



RECORD KEEPING IN SCHOOLS

SCHOOL MANAGEMENT
B.Ed.(Hons.) Elementary
Semester-VIII




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RECORDS

SCHOOL RECORD

School records include **books, documents, diskettes** and **files** that contain information on what goes on in school as well as other relevant information pertaining to the growth and development of the school.





4	March	\$	392,701.41
5	April	\$	417,405.28
6	May	\$	-
7	June	\$	-
8	July	\$	-

Tim, 6/4/2019 10:28 PM:
Changed cell B5 from ' \$- ' to
' \$417,405.28 '.



- There is a need to keep record of all school activities as part of effective school administration.
- Record keeping and the management of records is a vital responsibility of the school administrator because of the indispensable role of records and information in the day-to-day activities of the school system.



PURPOSE OF RECORD KEEPING

The purpose of record keeping for effective school management is to ensure that accurate and proper records are kept of student achievement and growth, school activities and matters that will promote school efficiency and effectiveness.



IMPORTANCE OF RECORD KEEPING

1. **Accountability**

- Record keeping is vital to an education system's information cycle as a whole, because of its fundamental role in the process of efficient information production and collection.
- School records are an important means of accountability because they provide proof.



2. **Decision Making**

- School records help school administrators to make decisions.
- Records provide raw data that enable coherent, balanced and objective decisions on issues such as promotion, student and staff discipline, and teaching and learning performances.



3. **Employment:**

- Properly kept records on the human resources serve useful employment and planning related purposes.

4. **Information Bank:**

- Records kept in schools serve as an information bank from which school administrators can recall information as needed.



5. **Planning:**

- Accurate data assists educational planners to identify areas of need that should be addressed or accorded priority attention.

6. **Student Academic Achievement and Behavior:**

- Certificates and testimonials are issued to graduating students to show how they performed during their studies.



TYPES OF SCHOOL RECORD

School records can be classified into two types:

1. **Statutory records**

- Statutory records are those prescribed by education law and so must be owned by every school and should be produced on demand by constituted authorities.



2. **Non-statutory/Academic records**

- not prescribed by law, are equally as important to the smooth functioning of a school.



Statutory records

- ADMISSION REGISTER
- ATTENDANCE REGISTER
- LOGBOOK / DIARYBOOK
- VISITORS BOOK
- EDUCATION LAW
- NATIONAL POLICY ON EDUCATION
- INSPECTION REPORT FILE
- STAFF DUTY BOOK
- MINUTES OF MEETING BOOK

Non-statutory/Academic records

- APPROVED SYLLABUS
- SCHEME OF WORK
- RECORD OF WORKBOOK
- LESSON PLAN NOTEBOOK
- SCHOOL TIMETABLE
- LESSON ATTENDANCE REGISTER

Statutory Records

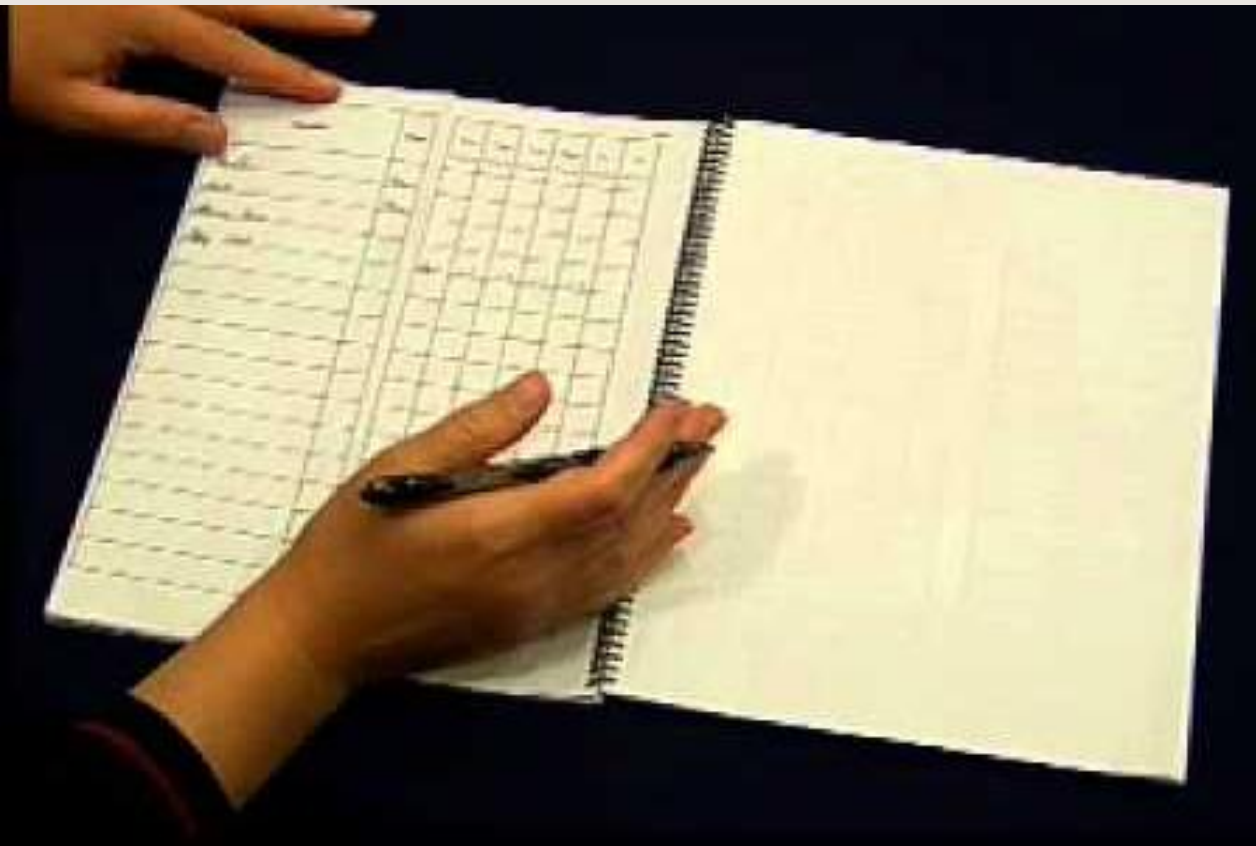
1. Admission Register:

It is a record of all the pupils who are admitted to a school. According to departmental rules, the admission register is to be preserved permanently in the school.

2. Attendance Register

Attendance Register is a tool to record the regularity of a student, teacher, employee on a day to day basis.





4. INSPECTION REPORT FILE

School inspection and evaluation make an important contribution to promoting quality in the educational experiences. It is necessary as well as helpful to keep all the inspection reports recorded.

2. EQUIPMENT					
Type of equipment	Quantity in use			Quantity not used	Remarks
	Total	To repair	To replace		
Telephone					
Calculators					
Photocopier					
Computers					
Printers					
Projectors					
Scanners					
Radio					
TV					
DVD					
Science equipment					
Language equipment					
Art and craft					
Sports equipment					
...					
...					
...					

Example 8. Inventory of school equipment and furniture

INVENTORY OF FURNITURE AND EQUIPMENT					
1. FURNITURE					
Type of furniture	Quantity in use			Quantity not used	Remarks
	Total	To repair	To replace		
Classroom desks					
Classroom chairs					
Teacher desks and chairs					
Blackboard					
Whiteboard					
Cupboards					
Open shelves					
...					
...					
...					
...					
...					

TEACHER PERFORMANCE EVALUATION

Name: _____ Date: _____
 Position: _____ Grade(s) taught: _____
 Subjects taught: _____ Hours per week: _____
 Observation dates: _____ Review date: _____

Scoring: Please tick an appropriate box for each evaluation item according to the scores below.
 1 PERFORMANCE IN THIS AREA IS UNSATISFACTORY/NOT MEETING STANDARDS
 2 SATISFACTORILY MEETS STANDARDS OF EXPECTATIONS MOST OF THE TIME
 3 SATISFACTORILY MEETS STANDARDS OF EXPECTATIONS ALL OF THE TIME

A. PLANNING	1	2	3
a. Systematically plans for instruction			
b. Assesses students on course objectives as required			
c. Provides for instruction of students with exceptional needs			

EVALUATOR COMMENTS: _____

B. INSTRUCTIONAL TECHNIQUES AND STRATEGIES	1	2	3
a. Selects appropriate lesson objectives for curricular adherence and/or student level			
b. Selects teaching methods and practices/strategies appropriate to the accomplishment of the objective			
c. Adjusts teaching techniques to meet the needs of the students			
d. Presents materials clearly			
e. Monitors student progress and understanding throughout the lesson/unit			

EVALUATOR COMMENTS: _____

C. ADHERENCE TO CURRICULAR OBJECTIVES	1	2	3
a. Adheres to curricular objectives and goals while considering students' individual differences			
b. Uses appropriate instructional materials, as available			
c. Provides for instruction of students with exceptional needs			

EVALUATOR COMMENTS: _____

D. ESTABLISHMENT AND MAINTENANCE OF A SUITABLE LEARNING ENVIRONMENT	1	2	3
a. Provides an educational environment to reflect subject areas taught; stimulates student achievement			
b. Maintains student discipline and classroom control consistent with school standards			
c. Maintains an orderly and safe physical environment			

EVALUATOR COMMENTS: _____

E. PROFESSIONAL ACTIVITIES	1	2	3
a. Employs grading practices which are consistent with school and national grade level policies			
b. Provides plans and materials for substitutes			
c. Keeps accurate, timely records and provide requested data from them			
d. Communicates with students, parents, and other personnel in a professional manner			
e. Participates in curriculum review and revision, and school plan development and implementation			
f. Actively supports co-curricular and extra-curricular activities			
g. Assumes responsibilities in accordance with school policies			

EVALUATOR COMMENTS: _____

OVERALL COMMENTS: _____ OVERALL RATING:

System recommendations: Retain Retain but must show improvement Do not retain Refer to School Board

RE EVALUATOR: _____ DATE: _____
 RE EVALUATEE: _____ DATE: _____

It has been reviewed and discussed with me in consultation with the evaluator. An opportunity has been provided for me to express comments regarding the evaluation. I HEREBY DO OR DO NOT (NECESSARILY SIGNIFY AGREEMENT) WITH THE EVALUATION.



5. LOGBOOK :

A logbook is a way to record and keep track of events in your school. Logbooks are important school management tools are helpful in better record keeping.

Logbook is necessary to maintain that represents the proper utilization of the resources along with the detail of usage.



355	5	8	40	Margret Jean James.	Edward.	Sandhurst, New Rd.	
356	17	9	40.	John Croomb.	Thomas.	New Rd.	
357	19	9	40.	Brian Edward Bell.	Albert Edward.	Madison Place, Albion Rd.	
358	EVAC	23	9	40	Margret Koch.	Agnell	10-100 St. S. Ashton, Kent. Dunston Farm
359.	EVAC	23	9	40	Paula Lowell.	Victor	10-100 St. S. Ashton, Kent. Dunston Farm
360	EVAC	30	9	40	Robert John Gilbert Page.	Edward Albert.	100 S. S. Ashton, Kent. Dunston Farm
361	EVAC	30	9	40	Edward Albert Page.	"	ditto.
362		21	10	40.	Dorothy Allwood	Norman Kenneth.	Headst. Worthington Rd.
363	EVAC	29	10	40	Dorothy Coates	George.	Conciseil Houses.
364	EVAC	4	11	40.	Heida Rose Evans.	Edward.	100 Hill Top, Sandhurst.
365	EVAC	6	11	40	Brian P. Mullany.	Walter	30 Mansfield St. Southampton.
365	EVAC	11	11	40	Jane Waterman.	Albert.	100 Mansfield St. Southampton.
366	EVAC	26	11	40	Dorothy Barbara Paulson.	Henry.	100 Mansfield St. Southampton.
367	EVAC	26	11	40	Jane Ross.	William	100 Mansfield St. Southampton.
368	EVAC	28	11	40	Davis James Hart.	James	100 Mansfield St. Southampton.
369	EVAC	2	12	40	David Stuart Tait.	David.	100 Mansfield St. Southampton.
370	EVAC	2	12	40.	Walter John Cox.	Albert.	100 Mansfield St. Southampton.
371.	EVAC	2	12	40	John Henry Tichner.	Henry.	100 Mansfield St. Southampton.
372.	EVAC	9	12	40.	Leila Anderson.	James.	100 Mansfield St. Southampton.
373.	EVAC	9	12	40.	Leila Anderson	"	100 Mansfield St. Southampton.
374	EVAC	14	12	40	Billy Croomb.	Wm.	100 Mansfield St. Southampton.
375.	EVAC	14	12	40	Billy Croomb.	Wm.	100 Mansfield St. Southampton.

Admission Number	Date of Admission, M. D. Y.	NAME, Christian and Surname	Date of Birth, M. D. Y.	Name and Address of Parent or Guardian	Last School (if any) attended	Height (inches)	Weight (lbs)	Date of Presentation in respective Standards							Date of Leaving			
								I.	II.	III.	IV.	V.	VI.	VII.				
469	17	10	97	Taylor Arthur	2	11	85	H Martin's Place	No	No	Infants	10	93	94	95	96	97	21 Jan 97
470	17	10	97	Tanner Alfred	2	3	86	Rose's Cottage					93					27 June 99
471	17	10	97	Hoff Mark	11	4	86	Godmandene					93					20 Sept 1899
472	17	10	97	Ellis Benjamin	10	11	85	Spring Gardens					93					22 Dec 97
473	17	10	97	Etting David	6	7	86	Church Street					93					6 Oct 1899
474	17	10	97	Jackson William	8	9	85	Hill Lane					93					23 June 98
475	17	10	97	Lightgale George	4	5	85	Leslie Road	Pisham				93	95	96	97	188	26 Nov 98
476	31	10	97	Wood Frank	2	3	87	London Road	Edmonton	3				93				22 June 99
477	5	12	97	Jadler Ernest	6	6	86	Chalk Pit	Infants	10								15 Sept 98
478	27	2	93	Cornhill Edward	2	2	83	Washer Evans	Shirley	11								18 Dec 95
479	20	3	93	Berry William	11	8	83	Bradley Lane	Kingston	1		93						18 Dec 1898
480	21	3	93	Trice Brian	14	9	83	Church Gardens	Brighton	10		93						29 March 96
481	16	5	93	Budley William	3	6	85		Infants	10		93	94	95	96	97		20 Sept 95
482	29	5	93	Patman Frederick	2	11	81	Leslie Road	Arlesey	2			93	93				14 Dec 93
483	29	5	93	Patman Charles	2	11	81			1			93					14 Dec 93
484	29	5	93	Patman James	2	11	81			1			93					14 Dec 93
485	29	5	93	Heather Frederick	10	12	82	Hill Lane	Brookham	1			93					23 Sept 94
486	29	5	93	Judge Charles	9	8	86	West Street	Reading	10								17 Sept 93
487	29	5	93	Hacey Herbert	4	10	86	Done Street	Infants	10								20 June 98
488	29	5	93	Osborne Frederick	25	0	86	Leslie Road	Arlesey	1			93					14 Dec 93
489	7	6	93	Wildman Herbert	14	2	85	Academy Brook	Donmusk	1			93					19 Dec 98
490	19	6	93	Wildman William	3	1	81			3					93			19 Dec 93
491	4	7	93	Warkford Charles	12	3	86	Done Street	St Pauls	2			93					22 June 94
492	2	10	93	Branch Edgar	15	5	86	Aitta Court	Infants	10								22 June 94
493	16	10	93	Wilham Henry	6	1	86	Saltland Road										22 June 94
494	16	10	93	Brogley Edwin	17	7	86	Incanta Road										27 July 1899
495	16	10	93	Postland Frederick	20	2	86	Washer London Cottage										27 July 1899
496	16	10	93	Korley Thomas	20	10	86	Woodward Road										7 Dec 1899
497	16	10	93	Palmer Henry	26	8	86	Spring Gardens										22 June 94
498	16	10	93	Kilney Robert	9	2	86	Washer Jubile Terrace										25 Oct 94
499	16	10	93	Arthur Charles	25	2	86	West Street										22 June 94
500	16	10	93	Brown Leonard	7	6	87	North Street										18 Dec 95
501	16	10	93	Broughton Harry	14	4	87	Castle Gardens										27 June 94
502	16	10	93	Edmondson Albert	20	5	87	Church Gardens										27 July 94

METHODS OF KEEPING GOOD RECORDS

- **Notebooks:**

Many teachers use notebooks to store and collect student data.

- **Index cards on a ring:**

When you use file cards, punch a hole in the top left corner of the card and put it on a ring.





- **Individual student folders:**

Folders can contain multiple assessments and can be used particularly when conferencing with parents.

Some teachers like to write anecdotes directly in the folder, while others write on sticky and then transfer them to a folder.

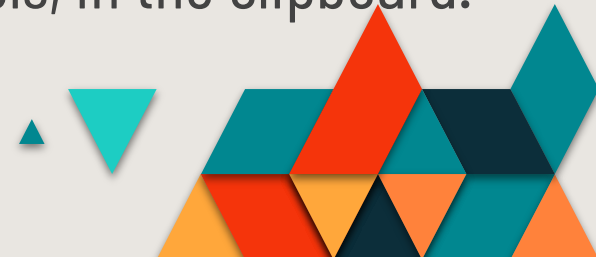


- **Class Record Chart:**

Sometimes you need to collect similar information for all your students. A class record chart helps you organize this type of record keeping.

- **Clipboard:**

Sometimes keeping a clipboard is the most convenient way to collect assessment data for your students. Teachers keep anecdotal record forms and other types of forms, along with labels, in the clipboard.





**THANK YOU FOR
LISTENING !**



**ANY QUESTIONS
PLEASE !**

