**Importance of Spreadsheet ( record keeping) in school and class administration**

i.It tells the history of the school and are useful historical sources.

ii. facilitate continuity in the administration of a school

iii. facilitate and enhance the provision of effective guidance and

counseling services for pupils in the social, academic career domains.

iv. provide information needed on ex-students by higher

and other related institutions and employers of labor for admission or placement.

v. facilitate the supply of information to parents and guardians for the effective monitoring of the progress of their children/wards in schooling or performance

vi. provide data needed for planning and decision making by school heads, ministries of education and related educational authorities

vii. provide a basis for the objective assessment of the state of teaching and learning in a school, including staff and student performance by supervisors and inspectors.

viii. provide information for the school community, the general public

employers as well as educational and social science researchers

for the advancement of knowledge

ix. enable school heads to collate information on pupil

s and staff for decision making by higher authorities, the law courts security

agencies and other related government agencies when occasion demands

x. provide a mechanism such as the school timetable fo

r the productive management of time and coordination of school work

and activities.

xi. serve as data bank on which both the school head an

d staff and even students can draw on.