

Register Checklist
Keep with your register for reference

- Cover Adhere your school calendar to inside front cover
- Page 1 Title Page: Complete all information
- Page 2 List any full-time or part-time teachers, assistants, and volunteers who instruct students in this register
- Page 8 Alphabetize student by last name and include full legal name and date of birth filled in with either black or blue ink. Do not use red ink or pencil.
- Page 9 Total number of days school was in session 1st quarter
- Total number of days present in 1st quarter
- Total number of days absent in 1st quarter



IF A STUDENT WAS PRESENT FOR ONLY PART OF A QUARTER, BE SURE TO LIST ONLY THE NUMBER OF ACTUAL DAYS ATTENDED.

- Page 10 Same as page 8 — 2nd Quarter
- Page 11 Same as page 9 — 2nd Quarter
- Page 12 Same as page 8 — 3rd Quarter
- Page 13 Same as page 9 — 3rd Quarter
- Page 14 Same as page 8 — 4th Quarter
- Page 15 Same as page 9 — 4th Quarter



THE TOTAL DAYS PER QUARTER SHOULD BE THE SAME FOR THE ENTIRE SCHOOL.

- Page 32 Student's legal name, surname first
- List the student's grades received each quarter for each subject (average grades not required)
- After the student's name, note the column "Date of Late Entry or Early Withdrawal" if applicable



LIST ALL STUDENTS WHO HAVE REGISTERED DURING THE SCHOOL YEAR. IF YOU HAVE GIVEN THEM GRADES FOR THE TIME THEY HAVE ATTENDED, THESE GRADES NEED TO BE RECORDED FOR THE QUARTER(S) THEY WERE THERE.



THE COLUMN AT THE END OF THE GRADES IS FOR GRADE DESIGNATION FOR NEXT YEAR. BE SURE TO FILL IT IN.

- Page 33 Record any work taken by the student during the school year in lieu of that regularly assigned at grade level such as remedial, reinforcement or enrichment, other special needs or work and/or suggestions for work which needs to be done during the summer months.
- Each parent of a student needing work must be notified of recommended work (see page 48 for the "Parent Notification" form).
- Page 34 Same as page 32
- Page 35 Same as page 33
- Page 36-37 NOTE for 9th & 10th grade teachers: List the names of all your students and the grades for each subject
- Page 40-45 List the names and addresses of the parents or guardians of each student
- This information can be computer generated and inserted here.*
- Page 47-48 Notification to Parents form, if applicable (see page 33 for instructions)
- Page 49-50 Teacher Opening Report (you may leave original in register and send a copy to the Education Office)
- Page 51-52 Teacher Closing Report (each teacher who fills out a register must complete a closing report. Only students enrolled since the Opening Report should be listed).
- List students baptized during the school year (date not necessary).



ONLY PRINCIPAL/HEAD TEACHER COMPLETES THE SCHOOL CLOSING REPORT SR 105 FOUND IN YOUR BINDER.