

ADMINISTRATIVE RECORDS/REPORTS

The keeping of records and the making of reports are necessary for the efficient and well-ordered administration of schools. At the school level, the principal shall be responsible for all records and reports; however, he shall have authority to delegate the task of keeping records or preparing reports to members of his faculty.

Any and all reports shall be processed through the principal who shall be responsible for submitting the report to the proper authority or agency. The following is a list of records and reports which must be maintained and/or submitted and instructions pertaining to them:

1. Cumulative Folder

This folder provides a complete record of each student during his twelve (12) years in school. There should be no delay in entering information on the cards. Generally, the responsibility for maintaining this folder is that of the teacher. Complete details for maintaining the cumulative folder are found in a circular prepared by the Supervisor of Student Services.

2. Attendance Record

This is a record of pupil attendance during each twenty (20) school-day period. The record is compiled in duplicate; one copy is turned in to the School Board Office within three (3) days after every twentieth school day; the second copy is retained by the principal. (Separate records are kept for whites, blacks and other nationalities.)

3. Bus Report

This is a record of pupil membership, average membership and average attendance of students riding buses. The report is prepared at the same time the attendance record is, but for only the first and ninth period and is turned in at the same time. A report is made of each individual bus route. (Separate records are kept for whites, blacks and other nationalities.)

4. Employee Absentee Report

This report shows the date(s) of absence and the reason(s) for the absence and is turned in to the School Board Office at the end of every calendar month. Teachers, bus drivers and custodians are reported on the same form. Lunchroom workers are reported on a separate form. Employees are required to sign an absence form (available in the principal's office) immediately upon their return. The principal should keep the latter form in his records for a period of at least three (3) years.

5. Financial Report

This is a report of all school income, expenditures and balances credited to organizations or school departments. The report is due in the School Board Office by the tenth of each month.

6. School Food Service Reports

a. School Food Service Payroll or Labor Report

This report is due in the School Food Service Department on the last working day of each calendar month. The report shall be signed by the principal and School Food Service Manager. Any doctor's statement for employees (which may have accumulated since the previous report) shall accompany this report.

b. School Food Service S.F.S. 7 and S.F.S. 7A

This report is due in the School Food Service Department within three (3) days after the end of the calendar month. The report shall be completed daily in its entirety on the prescribed form. This includes the number of lunches and/or breakfasts served to students, food service workers, school adults, along with money collected. Signed copies of invoices for merchandise received during the month completes the report.

c. Food and Supplies Inventory

A complete monthly inventory of all foods and supplies on hand on the last day of operation must be submitted to the School Food Service Department within three (3) days after the end of each calendar month.

d. Menu Work Sheets (SFS 6 - 6A)

These forms must be completed on a daily basis in duplicate. These forms must be on file in the manager's office for monthly review by parish and/or state supervisors. The original of the S.F.S. 6 and S.F.S.6A shall be turned in to the School Food Service Department within three (3) days after the end of calendar month.

e. Market Orders

Completed copies of market orders are due in the School Food Service Department on the fourth of each calendar month, two (2) months prior to delivery.

f. Inventory of Equipment and Furnishings

(1) An inventory of equipment and furnishings shall be made at the beginning and end of each school year. Any

discrepancies must be reported in writing to the School Food Service Department. All additions to equipment and furnishings made during the school year shall be recorded on this inventory as soon as received.

- (2) A complete inventory of all equipment shall be turned in to the School Food Service Department at the end of the school year and a copy placed in the managers' files.

7. Fire Drill Report

This report is made monthly to the School Board and shows the number of pupils participating and the time it took to vacate the building during the fire drill.

8. Visiting Teacher Reports

a. Code for Census and Attendance Forms

	<u>FORM CODE</u>
Kindergarten Information Form	e-k-1
Enrollment (Kindergarten) Form	e-k-2
First Grade Information Form	C - 1
Enrollment (First Grade Only) Form	C - 2
Enrollment (Grades 2 - 12) Form	C - 3
Enrollment Report 1st, 2nd and 3rd Week Form	C - 4
Assigned but Failed to Report to School Form	C - 5
Intra-Parish Gains Form	C - 6
Losses Form	C - 7
Family Census Sheet Form	C - 8
Attendance Report Form	C - 10

b. Applications for Pupil Assignment

This report is submitted at the close of the school year. It is a listing of pupils by grade and includes the home address of each. From this listing, pupils are assigned to schools according to zones prior to the opening of the school session in the fall.

c. Record of Enrollment

A complete record of enrollment is to be submitted at the end of the first thirty (30) days of school. This list will be considered as an assignment for students who were not previously assigned. Thereafter, all new registrants will be assigned to schools according to zones.

d. Census Report

The teacher should prepare an Intra-Parish Gain or Loss Form within twenty-four (24) hours from time of a gain or knowledge of a loss and turn it in to the principal. (Gain or Loss Forms are

available in the principal's office.) The principal shall forward the Gain or Loss Forms to the Census and Attendance Office weekly during the period from the opening of school to the end of December and monthly during the period from the first of the year to the end of the school session.

e. Pupil Absences

Every classroom teacher shall keep accurate daily attendance records of all students assigned. A child shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by the principal and the teacher have failed to correct the conditions. The principal, with the aid of the teacher, shall file a written report of the school's efforts showing dates of absence or tardiness, dates and results of school contacts with the home and such other information as may be needed by the Supervisor of Child Welfare and Attendance.

All teachers attendance records shall be subject to examination by the Supervisor of Child Welfare.

f. Drop-Out Reports

The form A School Drop-Out Card for Use by the Supervisor of Child Welfare must be filled out in every drop-out regardless of age (not to replace the C-7). The number of cards filled out shall tally with the figures in columns 5, 6 and 7 of the Principal's Monthly Report.

9. Vocational Reports

These reports are required of all secondary vocational education teachers. The reports must be prepared and channeled according to instructions.

10. Athletic Association Report

This report is required by the Louisiana High School Athletic Association. The report contains information on athletic activities and athletes.

11. State Annual Report

Each school is required to turn in an annual report to the State Department of Education. The report is submitted at the end of the first month following the opening of school. The report includes the following: names of teachers, years of experience, number of teaching certificate and date issued, where the certificate was obtained, grade/subject matter currently teaching, student enrollment, review of standards and self assessment.

12. Southern Association Report

Member schools of the Southern Association are required to submit an annual report. The report is submitted to the chairman of the respective state accrediting committee.

13. End-of-the-Year Reports

The reports listed below are to be turned in to the School Board Office at the close of the year.

- a. Attendance and Bus Report
- b. Inventory and Evaluation of School Property
- c. Record of Promotions and Failures
- d. School Food Service Food and Equipment Inventory
- e. Annual Report of Textbooks and Libraries
- f. Record of Pupils Enrolled at End of School Year (see 8-b above)
- g. Session Report
- h. Home Economics Report
- i. Vocational Agriculture Report

Issued and approved prior to 1975

Revised: 10/1/80