Ah. Walland Market Mark

Sunflower Duplicating School Register

Instructions for Using This Register

- 1. Make entries with an indelible pencil, keeping it well sharpened.
- 2. Record your pupils by grades and alphabetically within each grade. Begin with the lowest grade.
- 3. Be as certain as you possibly can that you have the correct date of birth of each child.
- 4. To find the 'Average Daily Attendance' divide the total attendance in days of all the pupils by the number of days taught.
- 5. To find the 'Per Cent of Attendance' divide the number of days actually attended by all pupils by the number of days all pupils were enrolled; (This: Total days attendance, 500. Total days absence, 50. Then 500 plus 50 is 550. 500 divided by 550 is 90.9 Per Cent.)
- 6. Please practice NEATNESS and ACCURACY in all reports.

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Superintendent's Superior School Supply Company

Parsons, Kansas