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**SCHOOL CENSUS AND
ATTENDANCE
ADMINISTRATION**

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This edition of the bulletin has been prepared by Moss Walton, Director of Census and Attendance and W. C. Jolly, Assistant Director of Census and Attendance and represents a revision of a similar bulletin, issued in September 1934, entitled, "School Census and Attendance Administration." It is felt that the material contained herein will be valuable to attendance officers, school administrators, principals and teachers in the administration of the school census and attendance program.

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SCHOOL CENSUS AND ATTENDANCE ADMINISTRATION

I. Introduction

It has been said that the education of a child involves two factors, namely: (a) securing his attendance at school; (b) providing the proper educational opportunities for him while in school.

It is the duty of the Commonwealth to insist that every child receive at least an elementary school education that he may become an intelligent and law abiding citizen and be intellectually equipped to earn a livelihood for himself and those who may be dependent upon him. If the parent will not urge the child to take advantage of the free educational opportunities offered, it becomes the duty of the Commonwealth to insist that the parent do his part, as a parent, to secure the education of the child. When the parent treats the child unjustly the Commonwealth steps in and protects him. The parent who would allow his child to grow to manhood or womanhood without at least a common school education is doing him a greater wrong than when he physically maltreats him. It is, therefore, that the child may receive his educational birthright and that a democratic government may assure itself of a citizenry sufficiently educated to appreciate and to be able to enter intelligently upon the responsibilities of citizenship, that there are laws requiring school attendance.

II. The Work of the Attendance Officer

The School Census.—The School Code provides that each board of education shall maintain a permanent and continuing school census of all children between the ages of six and eighteen years that reside in the school district. The responsibility for instituting and maintaining this census is placed upon the attendance officer working under the direction of the superintendent of schools.

There are many reasons for a school district to maintain an accurate school census. One of the most important of which is that it enables school authorities to speak with definiteness concerning the enforcement of the law and replaces vague guess-

work and pretense. It assures an opportunity, as intended by the Commonwealth, to the under-privileged and makes it possible to carry out the present day intent of the law—the prevention of the neglect of children. The continuing census means the amendment of the census records from day to day in accordance with the changes made by the school population and places in the hands of school authorities facts which will show the number of children of census age residing in the school district, the number who are of compulsory school age, the number in each grade and the number in each age group.

The enforcement of the compulsory attendance laws depends upon the school census, since it furnishes the names of the children of school age living in the district who are not enrolled in school. It is of vital importance in planning school building programs, indicating kindergarten and first grade needs and providing valuable statistics for the economical and efficient administration of the school program.

The State Board of Education, in accordance with the provisions of the School Code, has prescribed forms and rules and regulations for the administration of the census laws.

School Attendance.—Good attendance is essential to successful work in school. If the schools are to educate a child we must see not only that he is enrolled, but also that he attends school regularly. Experience has shown that the child who is present during only a part of the term is frequently not promoted at the close of the school term. The cost of re-educating these children who have already been over the work is a very large item of expense to the school district and the cost in the loss of many years of time to the children involved can not be reckoned. Improved attendance would prevent much of this loss both to the district and to the children.

If, then, attendance is of such vital importance it is essential that, in so far as possible, we prevent absence. We must consider not only absence with valid excuse but all absence. From the standpoint of the loss of educational opportunity to the child, it probably makes little difference what the cause of the absence may be.

Absence is an effect, not a cause, therefore, all absences should be investigated to determine the cause. An investigation may bring to light causes which may be corrected, and thus prevent further absences. Since actual violations of the law constitute but a small proportion of the total sessions of absence, the actual

enforcement of the law should be but a small part of the duty of the school with respect to attendance.

The School Code designates as an attendance officer the person who in many school districts is the only person who investigates absences. This person is really the point of contact between the home and the school and is often the only point of contact. He must know how to investigate causes of absence without arousing opposition; how to get the facts and, at the same time, build up and strengthen at each contact the belief in the minds of parents, pupils and in all with whom he comes in contact, that he is fair and just, impartial and sincere in his efforts to fulfill the duties of his position. Since he is to go as a representative of the schools to homes of the taxpayers who support the schools, he should go not as a militant representative of the law but rather as an ambassador to establish the best possible relations of cooperation and helpfulness between the school and the home. He must feel himself to be an essential part of the educational organization of his district, not an arm of the law injected into the educational field.

Many parents are not acquainted with the modern educational system and the advantages which the school has to offer to the children. The attendance officer should have a comprehensive knowledge of the school and what it is trying to do so that he may carry to the home, when necessary, the story of the advantages of education in general and be able to explain in particular the opportunities offered by the local school system.

It is equally important that the teacher be informed of conditions existing in the home. Often this knowledge will bring about a more sympathetic and helpful attitude on the part of the teacher. Some teachers do not take advantage of the opportunity to visit the homes. In such instances it falls to the lot of the attendance officer to bring to them the information in regard to home conditions.

Nearly every case investigated will present its special problem which must be analyzed to determine the cause. The ability to diagnose a situation is of fundamental importance in work of this nature. Having determined the cause for the existing situation the remedy must be applied. The nature of the remedy varies as much as the nature of the cause.

There are in general two aspects to attendance work:

1. The preventive measures that help to keep children well adjusted in their school work. These include providing the child with a well trained and competent teacher, the

use of modern, well written text books, a course of study adjusted to modern needs and flexible enough to make provision for individual differences in pupils, a study of the individual child to determine his needs and make adjustments to satisfy these needs. This phase of the work belongs, largely to the superintendent, the principal and the teacher but requires the cooperation of the attendance officer to make it most effective.

2. The corrective measures, that remedy more or less permanently conditions deterrent to the child's normal development and to his regular attendance at school. These will be largely the problem of the attendance officer.

In addition to the above there is a more technical type of work required. Only a very small percent of absences are due to deliberate violations of the law, and are readily disposed of. In this connection the suggestion is pertinent that a threat should not be made unless there is every intention to have it carried out promptly.

The attendance officer's duties, then, will also include:

1. The investigation and treatment of poverty, parental incompetency, and social and economic difficulties in families any one or all of which may contribute toward depriving children of educational opportunity. The difficulty frequently lies in the act that the adjustments must be immediate where the child's attendance at school is concerned.
2. Investigation of absences that are due to alleged valid excuses, but are scattered absences, and have been accumulated by a child who is not interested in school. It requires skill to find the real cause of the condition. Sometimes excuses do not reflect the real reasons for irregular attendance. The child's physical condition, his inability to succeed in tasks assigned him in school, or lack of interest at home, may be responsible for this problem. If the habit of irregular attendance is fairly well fixed before it comes to the attendance officer's attention, the problem is all the more difficult.
3. Investigation of all cases of illness causing irregular attendance or continued absence from school. A large portion of absences are due to illness and need to be a matter of as much concern as the absences without valid excuse, particularly, if the parents are unable to secure the services of a physician. Due caution must be exercised, of course, not to require a child's attendance at school when he is not in physical condition to do so. The cooperation of a school nurse or family physician will be necessary in some of these cases.
4. Securing regular attendance on the part of pupils of non-compulsory attendance age. This is important from the standpoint of worthwhile habit formation, and conformity with a group requirement, as well as from the standpoint of the pupil's progress.
5. The investigation and treatment of maladjustments of children including the truants, and use of agencies that

might help in dealing with such problem children. This sometimes requires a careful analysis of home and neighborhood situations, with a solution arrived at cooperatively with parents, teachers, principals, and superintendents.

In each of the tasks enumerated above the child is the center of concern, and of interest. Routine work can be done quickly, and without much, if any knowledge of the child. But where adjustments are needed, one must get a complete picture of the child including his reactions in school, on the playground and at home with brothers, sisters and parents.

The work of the attendance officer should be closely supervised by the superintendent of schools. He should set up a definite procedure for the attendance officer to follow in receiving cases of absence for investigation. All cases of absences coming to his attention should be investigated promptly and if possible a report made upon them the day they are assigned. Nothing gives greater value to the work of the attendance officer than promptness.

Attendance officers should remember that the attendance of school children is primarily a matter for school authorities to handle and that the assistance of the courts should be involved only when necessary. Resort to the courts should be made only when defiance of law on the part of parents or children makes such a course necessary.

The district superintendent should make it possible for an attendance officer faced with a troublesome case to summon parents and children to a hearing where the superintendent may hear the facts and secure, if possible the cooperation of the parents concerned in bringing about the enforcement of the law.

The fact that attendance is primarily a school matter and that the losses due to irregular attendance are felt particularly by the child and his teacher, should result in the cooperation of all school agencies. The school nurse, principal and teacher can often give valuable assistance. They are glad to do so if opportunity is given them, and a wise attendance officer will, by his tact and willingness to assist them in their problems, merit and secure their assistance in helping boys and girls in their charge.

The school authorities and attendance officer are interested in the regular attendance of all pupils enrolled. Absence on the part of pupils over 16 should be reported to the attendance officer and investigated by him. The officer should make clear to the parents that regular attendance is necessary for the welfare of the child, the teacher, and the school. The right of children

to attend school is not to be interpreted as a right to be in and out of school at will to the detriment and loss of all concerned.

A very important item of the work of the attendance officer in the early part of the school year is the investigation of failure to enroll and attend on the part of children of school age in the census. Vigorous action at this time on the part of the attendance officer will save the pupils and the school considerable loss and will incidentally save the officer much useless labor later on. The teacher can give valuable assistance in this connection.

III. Instructions and Recommendations Governing Uniform Methods and Forms to be Used by the Attendance Officer

Census Enumerated Sheet (Form CA-1)—This form is used in making an actual canvass of the children between the ages of 6 and 18 living in a particular district. Such a canvass should be made once every five years and more often in districts affected by a constantly shifting population. The principals and teachers are to assist the attendance officer in making a canvass of their district. Before this enumerating form is placed in the hands of the teacher it is extremely important that they be given specific instructions regarding the proper methods to be followed in securing and assembling the information needed. Plans to conduct the taking of a census should not be completed until they have been submitted to the Division of Census and Attendance for approval.

Permanent Census Records (Form CA-2)—This form is used for the purpose of keeping a continuous census record of each child between the ages of 6 and 18 legally residing in the district. This record is to be kept up-to-date for the entire census life of the child, and is to be kept on file in the district attendance office as a permanent record. The making and the future handling of each individual record shall be under the PERSONAL DIRECTION of the attendance officer.

Posting Data on the Card:

School District—name of district over which board of education has supervision (Hart County, Trigg County, Dayton City, Henderson City, Cloverport Independent, etc.) This is not to be confused with census districts within a school district.

Name of Child—last name, first name, middle name (Hurst, John Henry.)

Date of Birth—verify month, day and year and check authority for age as indicated. Birth records on file in local

and county health units should be used to verify the age of each six-year old child as he becomes of census age, provided, of course, birth occurred in the county. Questionable birth dates may be verified by applying to the Bureau of Vital Statistics, Louisville, Kentucky.

Street and Number, or Road—actual location of residence:—street and number if child lives in urban area; name of road and R.F.D. number for child living in rural section.

Census District—number of census division as determined by child's residence in subdistrict or in a specific area being served by an elementary school.

Date—month and year that data in each line were secured and posted.

Grade—indicate grade classification for current year.

Date Entered—month/day/year that child reported to school during current year.

School Attending—give name of school. For children who are not attending school write NONE in this column and follow with code number in proper column indicating reason for non-enrollment.

Name of Person Child Lives With—to be filled in if child is residing with some one other than own mother or father (stepfather, step-mother, grandparents, uncle, aunt, etc.) Check with pencil living and relationship squares to permit future changes. **Note:** Each change of residence or school each year should be indicated. If no change has occurred such can be indicated by the use of ditto marks ("").

On Reverse Side:

Age—check up-to-date as of July 1 before commencing annual tabulation.

Grade Completed—check grade completed each year as card is posted.

School Enrolled In—check with pencil to permit change.

Remaining items on card are self-explanatory. **IMPORTANT:** Record complete information on back of card as to name of school or school district, location, and date for children moving into or moving from district. This information furnishes ready reference on all children who have lived in other school districts since becoming of census age, and on all children of the inactive file who have moved from the district.

Filing Permanent Census Cards: (CA-2) Since the area of each school district is divided into census districts coterminous with areas being served by the elementary schools, it is recommended that the census cards be filed accordingly and arranged alphabetically within each census district. In the county school district and in the larger independent districts (Census exceeding 1500) it is necessary that a Master or Index File be set up to control the main active census file. This Master

File not only serves as a guide in locating the permanent census record of any individual child but assists in eliminating duplication of permanent census cards between census divisions of the main file. Small inexpensive cards are to be used for the Master File, not larger than 4"x6". These are not furnished by the state. These cards should contain the following data and be identical with Form CA-2 as to: (a) full name of child, (b) date of birth, (c) name of parents or guardian, and (d) address and census district name or number. In order for the Master File to exercise proper control of the census file, the cards must be grouped according to race (white and colored) and kept in strict alphabetical order for the district as a whole. *Any change made in the census file necessitates a corresponding change in the Master File.*

To keep the permanent census file free from DUPLICATION it is necessary that the Master File be up-to-date at all times. Before a record card is added to the census the name must be carefully checked through the Master File and the census file. Most duplication results from carelessness in determining whether or not the record of a certain child has been previously filed. Be suspicious of all irregular names and nicknames (Buddy, Billy, Ted, Joe, Kate, etc.) and watch for surnames that vary in manner of spelling (Cavanaugh-Kavanaugh; Meyers-Myers; Rice-Reis; Stevens-Stephens; McLain-McLane, etc.) Children of mixed marriages frequently cause difficulty. When child's surname differs from that of parent be sure to check both name divisions of the file. Children of the middle and upper age group reported as not being listed on the census, yet having no recent change of address, are apt to be filed under a slightly different name or in a different division of the file. The attendance officer is cautioned to be continually alert to the various sources of duplication in order to avoid needless discrepancies.

Inactive Census File: (Form CA-2) Census cards and master file cards for children who have transferred to other school districts, died or reached their eighteenth birthday are to be removed as soon as possible after information has been verified. The permanent census cards for such children should be placed in the inactive or dead file to be retained indefinitely. This file should be divided into two groups, and the cards in each group arranged in alphabetical order. The first group is to include overage children and deaths. The second should contain cards for only those children who have left the district. This set-

up for the inactive file is advised for convenience in looking up old records, and to make it possible for the records of children returning to their original district to be easily located, marked up-to-date and returned to the active file. Before any card is placed in the inactive file the age chart on the back of the card is to be checked up-to-date, notation of death and date if such has occurred, or new location and date withdrawn if child has moved to another district. Also, before the cards representing withdrawals from the active census are placed in the inactive file, a tabulation of losses must be made and later summarized for the monthly census report. Whether or not it is desirable to keep an inactive file of the master cards depends upon amount of filing space available.

Pre-Census File: Directly associated with the permanent census is the file for children who are under six years of age. Every available source should be checked to make this file as complete as possible. The most important sources of information for this file may be listed as (1) reverse side of enrollment card (Form CA-3), (2) birth certificates and records of local health units, (3) church registers, (4) list of pre-school children furnished by teacher. The form used for the pre-census record may be a card similar to that recommended for use in the Master File so that, if desired, this card can be made to serve the purpose of a master card when child attains census age. Data should be recorded on the pre-census card in the following order (a) full name of child, (b) verified birth date (month/day/year), (c) name of father and name of mother, (d) residence address and subdistrict name or number and (e) date information was obtained. This file is to be up-to-date at all times. Cards for children of families moving out of district must be removed. Cards for children of families moving in must be made out and inserted. Changes in permanent census file resulting from families moving in or out should be followed by a close inspection of the pre-census file in order that the corresponding changes can be made of the records of the younger children in such families.

Filing Arrangement: Cards for children becoming six years of age during current year are to be separated from the others and filed according to month in which birthday occurs. The remaining cards should be filed in alphabetical order. This system of filing enables attendance officer to make up permanent census cards (CA-2) for those children becoming of census age each month, and furnishes the information called for in the monthly Census

Report (Item B and Item K). CAUTION: make full verification of record of each pre-census child when sixth birthday is reached, and *do not* make up permanent census record card until this information is verified.

School Enrollment Card (Form CA-3)—This form is to be used by the teacher to report pupils enrolled in school. A card is to be filled out for each child and sent to the attendance officer immediately upon child's enrollment in school. A new enrollment card is to be made out at the beginning of each year in order to record such changeable data as residence, grade, date of entrance, name of person child lives with, etc. The card, when complete, should be the most important source of information in posting the permanent census record, and in keeping the pre-census file complete and up-to-date. Enrollment cards are to be filed in alphabetical order by schools, and should be retained for reference purposes for at least two years. Teachers should be constantly reminded of the importance of reporting accurate and complete information on each card. In case of withdrawal or transfer, enrollment card is to be removed from active file, new location and date withdrawn noted at bottom of card, and filed in a special inactive file for enrollment cards. Although not required, it is desirable that new enrollment cards be filed for pupils transferring to another school within the same school district. Where children enrolled in school, reside outside of school district, copies of the enrollment cards or lists containing similar information, should be supplied the attendance officer of the district wherein such children reside, during the first month of school. Extreme care must be taken to prevent the above mentioned children from becoming entered on the census of the district in which they attend school. Close cooperation of neighboring attendance officers is vital to the efficient administration of school census and attendance.

Notice of Transfer (Form CA-4)—Notice of Transfer shall be used by the principal or teacher in charge, to report immediately the transfer of any pupil, whether within the school district or to another school district. This notice shall be made out in duplicate and both copies sent the attendance officer. In the larger county school districts, it may be desirable for the attendance officer to fill out the Notice of Transfer on the basis of information furnished him on a mimeographed report to his office, which is filed by the principal or teacher at regular intervals. Such reports to the attendance office should be made

at least once each month. In case the transfer represents a change from one school to another school in the same school district the attendance officer will send the original transfer notice to the principal or teacher of the school to which the child has transferred. Principal or teacher receiving transfer notice will immediately return same to the attendance officer stating whether or not the child has been located and has entered school. In case the transfer represents a change from one school district to another school district the attendance officer will send the original transfer to the attendance officer of the school district to which the child has reported to have moved. Upon location of the child the attendance officer will sign the transfer notice in the space provided at the bottom and return same to the sending attendance officer. In case the child is not located within a reasonable period of time the attendance officer should return the transfer notice to the sending attendance officer stating that the child could not be located. In every instance the duplicate transfer is to be kept on file until the transfer has been completed, after which it may be destroyed and the original filed to show that the transfer has been completed. The census record (Form CA-2), master card or precensus card should be withdrawn from its place in the active file and attached to the duplicate of the transfer notice and when the original transfer notice is returned the census records filed with the duplicate notice should then be placed in the proper location in the dead file, except where transfer is from one school to another in the same school district. In the event the original transfer notice is not returned within a reasonable length of time the census record for the child or children involved should be placed in the dead file unless further investigation discloses that they are still in the school district. When a family moves the attendance officer must ascertain the names of every child of census age, remove the census records from the active file, and send out transfer notice for *each* child. It is not necessary for transfer notices to be filled out for children of pre-census age, but cards for these children moving from district must be withdrawn from pre-census file. Complete information as to new address of families which have moved is absolutely necessary in order that attendance officer who receives the transfers may be able to locate the family quickly. A mere statement of the name of the county, or city to which a family has transferred is not considered sufficient. More detailed information as to address is necessary for the efficient operation

of the transfer setup. An attendance officer should keep in mind that there exists other sources of information on families moving, and he must rely upon these especially during the period that school is not in session. Important sources of information are relatives, neighbors, merchants, mail carriers, moving companies, utility companies, etc. The sooner the transfer notice is sent the quicker the family will be located. Under no circumstances should those transfers be permitted to accumulate until the close of the term. Upon receipt of a transfer notice from another attendance officer the family must be located before census record cards and the master cards for these children are made out and placed in the active file. The following record of transfers received should be kept up-to-date as an aid in verifying those received by transfer in Item C, Monthly Census Report: name of child, date of birth, grade, district received from and date received.

Report of Withdrawals, (Form CA-5)—The principal or teacher in charge of any school will use this form in reporting pupils who have presented valid reason for discontinuing school attendance. Valid reasons are to be found coded in the Teacher's Daily Register as D4, (pupils having passed compulsory school age and quit school) D5, (pupils issued work permits) and D7, (death, discharge, marriage, and graduation.) This form *must not* be used to report children who have withdrawn to be transferred to another district.

Re-entrance Report (Form CA-6)—This form is to be used by teacher or principal to report to the attendance officer the re-entrance of a child reported as withdrawn according to above (Form CA-5), Code C-8, Teacher's Daily Register. NOTE—All other re-entries, coded C2 to C7 inclusive, are to be reported by means of Enrollment Cards (Form CA-3).

Absence Report (Form CA-7)—This form is used by the principal or teacher in reporting cases of absence to the attendance officer. Absences are to be indicated by encircling on the calendar the proper dates. This report is submitted to the attendance officer who makes the necessary investigation and records the results on the form. The attendance officer then makes a duplicate of this form and returns the original to the teacher. Future absence reports on the child and the results of future investigations are to be recorded on these same blanks. This method insures an accumulative record of absences on each child, and the results of attendance officer's investigation.

Variations of this method of reporting absences are probably desirable in the larger school districts. In those school districts where it is impractical for the attendance officer to receive and investigate absences each day, a report could be filed with the attendance officer each week or every two weeks or very four weeks, depending upon the size of the district. Local attendance officers should develop mimeographed forms to be used by the teacher in making such reports. It is obvious that it is impossible for the attendance officer in large districts to make an investigation of all absences. Since the teacher is the person most interested in regular school attendance the first investigation of any absence should be made by the teacher, and the attendance officer's services required only in those cases where the teacher has been unable to obtain the desired results. It is a well known fact that a program of home visitation by the teacher reduces to a minimum the number of attendance problems.

If the above mentioned mimeographed form is used to report absences it is desirable that space be provided on the reverse side for the reporting of changes in membership (Information on transfers, withdrawals, re-entries, etc.) This obviates the necessity of distributing Form CA-4, 5, and 6 as well as CA-7, to the teacher, and the attendance officer is thus provided with the information necessary for these forms.

Other forms and suggestions for securing, recording and verifying up-to-date census information:

1. **The Census List:** Probably the best method of securing complete information promptly in county districts is the preparation of alphabetical lists of each census division to be submitted to the teachers. These lists as prepared from the census file by the attendance officer include such identifying information as name of child, date of birth, and names of parents, and call for such verifying information as school attendance, grade, new location, in cases of transfer, etc., to be filled in by the teacher.

The following is the suggested form that has been successfully used in a number of county districts:

Dear Teacher:

This is a list of your district census as we now have it. Please help bring it up-to-date by doing the following: Fill in the blanks opposite each name with the information requested. Add names of any children who may have moved in, giving former address or district in last column. Add names of all children who will be six years of age on or before July 1, 19..... Add names of any children of census age belonging in your district who do not appear on original list. When adding new names be sure to give complete information as to date of birth and parent's

names. Give name of person child lives with where he or she is not living with parents. If any children have moved from district, indicate new address and new district. If no information is available write UNKNOWN opposite name of child.

NAME OF CHILD	DATE OF BIRTH	NAME OF PARENTS	HERE	SCHOOL ATTENDING	GRADE	MOVED TO (SCHOOL)
ADAMS, ALBERT JAMES	12/16/34	GEORGE-MAMIE				
ADAMS, BETTY LEE	6/9/27	FRED-ETHEL				
ADAMS, CHAS. EDWARD	9/18/31	GEORGE-MAMIE				

For best results the census lists should be submitted to the teacher at the beginning of the term and returned to the attendance officer with the enrollment cards within the first two weeks of school. Similar lists should be made and submitted to the teachers shortly before the close of the term in order that unreported changes may be determined. This method of securing additional census information is recommended because it serves as a guide to teachers, helps attendance officers to make the necessary revisions in census file quickly, and it indicates those children of compulsory school age who have not enrolled in school.

- 2. Checking Teachers and Principals Regular Monthly Reports:** Items 2b, 3b, and 4b on teachers and principals monthly reports (see Teacher's Daily Register) should be carefully checked by attendance officer each month in order to confirm the reporting of all changes in membership that might affect the census. Item 2b, represents the new original entries for the current month. Item 3b, represents the number of re-entries for the current month. The principal or teacher in charge of a school will report these changes to the attendance officer by means of the enrollment card. The total number of new enrollment cards received from any school during the current month should be equal to the sum of items 2b, and 3b on the monthly report. Item 4b, represents the number of withdrawals for the current month. A withdrawal which involves a change of residence and school is to be reported on Form CA-4, Notice of Transfer. Form CA-5, Notice of Withdrawal, is used to report withdrawals of

Number Absences Reported: Record the actual number of cases which were submitted by teacher or principal for investigation.

Number Absences Investigated: Actual number of above upon which investigation was completed.

Number Transfers Sent: Include here only transfers sent to other districts.

Number Transfers Received: Immediately upon receipt of transfer from another district, make the following record: Name of child, birthdate, grade district received from and date received. This is an aid in verifying the number received by transfer as reported in Item C, Monthly Census Report.

School Census Report (Forms CA-12 and CA-13)—Form CA-12 is used for the purpose of filing the Annual Census Report for county school districts; Form CA-13 serves a similar purpose for independent districts. The age of every child is to be calculated on the basis of last birthday occurring during the school year, (July 1, 1941 to June 30, 1942.) A child born July 7, 1935 is to be listed in the same age group as a child born June 7, 1936. Do not group children according to year of birth (1935, 1936, etc.), for this report

Attendance Officer's Contract (Form CA-14)—This form is to be used by the local board of education in contracting with its attendance officer. This contract should be made out in triplicate. One copy to be forwarded to the Department of Education, one placed on file in the superintendent's office and one to be retained by attendance officer.

Report of Superintendent on Attendance Officer (Form CA-15)—This form is to be used by superintendent to report to the Division of Census and Attendance, Department of Education, the various activities of the attendance officer for the six-month period as reported each month on Form CA-11.

Monthly Census Report (Form CA-16)—This report is to be sent to the Division of Census and Attendance, Department of Education, before the tenth of each month of the year. Hence, census report for January is due between the first and tenth of February. It covers changes which have occurred during the preceding calendar month. To enable attendance officer to best secure and record the information called for in this report the following suggestions are offered:

Total Census at Beginning of Month (Item A)—This figure must correspond to Item J on report of preceding month.

Number Becoming 6 Years of Age During Month (Item B)—Remove from pre-census file cards for all children reaching sixth birthday during month. (Filed in chronological order.) Verify record on each card, make out permanent census card (CA-2) and master file card. Tabulate, enter number on report and place in the active file.

Number Received by Transfer During Month (Item C)—Keep an up-to-date list of all children moving into district. (See instructions-Number Transfers Received, Form CA-11, page 336.) Do not make out permanent census record for these children until enrollment cards have been filed by teacher, or information on transfer notice has been verified by personal visit of attendance officer. Upon verification of this information **SIGN AND RETURN TO ATTENDANCE OFFICER SENDING OUT NOTICE.**

Number Found Without Transfer (Item D)—Keep an up-to-date list of all children of census age moving into district for whom no transfer notice was received. From this list make out and mail notifications to attendance officer in district from which family moved. Do this once each month, using a plain post card for mailing such notices.

Number Becoming 18 Years of Age During Month (Item F)—Remove from permanent census file (in July) the cards of all children who will become 18 years of age during the year (by following July 1). File these cards in separate division of the active file according to months in which birthdays occur. This enables an attendance officer to quickly assemble the 18 year group for any particular month for tabulation on the Monthly Census Report, and for transfer to the dead file. (See Inactive File, page 328.)

Number Moving out of School District (Item G)—Upon being notified that a child has moved from a school district, remove permanent census card and master card from active file. After transfer has been made out and notation made for this item on the Monthly Census Report, record new address and date moved, where called for on back of census card. Cards for children moving may be permitted to accumulate for tabulation and not filed in the inactive file until the end of month.

Number Deaths During Month (Item H)—Remove from census file and place with over-age group in the inactive file, after entering number on Monthly Census Report. For information on this group make careful check of death notices in local newspaper.

Number Becoming 6 by Following July 1 (Item K)—See instructions under pre-census file, page 7, regarding chronological arrangement of children reaching sixth birthday during current year. Verify each card that represents a child to become six years of age during year and tabulate for monthly report. Prepare and keep an up-to-date schedule of the number to be six years of age each month in order to eliminate the necessity of tabulating these for each month.

Number Becoming 18 by Following July 1 (Item L)—See Item F, above. Tabulate for entire year. Schedule similar to six-year-olds as mentioned above.

Teacher's Daily Register—Attendance officer should become thoroughly familiar with every detail of the Teacher's

Register as this record is the basis of all statistical data submitted to the Superintendent of Public Instruction. Attendance Officer must be able to instruct teachers regarding the proper manner of keeping this record, and to quickly detect errors and omissions when book is turned in for inspection. Frequent examination of Teacher's Registers will insure greater efficiency in record keeping. Before annual report is made by teacher (p. 71-73), register should be turned in for final inspection. It should be checked for accuracy and completeness with special attention to the following items: (1) Coding, source and cause of withdrawal of pupils (columns three and four to be checked against cumulative totals in monthly report summary; (2) Number of days actually taught each month; (3) Daily attendance totals entered for each month; (4) Data for transported and non-transported pupils; (5) Sum of annual totals (columns 38, 39 and 40, pages 31 and 55) are to balance with totals in summary of monthly reports (p. 69, items 6, 7 and 8); daily attendance and daily membership averages must always be computed by dividing the aggregate totals by the number of days taught carrying out the results to the nearest hundredth. (35.54.)

The importance of following directions and keeping this register complete and up-to-date cannot be too strongly emphasized. Much can be accomplished if teachers will study carefully the instructions in the front of the book before actual school work begins.

Annual Statistical Report—Instructions accompany the blank forms sent out by the Department of Education each year. Attendance officer should study these instructions in order that he may check the accuracy of the tabulation before the report is submitted to the department.

Work Permits—Issued upon conditions set forth in Kentucky Statutes, Section 4434-4. Necessary forms will be furnished attendance officer upon request.

Periodical Librarian
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