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### The Nature and use of Cumulative Records in Elementary Schools of Community Units in Cities of 10,000 or Less

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THE NATURE AND USE OF CUMULATIVE RECORDS IN ELEMENTARY  
SCHOOLS OF COMMUNITY UNITS IN CITIES OF 10,000 OR LESS  
(TITLE)

BY

Marie Owen

**PLAN B PAPER**

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR  
THE DEGREE MASTER OF SCIENCE IN EDUCATION  
AND PREPARED IN COURSE

Education 490

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY,  
CHARLESTON, ILLINOIS

1965

YEAR

I HEREBY RECOMMEND THIS PLAN B PAPER BE ACCEPTED AS  
FULFILLING THIS PART OF THE DEGREE, M.S. IN ED.

July 29, 1965  
DATE

[REDACTED]

ADVISER

July 29, 1965  
DATE

[REDACTED]

DEPARTMENT HEAD

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## CHAPTER I

### INTRODUCTION

In the past twenty-five years the cumulative record has become an important tool of the elementary teacher, as well as of the guidance worker. For this reason, it seems appropriate to present in this paper, a brief history of the use of the cumulative record, some necessary criteria for the selection and use of the cumulative record, together with samples of the types of records frequently in use today.

There is no intention to make this a complete study of the cumulative record. It will present rather a sampling of the nature and use of the cumulative record, as it is found in sixteen small school systems today.

For the sample records and other helpful information, I am indebted to many elementary school principals.

## CHAPTER II

### HISTORY OF THE CUMULATIVE RECORD, AND RELATED RESEARCH

Interest in the improvement of educational records came about with the beginning of the guidance movement. The main purpose in improving the early records was to provide more accurate information for national reports by means of uniformity in methods of record keeping.

The greatest incentive to the growth of interest in the cumulative record was furnished by the publication in June, 1928, of the report of the Committee on Personnel Methods of the American Council on Education. This report, prepared by Ben D. Wood, of Columbia University, presented the record form which came to be known as the American Council Cumulative Record Folder. Following the work of this committee, the American Council on Education published four cumulative record forms--a folder for college students, a card for elementary school pupils, a folder for high school students, and a card that could be used in either elementary or high school. About half a million of these record forms were distributed. In addition to these, many school systems developed records based on these forms.

One of the best known adaptations of the original American Council form is the cumulative record card devised by Eleanor Perry Wood and Winston B. Stevens in 1933 for the Educational Research Bureau. This card, planned to fit the ordinary letter size file, covers a six-year period, with a year's data given in a single column. This record is easy to understand and use, but is mainly a record of subjects, grades, credits, and test results.

Also, in the early years of research on the cumulative record, David Segel studied the records of 177 school systems. His study showed that 113 of the school systems had provision for elementary records, 87 for junior high records, and 136 for senior high records. Thirty-five had record forms which provided for records from elementary through senior high school. Segel also classified the items found on the records into categories and tabulated the frequency of occurrence of each type of item.

In 1940, the American Council on Education appointed a committee with Eugene Randolph Smith as chairman, for the purpose of revising cumulative record forms. The Smith committee prepared revisions which included cumulative record folders for junior and senior high schools, colleges, Grades 4, 5, and 6, and for primary grades. These folders were similar to the original ones, except that they placed less emphasis on subjects, credits, and grades, and more emphasis on behavior and personality.

From these studies have come the record forms in use in most schools today. Many schools have adapted portions of the American Council forms and the Educational Records Bureau forms, since these are not copyrighted.

Cumulative records, while not in universal use, are used in parts of Austria, France, the United Kingdom, and elsewhere. In France, many experimental types of records have been used. Most generally in use in France, in recent years, is a record in which the first part contains everything concerning the family, the second part contains health records, and the third part, a summary of school work. The fourth part contains aptitudes and teachers' remarks, and the fifth part an analysis of interests of students. It also includes a questionnaire concerning family, school, etc., to aid teachers in their observations.

In England, cumulative records may include anything from a record of school subjects to very comprehensive records of pupil progress. Usually they include a record of I. Q., special aptitudes, attainments in and out of school, interests, home background, health, and personality. At the end of primary school, the record is sent on to secondary school with the student, and is used in deciding what courses are to be taken in the secondary school.

In the United States, the name cumulative record was rarely mentioned before 1925 and has been commonly used only since 1930. This parallels a period of development of group testing in the public school and the beginning of elementary guidance programs.

Cumulative records, even though they originate from a vocational program, are in general intended to aid the teacher in fulfilling the task of the guidance of his own pupils.



## CHAPTER III

### METHOD AND TREATMENT OF DATA

The cumulative record has often been identified with the guidance program, particularly that of vocational guidance. Most school guidance programs require the development and maintenance of cumulative record systems. Too often, however, this has become an end in itself and is expected to be the answer to educational and vocational problems.

It is also found that many smaller school systems do not yet have guidance programs, or if they do have a guidance program, it is centered about the high school. While this may be necessary from a financial standpoint, it gives little or no consideration to the elementary school child, who may also be in need of help.

"From many points of view, the most crucial period of adjustment for individuals is in the elementary school years. Later education and adjustments must be superimposed upon the foundations laid in the early and formative years of a child's life. Also, the greatest number of children can be reached during the so-called primary years, since more of them are attending school during those years than in either preschool or later periods. Cumulative records furnish the basis for adjustment at the elementary level as well as for guiding the pupil in his later school career."<sup>1</sup>

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<sup>1</sup>Ethel Kawin, "Use of Records in the Elementary School," Nature and Use of the Cumulative Record, Bulletin No. 3, (1938), 16.

Although there are many variations, there seem to be four general types of records as follows:

1. A plain folder with perhaps only the student's name on the folder itself. Loose sheets containing information about the individual are placed inside the folder. There are no samples of this type included in this study.

2. A printed form--the form used by the Newman schools and included in this study is an example of this type.<sup>1</sup>

3. A printed form which serves as a file holder--important information about the individual is summarized on the printed form. Less important information is on loose sheets inside the folder. The form used by the Arcola schools is an example of this type.<sup>2</sup>

4. A printed form and a separate file with loose sheets, reports, samples of pupil's work, etc. This is the most elaborate of all types. Since only a small amount of information is included on some of the forms in this study, it is possible that they may be used along with such a separate file.

The main objection to the first and the last two types is that they too often become overloaded with unnecessary material. However, in the samples included in this study, it will be noted that a majority fall into these three types.

When selecting a record form, each school system should keep in mind its own particular needs. However, from the sample records and from the opinions of most authors and publishers herein considered, some of the

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<sup>1</sup> Appendix, p. 18.

<sup>2</sup> Appendix, p. 19.

basic principles of the cumulative record are given below.

1. The cumulative record should include only essential data.
2. Data should be continuous, cumulative, and organized by time sequence.
3. The cumulative record should point up significant trends.
4. The cumulative record should move with the child.
5. The cumulative record should be available to administrators, teachers, and specialists. However, it should be used in a professional manner, not as a public record.
6. The cumulative record should be easy to read and to reproduce (by photograph, for example).
7. The cumulative record should avoid duplication.

It has been commented by teachers and administrators that the first and last of these principles are the ones most often violated. The teacher may find the folder stuffed with miscellaneous and disorganized material. This may give the impression that since there is so much material about the child, that he is a "problem child". Or finding information may be too much bother and the teacher may stop there. Only information which is pertinent should be collected, and this should be organized and reviewed periodically so that it will be usable. The purpose of the record is defeated when teachers spend so much time collecting and searching through material that they do not have sufficient time to help the students with their problems.

In most school systems today, it is partly or entirely the job of the teacher to collect and record the information to be contained in the cumulative records. Since this is the case, it seems only fair that teachers should serve on committees to develop the record system which will be maintained by them. Introduction of any record system should come from a study

of the needs and values by the school staff. Once the record form has been selected, it should be introduced gradually, starting in the primary grades.

After a record system has been selected, and introduced into a system, consideration should be given to a permanent place for the records. In some schools, including the one in which I teach, records are kept in the classroom. In some schools, records are kept in the principal's office or in a workroom. In school systems where several people need to have access to the records, such as guidance personnel, school nurse, administrators, and others, it would seem best to have a center filing system, easily accessible to all.

The maintenance of the records must also be planned for. Perhaps additional clerical help will be needed. This, however, could pose a problem. The record system must be so administered as to observe ethical and professional standards in the handling of personal information. Some information must be treated very confidentially. For example, we might have in our schools pupils whose fathers have served prison terms. A knowledge of such facts frequently explains pupil behavior and needs, but should be considered confidential and perhaps not even recorded on the cumulative record. Such confidential information might be kept in a separate file which is not so easily accessible. A small sign on the cumulative record might indicate that someone else has added information.

When students drop out or graduate, records should be streamlined and placed in an inactive file. Such a record should be kept up to date for five years after the student has been out of high school.

The uses made of the cumulative record are many. As stated earlier, the cumulative record originally came into use through the guidance program.

The record remains an important tool of the counselor today. The counselor uses the cumulative record in diagnosing personal and social maladjustments and in planning their treatment, in guiding pupils toward vocational choices, and in recommending graduates to colleges or prospective employers.

The cumulative record is used by administrators in placing new and transfer students in courses to which they are suited, in setting up ability groups, in discovering the gifted so that special work may be recommended, and in appraising the work of the school and introducing modifications.

The cumulative record is used by university and college admission officers as one type of evidence on which to base decisions concerning admission of applicants.

In the elementary school today, perhaps, the record is of greatest use to classroom teachers, who may use it to get acquainted with pupils quickly and to plan instruction according to the abilities of the class. The teacher also uses the record to identify weaknesses of individual students and to plan treatment. The cumulative record is also used by teachers, and others as well, in planning and carrying out parent conferences.

After a record system has been put into use, it should be evaluated regularly by the staff. The check list which follows might be used in this evaluation.

1. Is the record a unified picture of the student and his position in the total school system?
2. Is it arranged in chronological order?
3. Have most teachers contributed to it?
4. Has repetition been eliminated?
5. Have important items been omitted?
6. Is there some personal information as well as data?
7. Is it clearly and legibly transferrable?
8. Has the record helped parents, teachers, and students?
9. Is the record used?

## CHAPTER IV

### FINDINGS OF THE STUDY

From the sixteen sample records collected here, the following items indicated by the topical headings which follow are generally included in the cumulative record.

#### 1. Preschool and entry data

Date of entry into school, name, sex, birthdate, and birthplace, along with proof of such to fulfill state or local requirements, name and address of parent or guardian and their occupation, and number of brothers and sisters are found here. Information about the child's preschool life may also be included in this section. Such items as his physical and emotional health, interests, social adjustment, ability to perform tasks, and important intellectual and personality factors would be found here. Some schools require a brief report from the parent to gain this information. For example, the parent might be asked to write a few sentences about the child's background, what they feel his problems in school might be, what he's like at home, and any other information the parent adds to be helpful. Even if they don't write anything, or they say they don't want to, this fact should go on the record as an interesting piece of information about the child's parents. Frequency with which the various

items of preschool information occur may be found in Table I.

TABLE I  
FREQUENCY OF OCCURRENCE OF PRESCHOOL AND ENTRY DATA

Item	Frequency
Name . . . . .	16
Birthplace . . . . .	14
Birthdate . . . . .	16
Number of siblings . . . . .	11
Proof of birth . . . . .	11
Race or nationality . . . . .	15
Home Conditions . . . . .	12
Address . . . . .	15
Telephone number. . . . .	15
Mother's name and occupation . . . . .	14
Father's name and occupation . . . . .	14
Color . . . . .	10
Sex . . . . .	16
Religion . . . . .	2
Educational attainment of parents . . . . .	5

## 2. Scholastic information

Grades, test records (achievement, mental, and special), school attendance, hobbies and interests, work experience, extra-curricular activities, honors, teacher remarks, autobiography, and a record of any other schools attended are included here. The latter record, along with any other accompanying information transferred by the other school, may

either be summarized and incorporated into the system's own record, or the transferred sheet or folder simply placed, as is, in the record. Frequency of occurrence of scholastic information may be found in Table II,

TABLE II

## FREQUENCY OF OCCURRENCE OF SCHOLARSHIP AND ACTIVITIES INFORMATION

Item	Frequency
Attendance . . . . .	16
Tardiness . . . . .	16
Grades, by subject and grade . . . . .	16
Extracurricular activities and honors. . . . .	13

and frequency of occurrence of test scores in Table III.

TABLE III

## FREQUENCY OF OCCURRENCE OF TEST SCORES

Item	Frequency
Achievement . . . . .	5
Reading . . . . .	3
Intelligence. . . . .	8
Special . . . . .	3
Space given for test results, but no specification as to kind . .	12

## 3. Health record

Some type of health record is necessary, as periodic examination by a doctor is now a part of our state health requirements. In some of the schools considered in this study, especially those which have school nurses,



this record is not a part of the cumulative record, but is kept separately in the office of the school nurse. However, most printed forms of the cumulative record have a section for health information. Therefore, we should consider briefly some of the health data which is usually included in these records. A history of past diseases and illnesses, a record of the results of a doctor's examination, and special note of any current defects which might affect the present physical or emotional behavior of the student are usually included. Vision, auditory, dental, and inoculation records are also included. Records of height and weight are usually made once or twice a year on the record. Five of the samples included in this study have a separate health card. These samples were all alike. They were either published by the Illinois Department of Public Health, or were locally printed copies of the Department's card. A copy of this card is included in the appendix. Table IV shows the frequency of occurrence of items of health information.

TABLE IV  
FREQUENCY OF OCCURRENCE OF HEALTH INFORMATION

Item	Frequency
Past illnesses . . . . .	14
Immunizations . . . . .	14
Dental . . . . .	14
Audio . . . . .	14
Vision . . . . .	14
Height and Weight . . . . .	15
Space for health comments by teacher or nurse . . . . .	15

#### 4. Follow up information

Follow up information considered in the records was brief. It included graduation or drop out date, college or special training entered, and the first job placement. Further information on follow up material may be found in Table V.

#### 5. Miscellaneous

Three of the records examined in this study contained separate cards kept within the record folder for recording basic reading test scores and basic readers completed. Frequency of occurrence of other miscellaneous items are considered in Table V.

TABLE V

FREQUENCY OF OCCURRENCE OF MISCELLANEOUS INFORMATION

Item	Frequency
Personality rating . . . . .	13
Follow up information	
Transcript sent. . . . .	7
College or special training entered. . . . .	11
First job placement. . . . .	7
Marriage . . . . .	1
Picture. . . . .	9
Anecdotal record or remarks. . . . .	15
High School record . . . . .	12

#### 6. Anecdotal records

In most of the records examined in this study, some space is given for the use of the anecdotal record. An anecdotal record is an explicit

note based on careful observation of behavior. When assembled over a period of time, anecdotal records should indicate a pattern of development and behavior. They may furnish clues for good methods of guidance. The observation should be written down as quickly as possible after the incident occurs. These observations should be as accurate as possible. The day, month, time of day, and duration of the observation should be noted. The notes should be precise and detailed. Personal opinions or guesses about a child's feelings should not be included.

Of the sixteen records examined for this study, three were of the single card type, six were the folder type, and seven were folders plus additional inserts.

## CHAPTER V

### CONCLUSIONS AND RECOMMENDATIONS

The statement was made in the beginning of this paper that it is not the intent to make this a complete study of cumulative records. Rather it is a study of a sampling of records used in small school systems of the community unit type. Upon this sampling the following brief conclusions are made.

1. Some type of cumulative record is considered to be helpful, if not essential, to the teacher, counselor, administrator, parent, and student.

2. The form of the record itself is not so important as the purpose and use of the record. In general, the record should follow the principles set forth in Chapter III, provided they fit the purpose which has been established.

3. A system of maintenance for the records should be established.

4. Schools which are considering the adopting of a cumulative record system should first establish the need for such a record. Then commercially printed records may be observed. It may well be that the school will wish to make up a record of its own for local printing. Whatever type of record is used, the cooperation of all of those people who use it is essential.

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# Permanent Record

## GRADE SCHOOL

Date of Birth \_\_\_\_\_ Girl \_\_\_\_\_ Boy \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Second \_\_\_\_\_  
 Date of Entrance \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Address \_\_\_\_\_  
 Parent or Guardian \_\_\_\_\_ Nationality of Father \_\_\_\_\_ Nationality of Mother \_\_\_\_\_ Occupation \_\_\_\_\_ Phone \_\_\_\_\_

SUBJECTS	1st Year		2nd Year		3rd Year		4th Year		5th Year		6th Year		7th Year		8th Year		STANDARD TEST RECORD								
	Sem. Yr.		Sem. Yr.		Sem. Yr.		Sem. Yr.		Sem. Yr.		Sem. Yr.		Sem. Yr.		Sem. Yr.		NAME OF TEST	Date	Age	Standard Score	Class Median	Pupils Score	I. Q.	E. Q.	A. Q.
	1	2	Av.	1	2	Av.	1	2	Av.	1	2	Av.	1	2	Av.	1									
Agriculture																									
Arithmetic																									
Art																									
Citizenship																									
Composition																									
Geography																									
Grammar																									
History U.S.																									
History St.																									
Language																									
Music																									
Physiology																									
Reading																									
Spelling																									
Science																									
Days Taught																									
Days on Roll																									
Days Pres.																									
Times Tardy																									

STUDENT ACTIVITIES				HEALTH RECORD												DISEASE HISTORY				
		POINTS		GRADES												DISEASE	Date	IMMUNIZATION	Date	
				K	1	2	3	4	5	6	7	8	9	10	11	12				
1st Year																	Diphtheria		Diphtheria	
2nd Year																	Influenza		D—Schick—Neg.	
3rd Year																	Measles		D—Schick—Pos.	
4th Year																	Mumps		Smallpox	
5th Year																	Pneumonia		Typhoid	
6th Year																	Smallpox			
7th Year																	Typhoid			
8th Year																	Scarlet Fever			
																	Chicken Pox			

Legend: S—Satisfactory; D—Defective  
 T—Treatment Recommended; C—Corrected

Withdraw \_\_\_\_\_ Reinstated \_\_\_\_\_ Graduated \_\_\_\_\_ Principal \_\_\_\_\_



NAME Last First Middle COLOR (W) (C) SEX (M) (F) (Check)

INSTRUCTION TO THE TEACHER: This card must be preserved. It may be passed along from school to school. If the child withdraws from school or the school is closed this record should be returned to the office of the Unit District Superintendent. The teacher is responsible for keeping these records, which should faithfully represent the teacher's best judgment of the pupil's work. After completing the 8th grade the card is to be returned to the Unit District Superintendent who shall introduce the system into each respective high school. Transcripts are to be made available to the pupil on request. THESE MARKS ENTERED ARE A PERMANENT RECORD OF THE CHILD'S SCHOOL HISTORY AND SHOULD BE ENTERED ON THE RECORD ONLY AFTER CAREFUL CONSIDERATION.

UNIVERSAL CUMULATIVE RECORD

ARCOLA - HINDSBORO COMMUNITY UNIT DISTRICT NO. 306

1. PERSONAL AND FAMILY HISTORY

BIRTH: Year Month Day Place
Number of Brothers: Older Younger Number of Sisters: Older Younger
Proof of Birth Race or Nationality
Home Conditions: Good Average Poor Date Graduated

Address: Telephone:
Parent's Name Occupation Nationality
Father
Mother
Guardian
Family Physician
\*If Father or Mother is dead give cause and year of death:
Pupil lives with:

THIS SPACE FOR PHOTOGRAPH OF CHILD

Age: Date:

2. ELEMENTARY SCHOLASTIC AND ATTENDANCE RECORD

Attendance and Academic Record - Grades 1 to 6 or 1 to 8. - Marking System: See Footnote

Table with columns for Name of School, Grade, School Year, Teacher, Attendance Statistics, Language Arts, Math, Social Studies, Natural Science, Fine Arts, and Practical Arts.

MARKING SYSTEM: A, excellent or to ; B, good or to ; C, average or to ; D, fair or to ; E, poor or to ; F failure or to . Letters or numerical grades may be used.

\*Cause of absence (1) Illness, (2) Work, (3) Travel, (4) Truancy, (5)

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### 3. SECONDARY SCHOLASTIC AND ATTENDANCE RECORD

High School Record — Grades 7 to 12 or 9 to 12

SEVENTH GRADE: Date 19 19			H. R. Teacher					
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor
			1st. Sem.	2nd. Sem.	Year			

Attendance	Date Entered	No. Days in School Yr.	Days Present	Days Absent	Chief Cause of Absence*	Times Tardy
------------	--------------	------------------------	--------------	-------------	-------------------------	-------------

NINTH GRADE: Date 19 19			H. R. Teacher					
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor
			1st. Sem.	2nd. Sem.	Year			

Attendance	Date Entered	No. Days in School Yr.	Days Present	Days Absent	Chief Cause of Absence*	Times Tardy
------------	--------------	------------------------	--------------	-------------	-------------------------	-------------

ELEVENTH GRADE: Date 19 19			H. R. Teacher					
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor
			1st. Sem.	2nd. Sem.	Year			

Attendance	Date Entered	No. Days in School Yr.	Days Present	Days Absent	Chief Cause of Absence*	Times Tardy
------------	--------------	------------------------	--------------	-------------	-------------------------	-------------

EIGHTH GRADE: Date 19 19			H. R. Teacher					
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor
			1st. Sem.	2nd. Sem.	Year			

Attendance	Date Entered	No. Days in School Yr.	Days Present	Days Absent	Chief Cause of Absence*	Times Tardy
------------	--------------	------------------------	--------------	-------------	-------------------------	-------------

TENTH GRADE: Date 19 19			H. R. Teacher					
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor
			1st. Sem.	2nd. Sem.	Year			

Attendance	Date Entered	No. Days in School Yr.	Days Present	Days Absent	Chief Cause of Absence*	Times Tardy
------------	--------------	------------------------	--------------	-------------	-------------------------	-------------

TWELFTH GRADE: Date 19 19			H. R. Teacher					
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor
			1st. Sem.	2nd. Sem.	Year			

Attendance	Date Entered	No. Days in School Yr.	Days Present	Days Absent	Chief Cause of Absence*	Times Tardy
------------	--------------	------------------------	--------------	-------------	-------------------------	-------------

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Authority for Birth Date \_\_\_\_\_

Last

First

Middle

Month

Day

Year

**ELEMENTARY RECORD K-8****OBJECTIVE TEST RECORDS K-8**

School										
School Year										
Date Entered										
Date Withdrawn										
Days Present										
Days Absent										
Times Tardy										
Grade	KDG	1	2	3	4	5	6	7	8	
School Citizenship										
Effort										
Social Adjustment										
Punctuality										
Reading										
Spelling										
Writing										
Arithmetic										
Language										
Social Studies										
Science										
Rec. Music										
Inst. Music										
Home & Ind. Art										
Art										
P. E. & Health										
Promoted To										
Placed In										
Retained In										
Teacher										

**MENTAL ABILITY TESTS**

Date	Grade	Chronological Age	Name of Test	Scores						

**ACHIEVEMENT TESTS**

Date	Grade	Form	Name of Test	Scores						

**SPECIAL TESTS**

Date	Grade	Form	Name of Test	Scores						

**EXPLANATION OF GRADE SYSTEM**  
 A—Excellent .....95-100    D—Below Average ..70-77  
 B—Above Average..87-94    F—Failing.....Below 70  
 C—Average .....78-86

This Record Certified  
 By: \_\_\_\_\_ Principal  
 On Completion of 8th Grade



**Public Schools**

**SOCIAL AND PERSONAL RECORD**

**Clinton, Illinois**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_  
 Last First Middle Month Day Year

Father living \*  Mother Living \* Living With: \*  Both Parents  Father  Mother  Stepfather  Stepmother  Legal Guardian  Others

Complete for Parents and or persons with whom Student is living.	NAME *	ADDRESS *	Phone *	SPECIAL REMARKS
	Father			
	Mother			

Other Children in Family (List in order with oldest first)

Others Living In Home \*

Relationship \*

NAME

Year born

NAME

Year born

Father's Occupation \*

Mother's Occupation \*

Vocational Experiences

Date

Kind of Work

Employer

Employed From:

To:

PERSONALITY

COMMENTS

\*—Subject to change—Fill in with Pencil.

# SCHOOL HEALTH RECORD

Disease History	Date	Immunization	Date	Date	Date	Date	Date	Date	Date
Chickenpox		Diphtheria							
Chorea		Scarlet Fever							
Diphtheria		Smallpox							
Encephalitis		Typhoid Fever							
German Measles		Whooping Cough							
Infantile Paralysis		Polio							
Measles		Other							
Mumps									
Pneumonia									
Rheumatic Fever		Tests	Date	Date	Date	Date	Date	Date	Date
Scarlet Fever		Dick							
Smallpox		Schick							
Typhoid		Tuberculin							
Undulant Fever		<b>PHYSICAL and DENTAL EXAMINATION CODE:</b> O—Satisfactory; 1X—Slight Defect; 2X—Attention Desired; 3 X—Immediate Attention.							
Whooping Cough									

Physical Exam. Date						RECOMMENDATIONS
Height						
Weight						
Nervous						
Posture						
Nutrition						
Skin						
Eyes						
Vision						
Ears						
Hearing						
Nose						
Throat						
Thyroid						
Glands						
Heart						
Lungs						
Orthopedic						
Physician's Name						

Dental Exam. Date						RECOMMENDATIONS
Cavities						
Malocclusion						
Gums						
Care Needed						
Dentist's Name						

NAME

PERMANENT RECORD

SCHOOL

Health Record by Years		1	2	3	4	5	6	7	8	Activities by Years		1	2	3	4	5	6	7	8	Photograph	
<b>CODE FOR PHYSICAL RECORD</b> O—No Defect X—Slight Defect XX—Defect Requiring Correction OO—Corrected	Age									Reading Circle											
	Height									Club Work											
	Weight									Jr. Red Cross-T. B. Seals											
	Eyes									Harmonica Band											
	Ears									Orchestra											
	Throat									Scouts											
	Nose									Debating											
	Skin									Dramatics											
	Teeth									Basket Ball											
	Heart									Volley Ball or Football											
Lungs									Baseball												
Posture																					
This section is for the child's communicable disease record. Check (✓) those diseases which the child has had.	Chicken Pox																			Honors or Office	
	Diphtheria									Tests-Scores-Profile-Yrs.	1	2	3	4	5	6	7	8			
	Infantile Paralysis									Kind:											
	Measles																				
	Middle Ear Infection																			Ageness:	
	Mumps																			O = Over	
	Pneumonia																			N = Normal	
	Scarlet Fever																			U = Under	
	Small Pox																				
	Tonsillitis																			Progress:	
Tuberculosis																			R = Rapid		
Typhoid Fever																			N = Normal		
Whooping Cough																			S = Slow		
									Citizenship Traits-Yrs.	1	2	3	4	5	6	7	8	Remarks:			
Immunizations	Dates		Age		Cooperation																
Small Pox																					
Diphtheria																					
Schick Test																					
P—Positive																					
—Negative																					

Check Deformities Blind  Deaf  Crippled  Speech Defects

Form 114-E Model Pub. Co., St. Louis

Compiled by County Superintendents' Records and Report Committee

Altamont

NAME

PERMANENT RECORD Race Sex

(Last Name)										(Other Names)										SCHOOLS ATTENDED AND CHANGE OF ADDRESS	
Date of Birth																					
Place of Birth																					
Parent or Guardian																					
Dropped										Transferred											
Entered										Graduated											

ATTENDANCE AND SCHOLARSHIP IN

SCHOOLS

	Year	19____			19____			19____			19____			19____			19____			19____			19____			Enter Transferred Credits In Red Ink
	Grade	1			2			3			4			5			6			7			8			
		1st Sem.	2nd Sem.	Yr.	1st Sem.	2nd Sem.	Yr.	1st Sem.	2nd Sem.	Yr.	1st Sem.	2nd Sem.	Yr.	1st Sem.	2nd Sem.	Yr.	1st Sem.	2nd Sem.	Yr.	1st Sem.	2nd Sem.	Yr.	1st Sem.	2nd Sem.	Yr.	
Days Present																									Rank in	
Days Absent																									Class	
Times Tardy																									No. in Class	
Department																									System of Marking:	
Science	Agriculture																									
	Arithmetic																									
	El. Science																									
Fine Arts	Art																									
	Literature																									
	Music																									
Language Arts	Reading																									
	Lang. & Grammar																									
	Spelling																									
	Writing																									
Social Studies	History																									
	Civics																									
	Geography																									
Rec. Arts	Health																									
	Phys. Education																									
	Safety																									
Guidance	Guidance																									Other Information:
Scholarship Average																										
Promoted																										
Teachers																										





Name \_\_\_\_\_

Address \_\_\_\_\_ Home Telephone \_\_\_\_\_ Sex  M  F

Parent \_\_\_\_\_ Business Address \_\_\_\_\_ Occupation of Parent \_\_\_\_\_

Nationality of Father \_\_\_\_\_ Educational Status \_\_\_\_\_ Nationality of Mother \_\_\_\_\_ Educational Status \_\_\_\_\_

Birthplace of Father \_\_\_\_\_ of Mother \_\_\_\_\_ Home Conditions G     P

Date of Pupil's Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Date Graduated \_\_\_\_\_ Color: White  Black

**ATTENDANCE AND SCHOLARSHIP RECORD**

**ELEMENTARY SCHOOL**

Credit Accepted From \_\_\_\_\_

School (In Red Ink) \_\_\_\_\_

Year	Date of Admission	Age Sept. 1	Teacher	Days Present	Times Tardy	Agricul- ture	Arith- metic	El. Science	Art	Liter- ature	Music	Reading	Lang. & Gram.	Spelling	Writing	History	Civics	Geog- raphy	Health	Physical Education	Safety			Outside Reading in English _____			
																								Book Reports Per Year			
																										Number of Books Read:	
																										First Year _____	
																										Second Year _____	
																										Third Year _____	
																										Fourth Year _____	
																										Fifth Year _____	
																										Sixth Year _____	
																										Seventh Year _____	
																							Readings = Eighth Year				

Transferred from	Remarks:	Author	Title
School _____ date _____			
School _____ date _____			
Entered This System _____ date _____			

**JUNIOR HIGH SCHOOL**

Credit Accepted From \_\_\_\_\_ (In Red Ink)

Grade Seven Year 19\_\_19\_\_ Grade Eight Year 19\_\_19\_\_ Grade Nine Year 19\_\_19\_\_

Subject	Teacher	1st	2nd	Cr.	Subject	Teacher	1st	2nd	Cr.	Subject	Teacher	1st	2nd	Cr.	Ninth Grade					
Days Present					Days Present					Days Present										
Total Credit					Total Credit					Total Credit										

**SENIOR HIGH SCHOOL**

Credit Accepted From \_\_\_\_\_

School (In Red Ink) \_\_\_\_\_

Grade Ten Year 19\_\_19\_\_ Grade Eleven Year 19\_\_19\_\_ Grade Twelve Year 19\_\_19\_\_

Subject	Teacher	1st	2nd	Cr.	Subject	Teacher	1st	2nd	Cr.	Subject	Teacher	1st	2nd	Cr.	Outside Reading in English Book Reports Required a Year	
															Author: _____	Title _____
Tenth Grade																
Days Present					Days Present					Days Present					Eleventh Grade	
Total Credit					Total Credit					Total Credit						
Total Credit at Graduation					Number in Senior Class					Senior Class Rank						

Transferred from	Remarks:
School _____ date _____	
School _____ date _____	
Entered This System _____ date _____	

**MENTAL TEST RECORD**

**ACHIEVEMENT TEST RECORD**

TEST	Form	Date	Score	C.A.	M.A.	I.Q.	% Rank	TEST	Form	Date	Test Norm.	Pupil's Score	E.A.	C.A.	A.Q.	School Grade	% Rank	Twelfth Grade	

<p>To determine C. A. as of Sept. 1, any year          Birthday Jan. 1 to May 31, add ½ year          Birthday June 1 to Nov. 30, neither add nor subtract          Birthday Dec. — subtract ½ year</p>	<p><b>CODE</b>          C.A. Actual Age in years          M.A. Mental Age          I.Q. Intelligence Quotient          E.A. Educational Age          A.Q. Accomplishment Quotient</p>	<p>High School Requirement met in Mo. Const. Law of 1947          Date _____ Score _____ %          High School Requirement met in U. S. Const., Am. Hist. and Inst. Law of 1947          Date _____ Score _____ %</p>	<p><b>Miscellaneous Information</b></p>
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Greenwell

NAME COLOR (W) (C) SEX (M) (F) NAME

Last First Middle (Check) Last First Middle (Check)

4. SCHOOL HEALTH RECORD

Grade	VISION TEST				
	UNCORRECTED VISUAL ACCUITY		CORRECTED VISUAL ACCUITY		GLASSES ADVISED OR RECEIVED
	R	L	R	L	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

ILLNESS	DATE AND REMARKS
CHICKEN POX	
DIPHTHERIA	
GERMAN MEASLES	
MEASLES	
MUMPS	
WHOOPING COUGH	
POLIOMYELITIS	
SCARLET FEVER	
SMALLPOX	
TYPHOID FEVER	
PNEUMONIA	
EAR INFECTIONS	
TONSILLITIS	
EPILEPSY	
INJURIES	
SURGERY	
DIABETES	
ALLERGY	
TUBERCULOSIS	
RHEUMATIC FEVER	

MEDICAL HISTORY					
DISEASE	IMMUNITY STATUS (Enter Dates)				
	BASIC	BOOSTER DOSES			
TETANUS					
DIPHTHERIA					
WHOOP'G COUGH					
TYPHOID FEVER					
SMALL POX					
POLIO #	1	2	3	4	
TESTS	Ng. or Ps.				
SCHICK					
DICK					
T-B TEST					
X-RAY					
Contact WITH TUBERCULOSIS					
OTHER HISTORY (Including Emotional and Social)					

DATE	HEARING TESTS					
	GROUP SCREENING		INDIVIDUAL TEST		REFERRED	TREATMENT RECEIVED
	R	L	R	L		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

PHYSICAL EXAMINATION (See Code Below)					
DATE	GRADE				
		NEUROLOGICAL			
		POSTURE			
		NUTRITION			
		SKIN			
		HAIR—SCALP			
		EYES			
		EARS			
		NOSE			
		THROAT			
		MOUTH BREATHING			
		SPEECH DEFECT			
		HEIGHT			
		WEIGHT			
		THYROID			
		LYMPH GLANDS			
		HEART			
		LUNGS			
		CHEST			
		ABDOMEN			
		HERNIA			
		ORTHOPEDIC			
		GENERAL APPEARANCE			
		URINALYSIS			
		BLOOD COUNT			

DENTAL EXAMINATIONS					
DATE	GRADE				
		UNFILLED CARIOUS TEETH	DECIDUOUS		
			PERMANENT		
		EXTRACTIONS APPARENTLY INDICATED	DECIDUOUS		
			PERMANENT		
		EVIDENCE OF DENTAL CARE			
		PROPHYLAXIS NEEDED			
		ORTHODONTIST EXAMINATION NEEDED			
		DENTAL ATTENTION NEEDED			
		PARENT PRESENT			
		DENTAL RECOMMENDATIONS (X-Ray, Sodium Fluoride):			
		MEDICAL RECOMMENDATIONS (Effect on School Activities):			

DATE	HEIGHT AND WEIGHT RECORD						
	SEPT.		FEB.		APRIL		NORMAL WEIGHT
	WT.	HT.	WT.	HT.	WT.	HT.	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							



**5. PERSONALITY RATING RECORD**

SERIOUSNESS OF PURPOSE	K	1	2	3	4	5	6	7	8	9	10	11	12	THIS SPACE TO BE USED FOR COMMENTS BY ANY TEACHER:	
Industry															
Initiative															
Personal Appearance															
Influence															
Concern for Others															
Responsibility															
Emotional Stability															

**6. STANDARD TEST RECORD**

SCHOOL	GRADE	DATE	NAME OF TEST	FORM	SCORE	C. A.	M. A.	I. Q.	STAND. NORM.	CITY NORM.	GRADE EQ. OR RANK	REMARKS

**7. EXTRA CURRICULAR ACTIVITIES AND HONORS**

YEAR	ORGANIZATION OR EVENT	SPONSOR	OFFICE OR HONOR	YEAR	ORGANIZATION OR EVENT	OFFICE OR HONOR	YEAR	SPORT	AMT. PLAYED	AWARD	YEAR	SPORT	AMT. PLAYED	AWARD

**8. GRADUATE AND POST GRADUATE HISTORY**

GRADUATION RECORD				SUMMARY OF HIGH SCHOOL CREDITS				POST GRADUATE HISTORY																			
SCHOOL	Date	No. in Class	Rank in Class	English	Social Studies	Mathematics	Science	Languages	Commercial	Agriculture	Home Making	Industrial Arts	Physical Education	Industrial Arts	Physical Education	Art	Music	Transcript	Date	Sent To	Date	Follow Up:	College Entered	Course	Vocation	Remarks:	
Sixth Grade																											
Eighth Grade																											
Junior High																											
Senior High																											

**9. SUPPLEMENTARY REMARKS ON INTERESTS, HOBBIES, ATTITUDES**

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INSPECTION MARKING CODE:   
 = No observable defect.   
 = Defect.   
 X = Corrected.   
 O = Irremediable

Name \_\_\_\_\_

*Highland*

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Sex  M  F

Parent \_\_\_\_\_

Business Address \_\_\_\_\_

Occupation of Parent \_\_\_\_\_

Nationality of Father \_\_\_\_\_

Educational Status \_\_\_\_\_

Nationality of Mother \_\_\_\_\_

Educational Status \_\_\_\_\_

Birthplace of Father \_\_\_\_\_

of Mother \_\_\_\_\_

Home Conditions G     P

Date of Pupil's Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Date Graduated \_\_\_\_\_

Color: White  Black

**ATTENDANCE AND SCHOLARSHIP RECORD**

**ELEMENTARY SCHOOL**

Credit Accepted From \_\_\_\_\_

School (In Red-Ink) \_\_\_\_\_

Year	Date of Admission	Age Sept. 1	Teacher	Days Present	Times Tardy	Agriculture	Arithmetic	El. Science	Art	Literature	Music	Reading	Lang. & Gram.	Spelling	Writing	History	Civics	Geography	Health	Physical Education	Safety	Outside Reading in English _____	Book Reports Per Year _____	Number of Books Read:
																								First Year _____
																								Second Year _____
																								Third Year _____
																								Fourth Year _____
																								Fifth Year _____
																								Sixth Year _____
																								Seventh Year _____

Readings = Eighth Year \_\_\_\_\_

Transferred from \_\_\_\_\_

Remarks: \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

School \_\_\_\_\_ date \_\_\_\_\_

School \_\_\_\_\_ date \_\_\_\_\_

Entered This System \_\_\_\_\_ date \_\_\_\_\_

**JUNIOR HIGH SCHOOL**

Credit Accepted From \_\_\_\_\_ (In Red Ink)

Grade Seven Year 19\_\_ 19\_\_

Grade Eight Year 19\_\_ 19\_\_

Grade Nine Year 19\_\_ 19\_\_

Subject	Teacher	1st	2nd	Cr.	Subject	Teacher	1st	2nd	Cr.	Subject	Teacher	1st	2nd	Cr.	Ninth Grade	
Days Present					Days Present					Days Present						
Total Credit					Total Credit					Total Credit						





Name \_\_\_\_\_

Highland

Address \_\_\_\_\_ Home Telephone \_\_\_\_\_ Sex  M  F

Parent \_\_\_\_\_ Business Address \_\_\_\_\_ Occupation of Parent \_\_\_\_\_

Nationality of Father \_\_\_\_\_ Educational Status \_\_\_\_\_ Nationality of Mother \_\_\_\_\_ Educational Status \_\_\_\_\_

Birthplace of Father \_\_\_\_\_ of Mother \_\_\_\_\_ Home Conditions G     P

Date of Pupil's Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Date Graduated \_\_\_\_\_ Color: White  Black

ATTENDANCE AND SCHOLARSHIP RECORD

ELEMENTARY SCHOOL Credit Accepted From \_\_\_\_\_ School (In Red Ink)

Year	Date of Admission	Age Sept. 1	Teacher	Days Present	Times Tardy	Agriculture	Arithmetic	El. Science	Art	Literature	Music	Reading	Lang. & Gram.	Spelling	Writing	History	Civics	Geography	Health	Physical Education	Safety	Outside Reading in English	Book Reports Per Year	Number of Books Read:
																								First Year _____
																								Second Year _____
																								Third Year _____
																								Fourth Year _____
																								Fifth Year _____
																								Sixth Year _____
																								Seventh Year _____
																						Readings = Eighth Year		

Transferred from	Remarks:	Author	Title
School _____ date _____			
School _____ date _____			
Entered This System _____ date _____			

JUNIOR HIGH SCHOOL Credit Accepted From \_\_\_\_\_ (In Red Ink)

Grade Seven Year 19\_\_19\_\_ Grade Eight Year 19\_\_19\_\_ Grade Nine Year 19\_\_19\_\_

Subject	Teacher	1st	2nd	Cr.	Subject	Teacher	1st	2nd	Cr.	Subject	Teacher	1st	2nd	Cr.	Ninth Grade	
Days Present					Days Present					Days Present						
Total Credit					Total Credit					Total Credit						

Last First Middle

(Check)

(F) NAME

COLOR (W) (C)

SEX (M) (F)

Last First Middle

(Check)

PUPIL'S CUMULATIVE

*Trescola*

4. SCHOOL HEALTH RECORD

DATE OF TEST	VISION TEST				GLASSES ADVISED OR RECEIVED
	UNCORRECTED VISUAL ACUITY		CORRECTED VISUAL ACUITY		
	R	L	R	L	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

ILLNESS	DATE AND REMARKS
CHICKEN POX	
DIPHTHERIA	
GERMAN MEASLES	
MEASLES	
MUMPS	
WHOOPING COUGH	
POLIOMYELITIS	
SCARLET FEVER	
SMALLPOX	
TYPHOID FEVER	
PNEUMONIA	
EAR INFECTIONS	
TONSILLITIS	
EPILEPSY	
INJURIES	
SURGERY	
DIABETES	
ALLERGY	
TUBERCULOSIS	
RHEUMATIC FEVER	

MEDICAL HISTORY					
DISEASE	IMMUNITY STATUS (Enter Dates)				
	BASIC	BOOSTER DOSES			
TETANUS					
DIPHTHERIA					
WHOOP'G COUGH					
TYPHOID FEVER					
SMALL POX					
POLIO #	1	2	3	4	
TESTS	Ng. or Ps.				
SCHICK					
DICK					
T-B TEST					
X-RAY					
Contact WITH TUBERCULOSIS					
OTHER HISTORY (Including Emotional and Social)					

DATE	HEARING TESTS				REFERRED	TREATMENT RECEIVED
	GROUP SCREENING		INDIVIDUAL TEST			
	R	L	R	L		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

PHYSICAL EXAMINATION (See Code Below)					
DATE	GRADE				
	NEUROLOGICAL				
	POSTURE				
	NUTRITION				
	SKIN				
	HAIR—SCALP				
	EYES				
	EARS				
	NOSE				
	THROAT				
	MOUTH BREATHING				
	SPEECH DEFECT				
	HEIGHT				
	WEIGHT				
	THYROID				
	LYMPH GLANDS				
	HEART				
	LUNGS				
	CHEST				
	ABDOMEN				
	HERNIA				
	ORTHOPEDIC				
	GENERAL APPEARANCE				

DENTAL EXAMINATIONS					
DATE	GRADE				
UNFILLED CARIOUS TEETH	DECIDUOUS				
	PERMANENT				
EXTRACTIONS APPARENTLY INDICATED	DECIDUOUS				
	PERMANENT				
EVIDENCE OF DENTAL CARE					
PROPHYLAXIS NEEDED					
ORTHODONTIST EXAMINATION NEEDED					
DENTAL ATTENTION NEEDED					
PARENT PRESENT					
DENTAL RECOMMENDATIONS (X-Ray, Sodium Fluoride):					
MEDICAL RECOMMENDATIONS (Effect on School Activities):					

DATE	HEIGHT AND WEIGHT RECORD						
	SEPT.		FEB.		APRIL		NORMAL WEIGHT
	WT.	HT.	WT.	HT.	WT.	HT.	
1							
2							
3							
4							
5							
6							
7							
8							
9							

PUPIL'S CUMULATIVE HEALTH AND SCHOLARSHIP RECORD

1. PERSONAL AND FAMILY HISTORY

BIRTH: Year Month Day Place Address: Telephone: Number of Brothers: Older Younger Number of Sisters: Older Younger Proof of Birth Race or Nationality Home Conditions: Good Average Poor Date Graduated ENTRANCE AND WITHDRAWAL RECORD Date Entered Grade School Date of Withdrawal Cause of Withdrawal Parent's Name Occupation Nationality Father Mother Guardian Family Physician \*If Father or Mother is dead give cause and year of death: Pupil lives with:

THIS SPACE FOR PHOTOGRAPH OF CHILD Age: Date:

2. ELEMENTARY SCHOLASTIC AND ATTENDANCE RECORD

Attendance and Academic Record - Grades 1 to 6 or 1 to 8. - Marking System: See Footnote

Table with columns: Name of School, Grade, School Year, Teacher, ATTENDANCE STATISTICS (Total Days Attendance, Total Days Absent, Times Tardy), LANGUAGE ARTS (Reading, Writing, Spelling, Language), MATH. (Arithmetic), SOCIAL STUDIES (Geography, U. S. History, Civics, State History, Morals and Manners), NATURAL SCIENCE (Physiology, Health and Safety, Agriculture, Science), FINE ARTS (Music, Picture Study, Drawing, Physical Education, Industrial Arts)

MARKING SYSTEM: A, excellent or to; B, good or to; C, average or to; D, fair or to; E, poor or to; F, failure or to.

Letters or numerical grades may be used.

\*Cause of Absence (1) Illness, (2) Work, (3) Travel, (4) Truancy, (5)

Form 420-Thomas Randolph Co., Champaign, Ill.

3. SECONDARY SCHOLASTIC AND ATTENDANCE RECORD

High School Record - Grades 7 to 12 or 9 to 12

SEVENTH GRADE: Date 19 19 H. R. Teacher SUBJECTS No. Weeks No. Periods Weekly MARKS (1st Sem, 2nd Sem, Year) Credits Teacher Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor ATTENDANCE (Attendance, Date Entered, No. Days in School Yr., Days Present, Days Absent, Chief Cause of Absence, Times Tardy) EIGHTH GRADE: Date 19 19 H. R. Teacher SUBJECTS No. Weeks No. Periods Weekly MARKS (1st Sem, 2nd Sem, Year) Credits Teacher Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor ATTENDANCE (Attendance, Date Entered, No. Days in School Yr., Days Present, Days Absent, Chief Cause of Absence, Times Tardy) NINTH GRADE: Date 19 19 H. R. Teacher SUBJECTS No. Weeks No. Periods Weekly MARKS (1st Sem, 2nd Sem, Year) Credits Teacher Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor ATTENDANCE (Attendance, Date Entered, No. Days in School Yr., Days Present, Days Absent, Chief Cause of Absence, Times Tardy) TENTH GRADE: Date 19 19 H. R. Teacher SUBJECTS No. Weeks No. Periods Weekly MARKS (1st Sem, 2nd Sem, Year) Credits Teacher Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor ATTENDANCE (Attendance, Date Entered, No. Days in School Yr., Days Present, Days Absent, Chief Cause of Absence, Times Tardy) ELEVENTH GRADE: Date 19 19 H. R. Teacher SUBJECTS No. Weeks No. Periods Weekly MARKS (1st Sem, 2nd Sem, Year) Credits Teacher Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor ATTENDANCE (Attendance, Date Entered, No. Days in School Yr., Days Present, Days Absent, Chief Cause of Absence, Times Tardy) TWELFTH GRADE: Date 19 19 H. R. Teacher SUBJECTS No. Weeks No. Periods Weekly MARKS (1st Sem, 2nd Sem, Year) Credits Teacher Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor ATTENDANCE (Attendance, Date Entered, No. Days in School Yr., Days Present, Days Absent, Chief Cause of Absence, Times Tardy)

5. PERSONALITY RATING RECORD

SERIOUSNESS OF PURPOSE	K	1	2	3	4	5	6	7	8	9	10	11	12	THIS SPACE TO BE USED FOR COMMENTS BY ANY TEACHER:
Industry														
Initiative														
Personal Appearance														
Influence														
Concern for Others														
Responsibility														
Emotional Stability														

6. STANDARD TEST RECORD

SCHOOL	GRADE	DATE	NAME OF TEST	FORM	SCORE	C. A.	M. A.	I. Q.	STAND. NORM.	CITY NORM.	GRADE EQ. OR RANK	REMARKS

7. EXTRA CURRICULAR ACTIVITIES AND HONORS

YEAR	ORGANIZATION OR EVENT	SPONSOR	OFFICE OR HONOR	YEAR	ORGANIZATION OR EVENT	OFFICE OR HONOR	YEAR	SPORT	AMT. PLAYED	AWARD	YEAR	SPORT	AMT. PLAYED	AWARD

8. GRADUATE AND POST GRADUATE HISTORY

GRADUATION RECORD				SUMMARY OF HIGH SCHOOL CREDITS				POST GRADUATE HISTORY					
SCHOOL	Date	No. In Class	Rank in Class	English	Industrial Arts	Physical Education	Art	Transcript	Date	Sent To	Date	College Entered	Course
Sixth Grade				Social Studies	Physical Education	Art	Music						
Eighth Grade				Mathematics	Art			Follow Up:					
Junior High				Science	Music			Remarks:					
Senior High				Languages									
				Commercial									
				Agriculture									
				Home Making									
				Industrial Arts									
				Physical Education									

9. SUPPLEMENTARY REMARKS ON INTERESTS, HOBBIES, ATTITUDES

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INSPECTION MARKING CODE: O = No observable defect.  
 X = Defect.  
 X = Corrected.  
 V = Irremediable.

10	BLOOD COUNT	OTHER	PARENT PRESENT
11			
12			

**INSTRUCTION TO THE TEACHER:** This card must be preserved. It may be passed along from school to school. If the child withdraws from school or the school is closed this record should be returned to the City Superintendent of Schools' office. The teacher is responsible for keeping these records, which should faithfully represent the teacher's best judgment of the pupil's work. Transcripts are to be made available to the pupil on request. THESE MARKS ENTERED ARE A PERMANENT RECORD OF THE CHILD'S SCHOOL HISTORY AND SHOULD BE ENTERED ON THE RECORD ONLY AFTER CAREFUL CONSIDERATION.

# PUPIL'S CUMULATIVE HEALTH AND SCHOLARSHIP RECORD

COMMUNITY UNIT SCHOOL DISTRICT NO. 1  
CARLYLE, ILLINOIS

Issued by  
Superintendent's Office

## 1. PERSONAL AND FAMILY HISTORY

**BIRTH:** Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Place \_\_\_\_\_

Number of Brothers: Older \_\_\_\_\_ Younger \_\_\_\_\_ Number of Sisters: Older \_\_\_\_\_ Younger \_\_\_\_\_

Proof of Birth \_\_\_\_\_ Race or Nationality \_\_\_\_\_

Home Conditions: Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_ Date Graduated \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent's Name	Occupation	Nationality
Father		
Mother		
Guardian		

Date Entered	Grade	School	Date of Withdrawal	Cause of Withdrawal

Family Physician \_\_\_\_\_

\*If Father or Mother is dead give cause and year of death: \_\_\_\_\_

Pupil lives with: \_\_\_\_\_

THIS SPACE FOR PHOTOGRAPH OF CHILD

Age: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. ELEMENTARY SCHOLASTIC AND ATTENDANCE RECORD

Attendance and Academic Record — Grades 1 to 6 or 1 to 8. — Marking System: See Footnote

Name of School	Grade	School Year	Teacher	ATTENDANCE STATISTICS			LANGUAGE ARTS				MATH.	SOCIAL STUDIES				NATURAL SCIENCE			FINE ARTS																
				Total Days Attendance	Total Days Absent*	Times Tardy	Reading	Writing	Spelling	Language	Arithmetic	Geography	U. S. History	Civics	State History	Morals and Manners	Physiology, Health and Safety	Agriculture	Science	Music	Picture Study	Drawing	Physical Education	Industrial Arts											



4. SCHOOL HEALTH RECORD

Grade		VISION TEST				GLASSES ADVISED OR RECEIVED	MEDICAL HISTORY															
		UNCORRECTED VISUAL ACUITY		CORRECTED VISUAL ACUITY			ILLNESS	DATE AND REMARKS	IMMUNITY STATUS (Enter Dates)				TESTS									
DATE OF TEST		R	L	R	L																	
		1																				
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12																						

HEARING TESTS						
DATE	GROUP SCREENING		INDIVIDUAL TEST		REFERRED	TREATMENT RECEIVED
	R	L	R	L		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

HEIGHT AND WEIGHT RECORD							
DATE	SEPT.		FEB.		APRIL		NORMAL WEIGHT
	WT.	HT.	WT.	HT.	WT.	HT.	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

INSPECTION MARKING CODE:- O = No observable defect.  
 X = Defect.  
 Circled X = Corrected.  
 V = Irremediable

9. SUPPLEMENTARY REMARKS ON INTERESTS, HOBBIES, ATTITUDES

SCHOOL	Date	No. In Class	Rank	SUMMARY OF HIGH SCHOOL CREDITS							POST GRADUATE HISTORY		
				English	Social Studies	Mathematics	Science	Languages	Commercial	Agriculture			
Senior High													
Junior High													
Eighth Grade													
Sixth Grade													

8. GRADUATE AND POST GRADUATE HISTORY

YEAR	ORGANIZATION OR EVENT	SPONSOR	OFFICE OR HONOR	YEAR	ORGANIZATION OR EVENT	OFFICE OR HONOR	YEAR	ORGANIZATION OR EVENT	OFFICE OR HONOR	YEAR	SPORT	AMT. PLAYED	AWARD

7. EXTRA CURRICULAR ACTIVITIES AND HONORS

YEAR	ORGANIZATION OR EVENT	OFFICE OR HONOR	YEAR	ORGANIZATION OR EVENT	OFFICE OR HONOR	YEAR	SPORT	AMT. PLAYED	AWARD

6. STANDARD TEST RECORD

SCHOOL	GRADE	DATE	NAME OF TEST	FORM	SCORE	C. A.	M. A.	I. Q.	STAND. NORM.	CITY NORM.	GRADE EQ. OR RANK	REMARKS

5. PERSONALITY RATING RECORD

SERIOUSNESS OF PURPOSE	INITIATIVE	PERSONAL APPEARANCE	INFLUENCE	CONCERN FOR OTHERS	RESPONSIBILITY	EMOTIONAL STABILITY
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

THIS SPACE TO BE USED FOR COMMENTS BY ANY TEACHER:

(F) NAME  
Last First Middle (Check)

COLOR (W) (C) SEX (M) (F)

Last First Middle (Check)

INSTRUCTION TO THE TEACHER: This card must be preserved. It may be passed along from school to school. If the child withdraws from school or the school is closed this record should be returned to the City Superintendent of Schools' office. The teacher is responsible for keeping these records, which should faithfully represent the teacher's best judgment of the pupil's work. Transcripts are to be made available to the pupil on request. THESE MARKS ENTERED ARE A PERMANENT RECORD OF THE CHILD'S SCHOOL HISTORY AND SHOULD BE ENTERED ON THE RECORD ONLY AFTER CAREFUL CONSIDERATION

# PUPIL'S CUMULATIVE HEALTH AND SCHOLARSHIP RECORD

COMMUNITY UNIT SCHOOL DISTRICT NO. 1  
CARLYLE, ILLINOIS

Issued by  
Superintendent's Office

1. PERSONAL AND FAMILY HISTORY

<b>BIRTH:</b> Year Month Day Place	Address: Telephone:			
Number of Brothers: Older Younger Number of Sisters: Older Younger				
Proof of Birth Race or Nationality				
Home Conditions: Good Average Poor Date Graduated				
ENTRANCE AND WITHDRAWAL RECORD				
Date Entered	Grade	School	Date of Withdrawal	Cause of Withdrawal

Parent's Name	Occupation	Nationality	
Father			*
Mother			*
Guardian			
Family Physician			
*If Father or Mother is dead give cause and year of death:			

THIS SPACE FOR  
PHOTOGRAPH OF CHILD

Age: Date:

2. ELEMENTARY SCHOLASTIC AND ATTENDANCE RECORD

Attendance and Academic Record — Grades 1 to 6 or 1 to 8. — Marking System: See Footnote

Name of School	Grade	School Year	Teacher	ATTENDANCE STATISTICS			LANGUAGE ARTS				MATH.	SOCIAL STUDIES					NATURAL SCIENCE			FINE ARTS											
				Total Days Attendance	Total Days Absent*	Times Tardy	Reading	Writing	Spelling	Language	Arithmetic	Geography	U. S. History	Civics	State History	Morals and Manners	Physiology, Health and Safety	Agriculture	Science	Music	Picture Study	Drawing	Physical Education	Industrial Arts							

MARKING SYSTEM: A, excellent or \_\_\_ to \_\_\_; B, good or \_\_\_ to \_\_\_; C, average or \_\_\_ to \_\_\_; D, fair or \_\_\_ to \_\_\_; E, poor or \_\_\_ to \_\_\_; F, failure or \_\_\_ to \_\_\_ Letters or numerical grades may be used.  
 \*Cause of Absence (1) Illness, (2) Work, (3) Travel, (4) Truancy, (5) \_\_\_\_\_  
 Form 420—Thomas Randolph Co., Champaign, Ill.





## SCHOOL HEALTH RECORD

DISEASES HISTORY		CHICKEN POX	DIPHTHERIA	WHOOPIING COUGH	DIABETES	EPILEPSY	MEASLES	MUMPS	RHEUMATIC FEVER	SCARLET FEVER	REPEATED SORE THROAT	ASTHMA HAY FEVER	POLIOMYELITIS	SERIOUS ACCIDENT	OPERATIONS																		
Date															1.																		
IMMUNIZATIONS		SMALL POX SCAR	DIPHTHERIA	WHOOPIING COUGH	TYPHOID	TETANUS	SODIUM FLUORIDE DATES			CHEST X-RAY	TUBERCULIN TEST	DICK TEST	SCHICK TEST	HANDEDNESS																			
Date															2.																		
															R. L.																		
															3.																		
Year	Grade	Age	Height	Weight	Nutrition	Nervous Symptoms	Posture	Spine	Feet	Skin Scalp	Nose Obstruction	Throat	Glands	Heart		LUNGS			Genitals	Hernia	Ears		Eyes			Speech	Urinalysis	TEETH					
														Murmur	Rhythm	Blood Pressure	Percussion	Auscultation			R	L	R	L	B			Glasses Date	Gums	Malocclusion	CAVITIES		
																															Temp.	Perm.	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	K																																
	1.																																
	2.																																
	3.																																
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	7.																																
	8.																																
	9.																																
	10.																																
	11.																																
	12.																																

INSPECTION MARKING CODE  
 O-OBSERVABLE DEFECTS DOCTOR'S SIGNATURE \_\_\_\_\_ 19 DENTIST'S SIGNATURE \_\_\_\_\_ 19  
 X-SLIGHT DEFECT DOCTOR'S SIGNATURE \_\_\_\_\_ 19 DENTIST'S SIGNATURE \_\_\_\_\_ 19  
 2X-NEEDS CORRECTION DOCTOR'S SIGNATURE \_\_\_\_\_ 19 DENTIST'S SIGNATURE \_\_\_\_\_ 19  
 3X-IMMEDIATE ATTENTION DOCTOR'S SIGNATURE \_\_\_\_\_ 19 DENTIST'S SIGNATURE \_\_\_\_\_ 19  
 V-IRREMIABLE DOCTOR'S SIGNATURE \_\_\_\_\_ 19 DENTIST'S SIGNATURE \_\_\_\_\_ 19  
 Detail in space below any defect using code No. in column heading.

DATE	CODE	OBSERVATIONS	RECOMMENDATIONS

Remarks: \_\_\_\_\_

Civic activities \_\_\_\_\_

Marriage \_\_\_\_\_

Work \_\_\_\_\_

Other schools attended \_\_\_\_\_

Special honors in college \_\_\_\_\_

Scholastic Record in College \_\_\_\_\_

Graduation date \_\_\_\_\_

Course \_\_\_\_\_

College entered \_\_\_\_\_ Date \_\_\_\_\_

Transcript sent to \_\_\_\_\_ Date \_\_\_\_\_

### POST GRADUATE HISTORY

EMPLOYMENT RECORD (in school)	
Names and addresses of employers	Jobs student has had outside of school
1.	Employers opinion of student
2.	
3.	
4.	

SHELBYVILLE COMMUNITY UNIT SCHOOLS  
 SHELBYVILLE, ILLINOIS

NAME \_\_\_\_\_

BASIC READING TEST  
 to accompany  
 BEFORE WE READ

	fifties edition										sixties edition													
	Date given	age	Sentence meaning	Sensory Imagery	Relationships	Emotional Reaction	Generalization	Visual Scrutiny	Word Meaning	Phonetic Analysis	Word Analysis	Structural Analysis	Dictionary Skills	Total Score	Rating	Sentence Meaning	Sensory Images	Motives	Relationships	Visual Perception	Auditory Perception			
WE READ PICTURES															I	II	III	IV	V	VI				
WE READ MORE PICTURES																								
BEFORE WE READ																								
THREE PAPER-PLIERS																								
FUN WITH DICK AND JANE																								
OUR NEW NEIGHBORS																								
FRIENDS AND NEIGHBORS																								
MORE FRIENDS AND NEIGHBORS																								
STREETS AND ROADS																								
MORE STREETS AND ROADS																								
	TOTAL																							
	RATING																							









Name \_\_\_\_\_

Photo

PERMANENT RECORD CARD

Grade Progress														Ageness		O - N - U		Progress		R - N - S	
Years	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__	19__		
Grade																					

Activity Progress														Citizenship Progress						Any Special Record:			
Activity - 7th Yr.	Office				Initiative	Contribution	Interest	Dependability	Skill	Personal Conduct	Sociability	Leadership	Cooperation	Code:		7th Yr.		8th Yr.			9th Yr.		
	President	Vice-Pres.	Secretary	Treasurer										1 Good	2 Fair	3 Poor	1 Good	2 Fair	3 Poor		First Sem.	Second Sem.	First Sem.
Activity - 8th Yr.																							
Activity - 9th Yr.																							
Activity - 10th Yr.																							
Activity - 11th Yr.																							
Activity - 12th Yr.																							

Record in College or University:

Dropped School - Date:

Reason:



Payton

Color (W) (C) Sex (M) (F)

Last Name First Middle Check

CUMULATIVE RECORD

(NAME OF SCHOOL)

Mfd. Exclusively by

CAMPBELL PRODUCTS CO., 207 W. GREEN, URBANA, ILL.

Form containing fields for DATE OF BIRTH, PLACE OF BIRTH, TUITION, Name of Parent or Guardian, Address, Telephone, Color, Nationality, Living with Pupil, Education, Occupation or Profession, and various checkboxes for parental status and economic status.

ADDRESS RECORD—CITY

ADDRESS RECORD—NON-RESIDENT

EXTRA—CURRICULAR ACTIVITIES

Large table with columns for No., Street, Grade in School, City, R.R. or St., Grade in School, Activity, Check Year (7-12), Position, Notable Accomplishments, and Credits or Points. Includes sub-sections for WITHDRAWAL RECORD, GRADUATION FACTS, RE-ENTRY RECORD, and FUTURE PLANS.

21

Payton

Color (W) (C) Sex (M) (F) Check

Last Name First Middle Check

ANNUAL RATING ELEMENTARY GRADES 1-6\*

Table with columns for Name of School, Grade, School Year, Name of Teacher, Study Habits, Citizenship, Spelling, Reading, Writing, Arithmetic, English, Geography, History, Physiology, Music, Art, Days Present, Days Absent, Chief Cause of Absence, Times Tardy, Total School Days in Yr., Quartile, Number in Class, and Special Interest or Aptitude of Child.

SEVENTH GRADE\* DATE 19 19 H.R. TEACHER 4

Table for Seventh Grade with columns for Subjects, Marks (1st, 2nd, Year), Repeat Marks, Date, Study Habits, Citizenship, Special Ability, Ed. or Vocational Suggestions, Attendance (7th, Repeat), Date Entered, No. Days in School Year, Days Present, Days Absent, Chief Cause of Absence, Times Tardy.

EIGHTH GRADE\* DATE 19 19 H.R. TEACHER 4

Table for Eighth Grade with columns for Subjects, Marks (1st, 2nd, Year), Repeat Marks, Date, Study Habits, Citizenship, Special Ability, Ed. or Vocational Suggestions, Attendance (8th, Repeat), Date Entered, No. Days in School Year, Days Present, Days Absent, Chief Cause of Absence, Times Tardy.

NINTH GRADE\* DATE 19 19 H.R. TEACHER 4

Table for Ninth Grade with columns for Subjects, No. Wks., No. Periods Weekly, Marks (1st, 2nd, Year), Credits, Study Habits, Citizenship, Special Ability, Ed. or Vocational Suggestions, Attendance (Date Entered, No. Days in School Year, Days Present, Days Absent, Chief Cause of Absence, Times Tardy).

AGE \_\_\_\_\_ DATE \_\_\_\_\_

\* MARKING SYSTEM

- A-Excellent; B-Good; C-Fair; D-Poor, yet passing; E-Failing; Inc.-Incomplete. A credit indicates one semester's work. 1. Cause of absence (1) Illness, (2) Work, (3) Travel, (4) Truancy, (5) ... 2. STUDY HABITS and CITIZENSHIP GRADES should be based on judgment of teacher giving the subject; S-Superior; N-Normal; I-Inferior. 3. Citizenship is a composite rating on traits. 4. Last Home Room Teacher should be named.

TENTH GRADE\* DATE 19 19 H.R. TEACHER 4

Table for Tenth Grade with columns for Subjects, Marks (1st, 2nd, Year), Credits, Study Habits, Citizenship, Special Ability, Ed. or Vocational Suggestions, Attendance (Date Entered, No. Days in School Year, Days Present, Days Absent, Chief Cause of Absence, Times Tardy).

ELEVENTH GRADE\* DATE 19 19 H.R. TEACHER 4

Table for Eleventh Grade with columns for Subjects, Marks (1st, 2nd, Year), Credits, Study Habits, Citizenship, Special Ability, Ed. or Vocational Suggestions, Attendance (Date Entered, No. Days in School Year, Days Present, Days Absent, Chief Cause of Absence, Times Tardy).

TWELFTH GRADE\* DATE 19 19 H.R. TEACHER 4

Table for Twelfth Grade with columns for Subjects, Marks (1st, 2nd, Year), Credits, Study Habits, Citizenship, Special Ability, Ed. or Vocational Suggestions, Attendance (Date Entered, No. Days in School Year, Days Present, Days Absent, Chief Cause of Absence, Times Tardy).

REPEAT or EXTRA SUBJECTS DATE 19 19 H.R. TEACHER 4

Table for Repeat or Extra Subjects with columns for Subjects (S) Summer School, Date Taken, X-Extra, R-Repeat, No. of Weeks, No. of Periods Weekly, Marks (1st, 2nd, Year), Credits, Study Habits, Citizenship, Special Ability, Ed. or Vocational Suggestions, Attendance (Date Entered, No. Days in School Year, Days Present, Days Absent, Chief Cause of Absence, Times Tardy).

PHOTOGRAPH

EDUCATIONAL, APTITUDE and INTELLIGENCE TESTS

Table for Educational, Aptitude and Intelligence Tests with columns for School, Grade, Date, Name of Test, Form, Score, C.A., M.A., I.Q., Stand. Norm., City Norm., Grade Eq. or Rank, and Remarks.

TRAIT RATING

GRADE AND HIGH SCHOOL HISTORY

TRAIT	GRADES						J. H. S.		SENIOR H. S.				THIS SPACE TO BE USED FOR COMMENTS BY ANY TEACHER	
	K	1	2	3	4	5	6	7	8	9	10	11		12
Courtesy														
Cooperation														
Judgment														
Leadership														
Personal Appearance														
Reliability														
Resourcefulness														
Self Control														

S—Superior N—Normal I—Inferior

HEALTH RECORD—ELEMENTARY AND SECONDARY SCHOOLS

Date of Examination—Grade																RECORD of DISEASES and AGE of PUPIL							
Age in Years and Months																Age	Age	Age	Age	Age	Age		
Structural	Height in Inches																Scarlet Fever	Chicken Pox	Chorea				
	Weight in Lbs.																Measles	Diphtheria	Rheumatism				
	Enter N—Norm. or %+ or %-																Ger. Measles	Mumps	Tonsilitis				
	Growth N—Norm. R—Retarded																Wh. Cough	Typhoid	Influenza				
	Posture																Small Pox	Poliomyelitis	Pneumonia				
Deformities																							
Organic	Eyes R—Right L—Left	R	L	R	L	R	L	R	L	R	L	R	L	R	L	R	L	THIS PUPIL HAS HAD: Vaccination Against Small Pox—When? _____ Successful: Yes <input type="checkbox"/> No <input type="checkbox"/> Repeated When? _____ Successful: Yes <input type="checkbox"/> No <input type="checkbox"/> Schick Test for Diphtheria—Result: Positive <input type="checkbox"/> Negative <input type="checkbox"/> Inoculations Against Diphtheria—When? _____ Inoculations Against Typhoid Fever—When? _____ Tuberculin Test—When? _____ Type: Van Pirquet <input type="checkbox"/> Mantoux <input type="checkbox"/> Result _____ Dick Test for Scarlet Fever—Result: Positive <input type="checkbox"/> Negative <input type="checkbox"/> Other Tests and Preventatives _____ Goiter Prevention Taken in Grades 1-2-3-4-5-6-7-8-9-10-11-12 (Check) _____ Home Contacts with Tuberculosis, if any _____ _____ Operations _____ Notes on Communicable Diseases _____ _____					
	Ears R—Right L—Left	R	L	R	L	R	L	R	L	R	L	R	L	R	L	R	L						
	Teeth T—Temp. P—Perm.																						
	Skin																						
	Nose																						
	Throat																						
	Lungs																						
	Heart																						
	Nervous Symptoms																						
	Lymph Nodes																						
	Endocrines																						
	Digestive Organs																						
Kidneys																							
Nutrition																							
Speech Defects																							
Examined by P—Physician																							
Inspected by N—Nurse T—Teach.																							

POST GRADUATE HISTORY

EMPLOYMENT RECORD			COLLEGE RECORD				Name of College	
			CHECK IF CREDITS SENT	1st YEAR	2nd YEAR	3rd YEAR	4th YEAR	
			AVERAGE					
			Course Entered	Date Entered	Graduation Date	Degree	Honors	
VOCATION ENTERED AFTER LEAVING H. S. OR COLLEGE								

SUPPLEMENTARY REMARKS

NAME \_\_\_\_\_ COLOR (W) (C) \_\_\_\_\_ SEX (M) (F) \_\_\_\_\_  
Last First Middle (Check)

INSTRUCTION TO THE TEACHER: This card must be preserved. It may be passed along from school to school. If the child withdraws from school, this record should be retained in the school of last enrollment. Efficient pupil accounting is a factor in the determination of recognition for the school. It is a professional duty of the teacher to record the pupil's School History. After completion of the 8th grade the card goes to the High School permanently.

### PUPIL'S CUMULATIVE RECORD - Fayette County

SCHOOL DIST. NO. 202

\_\_\_\_\_, ILLINOIS

*St. Elmo, Ill.*

#### 1. PERSONAL AND FAMILY HISTORY

BIRTH: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Place \_\_\_\_\_

Number of Brothers: Older \_\_\_\_\_ Younger \_\_\_\_\_ Number of Sisters: Older \_\_\_\_\_ Younger \_\_\_\_\_

Proof of Birth \_\_\_\_\_ Race or Nationality \_\_\_\_\_

Home Conditions: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent's Name	Occupation	Nationality
Father		*
Mother		*
Guardian		

Family Physician \_\_\_\_\_

\*If Father or Mother is dead give cause and year of death: \_\_\_\_\_

Pupil lives with: \_\_\_\_\_

THIS SPACE FOR PHOTOGRAPH OF CHILD

Age: \_\_\_\_\_ Date: \_\_\_\_\_

#### 2. ELEMENTARY SCHOLASTIC AND ATTENDANCE RECORD

Attendance and Academic Record—Grades 1 to 6 or 1 to 8.—Marking System: See Footnote

Name of School	Grade	School Year	Teacher	ATTENDANCE STATISTICS			LANGUAGE ARTS				MATH.	SOCIAL STUDIES				NATURAL SCIENCE			FINE ARTS					
				Total Days Attendance	Total Days Absent*	Times Tardy	Reading	Writing	Spelling	Language		Arithmetic	Geography	U. S. History	Civics	State History	Morals and Manners	Physiology, Health and Safety	Agriculture	Science	Music	Picture Study	Drawing	Physical Education

30

MARKING SYSTEM: A, excellent or \_\_\_\_ to \_\_\_\_; B, good or \_\_\_\_ to \_\_\_\_; C, average or \_\_\_\_ to \_\_\_\_; D, fair or \_\_\_\_ to \_\_\_\_; E, poor or \_\_\_\_ to \_\_\_\_; F, failure or \_\_\_\_ to \_\_\_\_ Letters or numerical grades may be used.

\*Cause of Absence (1) Illness, (2) Work, (3) Travel, (4) Truancy, (5) \_\_\_\_\_

#### 3. SECONDARY SCHOLASTIC AND ATTENDANCE RECORD — High School Record — Grades 7 to 12 or 9 to 12



SEVENTH GRADE: Date 19 19						H. R. Teacher				
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor		
			1st. Sem.	2nd. Sem.	Year					

Attendance_____	Date Entered _____	No. Days in School Yr. _____	Days Present _____	Days Absent _____	Chief Cause of Absence* _____	Times Tardy _____
-----------------	--------------------	------------------------------	--------------------	-------------------	-------------------------------	-------------------

NINTH GRADE: Date 19 19						H. R. Teacher				
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor		
			1st. Sem.	2nd. Sem.	Year					

Attendance_____	Date Entered _____	No. Days in School Yr. _____	Days Present _____	Days Absent _____	Chief Cause of Absence* _____	Times Tardy _____
-----------------	--------------------	------------------------------	--------------------	-------------------	-------------------------------	-------------------

ELEVENTH GRADE: Date 19 19						H. R. Teacher				
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor		
			1st. Sem.	2nd. Sem.	Year					

Attendance_____	Date Entered _____	No. Days in School Yr. _____	Days Present _____	Days Absent _____	Chief Cause of Absence* _____	Times Tardy _____
-----------------	--------------------	------------------------------	--------------------	-------------------	-------------------------------	-------------------

EIGHTH GRADE: Date 19 19						H. R. Teacher				
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor		
			1st. Sem.	2nd. Sem.	Year					

Attendance_____	Date Entered _____	No. Days in School Yr. _____	Days Present _____	Days Absent _____	Chief Cause of Absence* _____	Times Tardy _____
-----------------	--------------------	------------------------------	--------------------	-------------------	-------------------------------	-------------------

TENTH GRADE: Date 19 19						H. R. Teacher				
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor		
			1st. Sem.	2nd. Sem.	Year					

Attendance_____	Date Entered _____	No. Days in School Yr. _____	Days Present _____	Days Absent _____	Chief Cause of Absence* _____	Times Tardy _____
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TWELFTH GRADE: Date 19 19						H. R. Teacher				
SUBJECTS	No. Weeks	No. Periods Weekly	MARKS			Credits	Teacher	Special Ability, Ed. or Vocational Suggestions by H. R. Teacher or Counselor		
			1st. Sem.	2nd. Sem.	Year					

Attendance_____	Date Entered _____	No. Days in School Yr. _____	Days Present _____	Days Absent _____	Chief Cause of Absence* _____	Times Tardy _____
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5. PERSONALITY RATING RECORD														
SERIOUSNESS OF PURPOSE	K	1	2	3	4	5	6	7	8	9	10	11	12	THIS SPACE TO BE USED FOR COMMENTS BY ANY TEACHER
Industry														
Initiative														
Personal Appearance														
Influence														
Concern for Others														
Responsibility														
Emotional Stability Behavior														
Social Behavior														



EFFINGHAM COMMUNITY UNIT NO. 40 SCHOOL RECORD

EXPLANATION OF SCHOLARSHIP MARKINGS

Markings—Grades 1-6

Markings—Grades 7-8

E—Excellent

A—Excellent

S—Satisfactory

B—Above Average

U—Unsatisfactory

C—Average

D—Below Average

E—Failure

(PUPIL'S LAST NAME)

(FIRST NAME)

(MIDDLE NAME)

ELEMENTARY ACHIEVEMENT RECORD

Table with columns for School Year, Name of School, Name of Teacher, Grade, Attendance, and Scholarship. Includes sub-columns for various subjects and metrics.

TEST RECORD

† Total Score for Lee Clark—0-23 Low, 24-40 Low Average, 41-51 High Average, 52-64 High
\* Letter Rating for Metropolitan—A-Superior, B-High Normal, C-Average, D-Low Normal, E-Poor Risk

Table with columns for Name of Test, Form, Date Given, Chron. Age, Actual Grade, Mental Age, IQ, Total Score, Grade Place, % Rank, Letter Rating, Teacher, Name of Test, Form, Date Given, Chron. Age, Actual Grade, Mental Age, IQ, Total Score, Grade Place, % Rank, Letter Rating, Teacher.

Last First Middle

EFFINGHAM HIGH SCHOOL ACHIEVEMENT RECORD

Table with columns for Year, Subjects, No. of Weeks, No. Rec. per Week, Length of Rec., Grades (First Semester, Second Semester), Final Grade, Credits, Attendance (Fresh, Soph, Jr, Sr), No. of days school in session, No. of days present, No. of days absent, Cases of tardiness, Remarks, Principal, Date of Graduation.



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## EXPLANATIONS AND DIRECTIONS

### Permanent Records

**I. Census Information**

To be filled in from enrollment cards, census cards, and/or by contacting parents.

**II. Home Record**

To be answered with yes, no numbers, or letters. (For examples on education—H.S., 7th, etc.)

**III. Remarks**

To be used as necessary and as teacher sees fit. Any remarks should be dated and initialed by the recording teacher.

If a lengthy or anecdotal type remark seems justified it should be recorded on a loose sheet, also dated and initialed or signed.

**IV. Citizenship: Habits and Attitudes**

This section must be completed for each year/grade. Give it due consideration. Markings are indicated.

**V. Special Honors and Awards**

State contest, District awards, School honors, etc.

**VI. Extra Curricular Activities: Self-explanatory**

**VII. Elementary Achievement Record**

Attendance to be taken from register. Explanation of markings in upper right hand corner. Fill in completely each year—both years in case of retention.

**VIII. Test Record**

This form is arranged to conform with results obtained from Cal. Achievement total scores. Use only Mental age, chronological age and I.Q. from Mental Maturity or I.Q. tests. Be certain to show name of test, form used, date administered, and teacher administering.

Upper left gives explanation of markings for Metropolitan & Lee Clark tests.

On back of folder is table for grade placement at time of testing.

Chronological age is pupil's age in years and months at date of testing.

Profile sheet from each test to be separated from test booklet and inserted loose-leaf in this folder.

TABLE 2. Grade Placement at Time of Testing

Date of Testing	SEPT. 1- SEPT. 15	SEPT. 16- OCT. 15	OCT. 16- NOV. 15	NOV. 16- DEC. 15	DEC. 16- JAN. 15	JAN. 16- FEB. 15	FEB. 16- MAR. 15	MAR. 16- APR. 15	APR. 16- MAY 15	MAY 16- JUNE 15
Grade Placement	.0	.1	.2	.3	.4	.5	.6	.7	.8	.9



Name: .....

Year — Grade Teacher	Achievement in Subject Development	Social and Emotional Development	Mental Ability and Effort	Interests	Other Significant Data, Pictures, Enclosures, Home Conditions
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					
19..... Grade ..... ..... Teacher					

# CLASS RECORD SHEET

## Iowa Tests of Basic Skills

Grade \_\_\_\_\_ Semester (1st or 2nd) \_\_\_\_\_ Date \_\_\_\_\_ Form \_\_\_\_\_

City, or District \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Teacher \_\_\_\_\_

Names of Pupils	SEX	AGE	TEST V			TEST R			TEST L				TEST W			TEST A		COMPOSITE V, R, L, W, A
	(Write B or G)		Vocabulary	Reading Comprehension	Spelling	Capitalization	Punctuation	Usage	TOTAL TEST L	Map Reading	Reading Graphs and Tables	Knowledge and Use of Reference Materials	TOTAL TEST W	Arithmetic Concepts	Arithmetic Problem Solving	TOTAL TEST A		
			V	R	L-1	L-2	L-3	L-4	L	W-1	W-2	W-3	W	A-1	A-2	A	C	



NAME \_\_\_\_\_ SEX \_\_\_\_\_ [M] \_\_\_\_\_ [F] \_\_\_\_\_ FAMILY PHYSICIAN \_\_\_\_\_  
LAST FIRST MIDDLE (CHECK)

## PUPIL'S CUMULATIVE RECORD — VANDALIA COMMUNITY SCHOOLS

Kindergarten Through Sixth Grade  
**PERSONAL AND FAMILY HISTORY**

DATE OF BIRTH \_\_\_\_\_ PLACE \_\_\_\_\_ PROOF \_\_\_\_\_

PARENT'S NAME	OCCUPATION
FATHER	
MOTHER	
STEP-PARENT	
GUARDIAN	
PUPIL LIVES WITH	

ADDRESS	PHONE	YEAR

**SIBLINGS**

NAME	DATE OF BIRTH

**ENTRANCE AND WITHDRAWAL RECORD**

GRADE	ENTERED FROM — MOVED TO	DATE ENTERED	DATE DROPPED

### ELEMENTARY SCHOLASTIC AND ATTENDANCE RECORD

NAME OF SCHOOL	GRADE	YEAR	TEACHER	READING	PENMANSHIP	SPELLING	LANGUAGE	ARITHMETIC	SOCIAL STUDIES	HEALTH & PE	SCIENCE	ART	MUSIC	BAND								DAYS PRESENT	DAYS ABSENT	TIMES TARDY	HEIGHT	WEIGHT	*DISPOSITION		
		19 -19																											
		19 -19																											
		19 -19																											
		19 -19																											
		19 -19																											
		19 -19																											
		19 -19																											
		19 -19																											
		19 -19																											

33

# TESTING RECORD

NAME \_\_\_\_\_

### READINESS TESTS

GRADE	DATE	NAME OF TEST	FORM	AGE		SUBTEST SCORES						LETTER RATINGS			%ILE TOTAL READINESS	
				YRS.	MOS.	WORD MEANING	SENTENCES	INFORMATION	MATCHING	NUMBERS	COPYING	READING READINESS	NUMBER READINESS	TOTAL READINESS		

### ACHIEVEMENT TESTS

GRADE	DATE	NAME OF TEST	FORM	READING						ARITHMETIC						LANGUAGE						TOTAL TEST									
				VOCAB- ULARY		COMPRE- HENSION		TOTAL READING		REASONING		FUNDA- MENTALS		TOTAL ARITH.		MECH. OF ENGLISH		SPELLING		TOTAL LANGUAGE		G.P.	%ILE								
				G.P.	%ILE	G.P.	%ILE	G.P.	%ILE	G.P.	%ILE	G.P.	%ILE	G.P.	%ILE	G.P.	%ILE	G.P.	%ILE	G.P.	%ILE			G.P.	%ILE	G.P.	%ILE				

### INTELLIGENCE TESTS

GRADE	DATE	NAME OF TEST	FORM	C.A.	M. A.			I. Q.			%ILE RANK FOR C.A. TOTAL MENTAL
					LANGUAGE	NON- LANGUAGE	TOTAL MENTAL	LANGUAGE	NON- LANGUAGE	TOTAL MENTAL	

SIX GRADE	FIVE GRADE	FOUR GRADE	THREE GRADE	TWO GRADE	ONE GRADE	KINDERGARTEN
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**ANECDOTAL RECORD**

This space is to be used to record information concerning effort, cooperation, dependability, etc., which might be helpful to other teachers in working with this child. The name of the teacher and the date should be recorded with each entry.


Fold Here

**PERTINENT HEALTH and EMOTIONAL PROBLEMS**

This space should be used to note any knowledge of health problems, such as diabetes, epilepsy, heart condition, special physical handicap, etc., and any emotional problems which would require special handling. Please record your name and the date with each entry.


Fold Here

NAME \_\_\_\_\_ SEX [M] [F] BIRTH DATE \_\_\_\_\_ FAMILY PHYSICIAN \_\_\_\_\_  
 LAST FIRST MIDDLE  
 (CHECK)

# PUPIL'S CUMULATIVE RECORD — VANDALIA COMMUNITY SCHOOLS

## JUNIOR HIGH

PARENT'S NAME	OCCUPATION
FATHER	
MOTHER	
STEP-PARENT	
GUARDIAN	
PUPIL LIVES WITH	

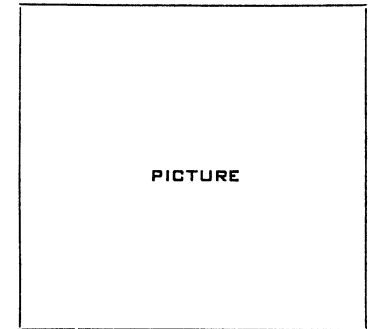
ADDRESS	PHONE	YEAR

ENTRANCE RECORD		
ENTERED FROM	GRADE	DATE

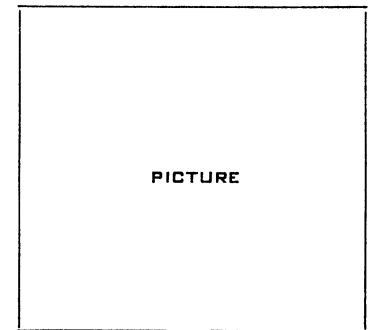
WITHDRAWAL RECORD		
CAUSE	GRADE	DATE

### SCHOLASTIC and ATTENDANCE RECORD

GRADE	YEAR	LANGUAGE ARTS	ARITHMETIC	SOCIAL STUDIES	ART	SCIENCE	HEALTH & PE	MUSIC	BAND									DAYS PRESENT	DAYS ABSENT	TIMES TARDY	*DISPOSITION	
		19	-19																			
19	-19																					
19	-19																					
19	-19																					



19\_\_\_\_ - 19\_\_\_\_



19\_\_\_\_ - 19\_\_\_\_

Marking System: A, excellent; B, good; C, average; D, below average but passing; F, failing.  
 \* P, promoted (passing grades) T, transferred to next grade (failing grades);  
 R, retained (failing grades).



# SCHOOL HEALTH RECORD

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NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SEX M F RACE \_\_\_\_\_  
SCHOOL \_\_\_\_\_ ENTRY DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_ ENTRY DATE \_\_\_\_\_  
SCHOOL \_\_\_\_\_ ENTRY DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_ ENTRY DATE \_\_\_\_\_  
PA \_\_\_\_\_ OR \_\_\_\_\_  
GUARDIAN \_\_\_\_\_ ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ OCCUPATION \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
FAMILY \_\_\_\_\_ FAMILY \_\_\_\_\_  
PHYSICIAN \_\_\_\_\_ PHONE \_\_\_\_\_ DENTIST \_\_\_\_\_ PHONE \_\_\_\_\_

## MEDICAL HISTORY

ILLNESS	DATE AND REMARKS
CHICKEN POX	
DIPHTHERIA	
GERMAN MEASLES	
MEASLES	
MUMPS	
WHOOPIING COUGH	
POLIOMYELITIS	
SCARLET FEVER	
SMALLPOX	
TYPHOID FEVER	
PNEUMONIA	
EAR INFECTIONS	
TONSILLITIS	
EPILEPSY	
INJURIES	
SURGERY	
DIABETES	
ALLERGY	
TUBERCULOSIS	
RHEUMATIC FEVER	

IMMUNITY STATUS (ENTER DATES)			
DISEASE	BASIC	STIMULATING	TEST
DIPHTHERIA			
TETANUS			XXX
WHOOPIING COUGH			XXX
SMALLPOX		RE	XXX
SCARLET FEVER		RE	
TYPHOID FEVER			XXX

TUBERCULIN TEST NEG \_\_\_\_\_ POS \_\_\_\_\_  
CHEST X-RAY \_\_\_\_\_ NEXT DUE \_\_\_\_\_  
CONTACT WITH TUBERCULOSIS \_\_\_\_\_

OTHER HISTORY (INCLUDING EMOTIONAL AND SOCIAL): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PHYSICAL EXAMINATION (SEE CODE BELOW)

DATE	GRADE				
NEUROLOGICAL					
POSTURE					
NUTRITION					
SKIN					
HAIR—SCALP					
EYES					
EARS					
NOSE					
THROAT					
MOUTH BREATHING					
SPEECH DEFECT					
HEIGHT					
WEIGHT					
THYROID					
LYMPH GLANDS					
HEART					
LUNGS					
CHEST					
ABDOMEN					
HERNIA					
ORTHOPEDIC					
GENL APPEARANCE					
URINALYSIS					
BLOOD COUNT					
OTHER					
PARENT PRESENT					

## DENTAL EXAMINATIONS

DATE	GRADE				
UNFILLED CARIOUS TEETH	DECIDUOUS				
	PERMANENT				
EXTRACTIONS APPARENTLY INDICATED	DECIDUOUS				
	PERMANENT				
EVIDENCE OF DENTAL CARE					
PROPHYLAXIS NEEDED					
ORTHODONTIST EXAMINATION NEEDED					
DENTAL ATTENTION NEEDED					
PARENT PRESENT					
DENTAL RECOMMENDATIONS (X-RAY, SODIUM FLUORIDE):					
_____					
_____					
_____					
MEDICAL RECOMMENDATIONS (EFFECT ON SCHOOL ACTIVITIES):					
_____					
_____					
_____					

CODE: NO DEFECTS O, REMEDIABLE DEFECT X, IMMEDIATE ATTENTION XX, DEFECT CORRECTED (X), NON-CORRECTIBLE DEFECT Z

DATE	MEDICAL RECOMMENDATIONS	CORRECTIONS	DATE	DENTAL RECOMMENDATIONS	CORRECTIONS

HEIGHT AND WEIGHT RECORD						VISION TEST					HEARING TEST							
GRADE	SEPT.		FEB.		APR.		UNCORRECTED VISUAL ACCUITY		CORRECTED VISUAL ACCUITY		DATE OF REFERRAL	GROUP SCREENING						
	WT.	HT.	WT.	HT.	WT.	HT.	R	L	R	L		(PASS-P. FAIL-F. REFERRED-X)						
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		

TEACHER CONFERENCES AND OBSERVATIONS				
DATE	COMMENT		DATE	COMMENT

NURSES NOTES				
DATE	REMARKS		DATE	REMARKS

**NOTE**  
 THIS IS A PERMANENT RECORD AND IS TO BE TRANSFERRED WITH THE PUPIL WHEN THERE IS A CHANGE IN SCHOOL  
**ILLINOIS DEPARTMENT OF PUBLIC HEALTH** Printed By The Arthur Graphic-Clarion