
4. was elected to fill the vacancy in the Board of Trustees.
5. Auditor's Report was adopted (here give it in brief)
6. Report of Board of Trustees was adopted (here give it in brief)
7. dollars were voted for school purposes.
8. dollars were voted for buildings and repairs.
9. Vote on "Compulsory Attendance" law.....
10. Other business.....

Countersigned by

Sec. to Trustees.

Signed by

Chairman and
 Secretary of the
 Meeting.

Copy of this to be sent to Inspector within one week.