

Administrative Procedure 424

MONTHLY REPORTS

Background

Complete and accurate record-keeping is essential to the facilitation of student growth and learning. Reporting is an integral element in the total process.

Procedures

Teachers are required to complete class registers and forms. Teachers shall:

1. Accurately complete monthly summaries in the register.
2. Submit such summaries to the Principal in a format and time frame as required.
3. Record and submit other monthly data as required by the Principal.

Reference: Sections 85, 87, 108, 109, 110, 175, 231 Education Act