

BALTIMORE COUNTY, BOARD OF EDUCATION

SUPERINTENDENT OF SCHOOLS, Child Accounting

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1. DELAYED BIRTH REGISTRATION

Size: 8½" x 11"
Dates: 1959 - -
Quantity: 1 ring binder
File Arrangement: By pupil

The Delayed Birth Registration sheet is a mimeographed form prepared for the use of the school in forwarding information to the Board as proof of age for former students who need such information for Social Security purposes or in applications for employment. The form gives the names of the applicant, date of birth, school attended, dates, the names of parents, and the place of birth.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. PRINCIPAL'S AND TEACHER'S MONTHLY REPORTS

Form No.: 7155
Size: 8½" x 11"
Dates: 1952 - -
Quantity: 1 file drawer

This record is an attendance report giving the date and name of the principal or teacher, the name of the school and number, the district and county, the number of teachers and whether the school is white or colored, the record of attendance, the pupils entered or re-entered during the month, and the pupils withdrawn during the month. These reports are used to compile the Monthly Attendance Reports to

the State Department of Education.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. PRINCIPAL'S MONTHLY REPORT ON RELAY-SESSIONS AND/OR TEMPORARY QUARTERS.

Form No.: BEBco 60-58

Size: 8½" x 11"

Dates: 1952 - -

Quantity: 1 file drawer

File Arrangement: By school, then chronological

This is a record of half-day sessions and children in temporary quarters giving the date, the name of the principal and of the school, the grade and the number attending in the morning or afternoon. Temporary quarters are recorded by location and number of pupils attending. These reports are used to compile the Monthly Attendance Reports to the State Board of Education.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

4. MONTHLY ATTENDANCE REPORT TO STATE DEPARTMENT OF EDUCATION

Size: 8½" x 11"

Dates: 1952 - -

File Arrangement: Chronological

FORM NUMBER: A + F 9/55

A monthly report is made to the State Department of Education on total monthly attendance by type of school, giving the name of the County Superintendent and the date. This report is prepared from the Monthly Reports made by principals and teachers on attendance.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. PRINCIPAL'S AND TEACHER'S ANNUAL REPORT ON ENROLLMENT, ATTENDANCE, AND PROMOTIONS

Form No.: 7131

Size: 8½" x 11"

Dates: 1920-1921, 1939 - -

Quantity: 9 file drawers

File Arrangement: By school

The Annual Reports give the name of the county, the school and district number, the name of the principal and of the teacher, the annual enrollment and late entrants and withdrawals, the names of the pupils by sex and their attendance records, transportation statistics and the total promotions and nonpromotions by sex, and the cause of nonpromotions.

RECOMMENDATION: RETAIN PERMANENTLY.

6. SUMMARY OF ENROLLMENT, ATTENDANCE, AND PROMOTIONS

Form No.: Md. A & F 9/55
 Size: 8½" x 11" binder
 Dates: 1955 - -
 Quantity: 1 binders
 File Arrangement: Chronological

This file is composed of copies of State forms which are submitted by the Board to the Department of Education at the end of the school year, giving dates of opening and closing the school year, the date of preparation of the report, and summarizing enrollment, attendance and promotions by school.

- A - Enrollment
- B - Late entrants
- C-1 - Permanent withdrawals during the school year
- C-2 - Withdrawals during the school year who reenter
- D-1 - Annual attendance summary
- E - Transportation by number of pupils transported and not transported at public expense
- F-1 - Summary of promotions and non-promotions
- F-2 - Summary of Elementary pupils not promoted by causes of failure

This record is retained by the State Department of Education for a period of three years.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. FEDERAL SURVEY REPORT

Size: 8½" x 11"
 Dates: 1950 - -
 Quantity: 1 file drawer, 2 Remington Rand card trays
 File Arrangement: By school

The Federal Survey Report is a Pupil-Parent survey, by school, filled out by the parent or guardian giving the date of the survey, the name of the school, the names of each of the children in the family, date of birth, school attended, grade and homeroom number, address and phone number; if address is on Federal property, whether employed on Federal property, name of agency, location, and whether in military service, with the signature of the parent or guardian. Annually a survey is made pursuant to Public Law 874, 81st Cong. as amended (Federal) for the purpose of ascertaining the number of pupils who live on Federal property or whose parents are employed on Federal land. This survey enables the County Board of Education to participate in funds granted by the Federal Government for financial assistance to those school districts which provide education for pupils whose parents reside or work on Federal property. This information

also appears on Remington Rand punched cards (Item 9). The recommendation below conforms with that made for retention in the State Department of Education.

RECOMMENDATION: RETAIN THE REPORTS AND CARDS FOR THREE YEARS AND THEN DESTROY.

8. CENSUS OF HANDICAPPED CHILDREN

Size: 8 $\frac{1}{2}$ " x 11"
 Dates: 1958 - -
 Quantity: 3 Remington Rand card drawers
 File Arrangement: By name of pupil

This is an annual report, ^{put} on Remington Rand punched cards, ^(ITEM 9) made by the individual schools to the County Board giving the name of the school and of the principal, the names of the handicapped children, their sex, race and grade, date of birth, the present educational program and the type of handicap.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

9. SPECIAL REPORT FILE

Form No.: RR P - 11782
 Size: 3 $\frac{1}{2}$ " x 7 $\frac{3}{8}$ "
 Dates: 1958 - -
 Quantity: 10 Remington Rand card trays

The following special reports are put on Remington Rand cards by the Child Accounting Division:

Attendance Reports
 Data Bank
 Compiled information on Teachers
 Federal Survey (from the Federal Survey Report)
 Follow-up on Graduates from State Department of Education
 form # 158-2H
 Handicapped Census
 Rank in class (by individual)
 Dissemination of Guidance Information

- A. RECOMMENDATION: RETAIN DATA BANK PERMANENTLY.**
- B. RECOMMENDATION: RETAIN DISSEMINATION OF GUIDANCE INFORMATION UNTIL GRADUATION OF PUPIL, AND THEN DESTROY.**
- C. RECOMMENDATION: RETAIN ALL OTHER SPECIAL REPORTS FOR THREE YEARS AND THEN DESTROY.**