

PUPILS' REGISTER

STATE PRIMARY SCHOOL

School No. _____, _____
(Insert name of School)

2002 OCTOBER.

DIRECTIONS

1. Col. 1.—*Register Number.*—The numbers shall be consecutive, commencing with No. 1.
If the columns are filled up before a child leaves the School, his name shall be re-entered and a new register number given as for a new pupil, but the former register number shall be written underneath, thus, $\frac{63}{5}$. In no other case shall a new register number be given. To facilitate reference, an index will be supplied to metropolitan and other large schools.
2. Col. 2.—*Full Name.*
 - (1) The Names of the children shall be in the order in which they are admitted to the School. Given Names shall be in full and entered after the Surname.
 - (2) Children's Names shall be entered directly they are admitted to the School.
3. Cols. 3-5.—*Date of Birth.*
Day, month, and year of child's birth shall be entered from Admission Form.
4. Col. 6.—*Date of Admission.*
Day, month, and year shall be entered in the following manner:—
2/6/67 for 2nd June, 1967.
27/1/68 for 27th January, 1968.
5. Col. 7.—*Full Name of Parent or Guardian.*
Col. 8.—*Full Address of Parent or Guardian.*
Col. 9.—*Distance from School.*
Col. 10.—*Occupation of Parent or Guardian.*
 - (a) The required information shall be entered at the time of the child's registration.
 - (b) Distance from School shall be computed as along the nearest practicable road, and entered in kilos and decimal fractions of a kilo, e.g., 1, 1.5, 2, and so on.
 - (c) Information for columns 11, 12, and 13 shall be obtained from the Transfer Note.
- Col. 11.—*No. and Name of School last attended.*
Col. 12.—*Date of last attendance at former School.*
Col. 13.—*Grade at former School.*
 - (a) The heading of column 14 shall be completed by entering the number of the year in which the child whose name stands first on the page was admitted to the School. Each subsequent column shall be dated one year later than the preceding one.
 - (b) When a child is admitted, the Grade in which he is placed shall be entered in the column headed by the year during which he entered the School.
 - (c) Whenever a child is transferred from one Grade or Subdivision to another, the number of the Grade or Subdivision shall be entered in the column headed by the year in which the transfer is made.
 - (d) Grade shall be entered in the following manner:—
 - I., First Grade, if no Subdivisions. If Subdivisions, Ia., Ib., etc.
 - II., Second Grade, if no Subdivisions. If Subdivisions, IIa., IIb., etc.And so on.
6. Cols. 14 to 23.—*Grade into which admitted.*
7. Cols. 24 to 26.—*Details shall be entered as prescribed in the headings.*

N.B.—The accurate keeping of this Register is strictly insisted on. If teachers have any difficulty in understanding how to fill it up in any particular, they should at once apply for further directions to the Inspector of their district, or to the Education Department. They are not to delay till the Inspector's visit, at which time the record must be complete.

1	2	3 to 5	6	7	8		
Register Number	FULL NAME (Surname First)	Date of Birth			Date of Admission	Full Name of Parent or Guardian	Full Address of Parent or Guardian
		Day	Month	Year			
2 191	DUGGAN, ZAYNE	03	12	90	07.10.02	ALFRED WIECZOREK	77 NORWOOD ST. ALBION
193	HUYNH, NHAUNG (LINA)	11	04	91		THI LE BICH PHAM	3 WESTWOOD WAY ALBION
194	TELFER, BEAU	10	05	91	08.10.02	BEBBIE TELFER	62B ADELAIDE ST ALBION
197	ABDUL, ALRAHMAN, SUVEROOK	17	06	94	11.10.02	RHONDA SARATHA	16 CHELSEY ST ARDEEN
198	GRECH, SINA	09	06	96	21.10.02	MARY-ANNE GRECH	2 LAWSON ST. ALBION
199	ATTARD, DANIEL	31	01	91	22.10.02	JOANNE PERSICO	8 28-30 RIDLEY ST ALBION
200	BANH, MICHELLE	09	06	97	06.11.02	THI HON BANH (F)	581 BALLARAT RD, ALBION

No.

(Insert full name of School)

[illegible]

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No. _____
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