

**SCHOOL REGISTER AND SCHOLARSHIP RECORD**  
**2014-2015 School Year Checklist**

**WHAT TO LOOK FOR WHEN CHECKING THE REGISTER:**

- 1. Outside front cover is filled out correctly.
- 2. All necessary information is filled out completely on inside cover sheet.
- 3. Student names: Enter full legal name – last name, first name, middle name. List names alphabetically by grade.
  - a. Enter an “E” for students entering school.
  - b. Enter an “W” for students withdrawing from school.
- 4. List grade level and gender.
- 5. Birth Date: Give complete birth date in this order – month, day and year.
- 6. Baptisms: Record the date the student was baptized.
- 7. Student Age: Indicate the age, by year and month, as of the opening of school for all students, regardless of when they enter.
- 8. Grading period dates and teacher’s name needs to be filled in at the top of each page.
- 9. Record attendance daily, indicating each tardy or half-day’s absence using the code below. Circle the symbol, if required, to indicate absence or tardiness. (- absence; + tardiness; - excused absence; + excused tardiness) Acceptable excuses for nonattendance include: Verified illness of the student; medical, dental or optometric service; quarantine; bereavement. If used, hard copy of computer reports should be attached to the school register.
- 10. Indicate the number of school days in session: Present, absent, tardy. (Do not leave boxes empty)
- 11. **All holidays** - Christmas vacation, Spring Break, parent/teacher conferences, teacher in service, **fire drills (once every 30 days)**, earthquake drills (if required by your county) etc., need to be listed.
- 12. Year-end Summary and/or Scholarship Record needs to be filled out completely. A copy of these pages should be kept for the school’s permanent file before sending to the Conference Office of Education.
- 13. Parent information section: Needs to be filled out completely, including physician’s numbers and emergency contact numbers (list “none”, if blank).
- 14. Opening and Closing Reports need to be filled out completely.
- 15. Total number of teacher contact days - 180.

**\*\* PLEASE NOTE \*\***

If you are using an electronic school information system in place of the Daily Register, the information that you provide us should include all the data that is found in the Daily Register. Please submit hard copies of the Register.