IMPORTANCE OF RECORD KEEPING IN SCHOOLS

BY

TAJUDEEN OLANREWAJU IBRAHEEM

DEPARTMENT OF PHYSICAL AND HEALTH EDUCATION;

UNIVERSITY OF ILORIN.

Introduction

School records are books, documents, diskettes and

files in which

are embodied information on what goes on in school

(e.g. social, academic

and nonacademic activities, important events etc.),

the school plant as well

as other relevant information focusing on the growth

h and development of

the school (Olagboye, 2004).

Meanwhile, Durosaro (2002) explained that school re

cords are

official transcript or copies of proceedings of act

ions, events other matters

kept by the school manager, school records could be

viewed as authentic

register or instruments or documents of official ac

counts of transaction or

occurrence which are preserved in the school’s office. Therefore, the

Education Law in virtually all states of the federation requires that every

school must keep certain specified records. For example, section 22 (1) of

the Education (General) Regulation 1964 of the Education Law, 1964 of

Northern Nigeria stipulates that every institution,

other than a

corresponding college or training college shall keep records and books.

Those that are statutorily specified by law are ref

erred to as a statutory

records while, those necessary are known as non-statutory records.

However, Olagboye (2004) citing Adepoju (1998) & Ojelade(1998)

listed some general reasons or importance of keeping school records

which includes the fact that school records tells the history of the school

and are useful historical sources.

i. 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 ad

mission 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

3. The log Book

The log book is a

historical record of events that have significant

effects on the schools activities.

Its importance are as follows;

i. It records detailed happenings, during the visit

of dignities whose

signatures appear in the school visitors book

ii.

It gives background information to a new manager.

iii.

It amplifies the local history of a village or tow

n, especially the

role of the school in such development.

iv.

It reveal important events or occurrences in the life of the school e.g. new building, rainstorm, collapsed building, motor vehicles,

accidents in school, expulsion or fire disaster.

4. The Visitors book

The book is meant for recording the visit of import

ant personalities,

including officials from the ministries of education or other related

government agencies or any other school related visitors.

Importance includes:

i. It provides a record of the interest shown by the community in the

school

ii. It could serves as a means of getting the contact addresses of

very important people who have shown interest in the school.

5. Staff and Students’ personal files

It is necessary that the school should have as much

information on

every one of teachers and students as possible with

out violating their

privacy.

Importance includes;

i. it provides current and first hand information o

n the

staffing as well as studentary situation.

ii. It helps in checking ghost workers and other financial

abuse in schools.

iii. It makes it easy to locate a teacher’s or student’s relatives

during emergency.

6. Corporal punishment book

The book contains the names of pupils who create disciplinary

problems in school and the nature of punishment awarded mostly canning,

flogging, whipping and hard knocks. Importance’s are:

i. To ensure that proper procedure is followed in punishing

offenders

ii. It reduces cases of misuse of punishment

iii. Recording and noting student name in the book

naturally

reduces indiscipline in schools.

7. cumulative Record folder

Students’ cumulative record folder is a storehouse

of information

on student cognitive, affective and psychomotor development. Importances are:

i. It reflects continuous assessment on students educational or academic

progress.

ii. It also reflect students’ performance in extracurricular activities

iii. It could be useful by researchers on both child development study and

school management.

8. Students report sheet/card

i. it keeps data on students’ academic performance in termly basis

ii. It assists in monitoring students’ academic progress

iii. It is a compliment to cumulative record folders.

9. Lesson note/plan

i. It gives information on what a teacher plans to

teach the students at a

period of time.

ii. It clearly shows the teachers level of prepared

ness and his level of

competence.

iii. It psyches and challenges teachers for the task ahead

10. Scheme and record of work book

it reflects estimate of academic work which a teacher expects to

accomplish in each subject based on number of lessons he will have

during each term.

i. it assists head teachers or educational administrators to know what is

being taught in school.

ii. It assists in enforcing accountability and continuity in the work of school.

iii. It clearly shows teacher adherence to the syllabus and how and when

the work is done.

iv. it is a means of evaluating teacher’s competency

and efficiency.

11. Record of work book or weekly diary

A carefully kept record of work is a strong stimulus to dutiful and

progressive work. Pertinently it shows the ability

of the teacher to organize

the year’s work his resourcefulness and enthusiasm

regarding the

progress of the pupils.

12. School time-table

i. It provides information on when classes begin, w

hen school opens and

closes

ii. It shows activities to be performed by the teacher and student

iii. It assists in regulating the activities of students and staff of a particular

school.

iv. It facilitates and enhances student interest an

d attention and prevent

mental and physical strain.

13. Staff time book and movement book

i. They provides information on when staff report and or

close at work.

ii. They promote regular attendance and punctuality

iii. They help checking truancy and gross indiscipline in staff.

14. The school cash Register

i. It is a

records of financial transactions in schools

ii. It gives information about income and expenditures

iii. It promotes accountability and prevent corrupt

and sharp practices.

15. Transfer and leaving certificate

Transfer and leaving certificate licensed the forma

l exists of the pupils

after completion of study or leaving during the course of study in a school.

Other vital school records which are very paramount

to the effective

management of the school system are, mark book, heath record, report

files, board of governors minutes’ book and others,

principal/headmaster

announcement book and staff information book, handing over/taking over

file, national policy on education, subject curricula, anecdote/record,

report on guidance and counseling programme etc.

Conclusion

The roles of head teacher and

school records are synonymous

because effectiveness and efficiency of head teacher depends largely on

these vital documents. However, class teacher should

complement this

task by

effectively discharging their duties by

proper keep and maintain

these academic records for which they have direct responsibility

Activities

i. A child left home for school and

he does not Show up in the

class, when marking the class register the teacher

marked him

present, later in the day the parent come to check

the Child in the

School. How effectively can this case be treated?

ii.

The head teacher of a school discovered that a teacher abused

the use of corporal punishment on a erring Student.

What are the

necessary Solutions you as a head teacher will proffer on this

Case?

iii.

What are the appropriate steps you will take to tackle illegal

collection (money and materials) among Students andteacher’s in

your schools.

REFERENCES

Durosaro D.C (2007)

management of School

records. The crafts of

Education manage D.C Durosaro, S. Ogunsaju (end)

Ilorin.

Endemic print

media.

Aube, A. U

(1991) Classroom organization and manage A5-point,

strategy

Ruska

publisher

Ltd.

Olagboye, A.A (2004)

Introduction to Educational management in

Nigeria.

Ibadan:

Daily graphics (Nigeria) limited

Yahaya L.A (2007) Records keeping. Guidance and counselling in

junior secondary schools under universal basic education

program Paper presented at Workshop for principal v

ice principal

and selected teachers on records keeping, continuous

assessment and management strategies in Kwara state

junior

secondary schools.