

INSTRUCTION

1. This form, accomplished in duplicate, should serve as a permanent record for all promotions at the end of the school year in the First to Fourth Years, inclusive.
2. The copies of this form for the Fourth Year should be fully accomplished a week before the end of the school year, and those for the First, Second and Third Years at the close of the school year. The original copy should be retained in the office of the principal, and the duplicate should be forwarded to the division office as soon as the form is accomplished.
3. A separate report for each section of each year of each curriculum is required.
4. Names of boys should be written first followed by names of girls listed separately. Students' names should be written in the same order on both copies. The total number of students listed should agree with the yearly enrolment reported on CLSU Form 12 for April.
5. Under "Years in School" write 8, 8 ½, 9, 9 ½, 10, 10 ½, etc. to indicate the exact length of time the students has been in school from Grade One in any school to the date of accomplishing this form
6. The ages of students as reported on this form should be their ages as of April 1 of the current school year. (See item 14 below.)
7. Opposite the names of the students who drop out during the year should be entered such brief explanation of causes as "III", "Deceased," "Dropped January 12," ect
8. When two or more subjects, not semestral, are combined in such a manner as to form a unit, the relative weight of each subject in accordance with the number of class periods devoted to it per week should be considered in determining the rating in that unit.
9. Final rating signifies the final rating in each subject, which may be either the last cumulative ratings or the average of the different periodical ratings in that subject
10. Action taken should be indicated in accordance with Circular No. 13, s. 1932; i.e., write "Passed" and "Failed" in full; write "Prom." for promoted and "Ret" for retained
11. Grades and promotion should be determine as follows:
 - (1) A final rating of C or 80 shall be required for promotion in each subject, whether this subject be academic, home economics, vocational, physical education, or special, and whether it be required, elective (substitute), or optional (additional)
 - (2) Ratings in semestral subjects should not be combined and should be indicated separately.
12. The April monthly enrollment recorded on this form should agree with the April monthly enrollment as it appears on CLSU Form 12.
13. Under "Total Number of Days of Attendance in Curriculum Year", indicate the total number of days the students has attended the curriculum year in the current proceeding schools years.
14. The sum of the ages of all students concerned should appear where "Total age of students" is called for. The total age of students under "April monthly enrollment" and "Number promoted" shall be sum of the ages as of April 1 of the current school year of only the students concerned. To find the age of a student as of April 1 for this form, add 3/4 to his age as of July 1 recorded in B.P.S. Form 1, School Register.

REFERENCES

- Circulars: Nos. 24 and 34, s 1928; 65, s. 1929; (13), 22, and 40. s1932; 23, s. 1933; 27, s. 1934; 8, 18, and 20, s. 1936, 46, s. 1937; 7, 19, 27, 37, and 44, s. 1938; 25, 51, and 60, s. 1939; and 26, s. 1940.
- Memorandums. Nos. 8, s. 1931; and 24 s. 1939.
- General Instructions: Nos. 10, s. 1923; and 13 s. 1925
- General Letter: August 22, 1939.
- Service Manual: Secs. 104, 110-112; and 115-116.