

School Record Keeping/ Documentation Checklist



Ayopeju
Falekulo

PLEASE DO NOT SHARE THIS DOCUMENT

This document is an intellectual property of Addlo Montessori Training Center, and is protected by copyright and other applicable intellectual property rights.

You may not copy, reproduce, modify, post, transmit, rent, republish, upload, loan, lease, translate, sell, create derivative works, exploit, or distribute in any manner or medium (including by email or other electronic means) any part of this workbook.

You may however, read and or print one copy of individual pages for your personal, noncommercial use, provided that you keep intact all copyright, trademark, and other proprietary notices.



Hi,

Thank you for signing up for the Start your Own School Record Keeping / Documentation Checklist.

The purpose of this checklist is to give you a detailed guide of the types of documents your School will need to run smoothly and keep within the general requirements of the Ministry of Education.

Enjoy
Ayopeju Falekulo

School Record Keeping/ Documentation Checklist

- **Admission Register** - Keep a register of each child Admitted and give them a serial number.
- **Cumulative Record Book** -Pupils record files - Keep a file for each child with all information inclusive
- **School Calendar Record**- Keep a termly record of planned activities
- **Log Book** - Keep a daily record of important events that occur.
- **Visitors Book**- All visitors to the school should sign in and out.
- **School/ Class Time Table**- This is the rota used to manage time, so that core objectives are met.

- **Attendance Register**- This helps to keep a record of punctuality and presence of students in school.
- **The School Curriculum**- This is a record of the entire syllabus for each class.
- **Diary of Work** - A record of weekly plan for each class, and a diary of actual work done each week.
- **School Report File** - Keep a record of each child's report sheet.
- **Correspondence File** - File away all correspondence received, after dealing with them.

- **Book of Inventory**- A record of all materials, equipment and montessori apparatus available in the school.
- **Parent Forum File** - Keep a record of all meetings and activities of the Parent's Forum
- **Staff Meeting Files**- Here is where all minutes of meetings and feedback from meetings are kept
- **Staff Salary File** - Keep a record of all salaries agreed and paid for.
- **Staff Attendance Register**- Keep a register of punctuality and presence of staff members.
- **Staff Movement Register**- It is important to keep a register of staff movement. Voluntary or official.

- **School Rules and Regulations** - Keep your school rules and regulations documented and make available for both teachers, parents and students.
- **School Fees Register** - This is a record of fees payable per student and when paid each term
- **School Library Records**- A record of all library books and movements of books in the school.
- **Continuous Assessment Records**- This is a record of the Assessment of pupils work on a continuous basis.
- **Dispatch Book**- Proof of dispatch and receipt of correspondence.

- **Individual Record Card**- Record of important information about each student which can be passed on to the next school.
- **Teacher's Mark Book**- The record of marks for each student per subject for the duration of time student has spent in a class.
- **Financial Records**- The records or expenses and expenditure per term
- **The State Education Law** - Get this from the Ministry of Education of your state
- **National Policy on Education**- From the Ministry of Education of Nigeria
- **Lesson Notes for each class**- Lesson notes are the teachers summary of lessons to be taught each week. In the Montessori setting this is just a guideline, the teacher should have an album to use as the main lesson

notes for the class room

- The School Budget- This is the expected expenditure and income for each term, to enable proper planning.
- School Committee files- Keep files on all committees and their activities and feedback.

There are other documents kept and used in the school, These include flyers, application forms and packs, medical forms, transportation request forms, student agreement forms, assessment procedures, staff duties and operational guidelines, job descriptions, copy of driver's licenses, school bus documentation, PHCN and all other bills, need to paid and well documented. This list is not exhaustive.



Ayopeju Falekulo

**Montessori Educational
Consultant**

For all Things Montessori

Addlo Montessori Training Center

<https://www.facebook.com/AddloMontessoriTrainingCenter/>

www.ayopejufalekulo.com

<https://www.facebook.com/groups/1376447245759773/>

twitter.com/addlo