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 non academic activities, important events etc), the school plant as well as other relevant information focusing on the growth and development of the school (Olagboye, 2004).

Meanwhile, Durosaro (2002) explained that school records are official transcript or copies of proceedings of actions, events other matters kept by the school manager, school records could be viewed as authentic register or instruments or documents of official accounts 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 referred 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 labour 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 pupils 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 for the productive management of time and coordination of school work and activities.

xi. serve as data bank on which both the school head and staff and even students can draw on.

Yahaya (2007), Olagboye (2004), Durosaro, (2002) & Akubue, (1991), also listed some specific importance which peculiar to each school records as;

1. Admission and withdrawal Register:

   This is a permanent record book into which is entered information regarding the entry and exit, including the details of the education and progress of each pupils that ever passes through the school;

   The importance includes

i. Serves as a historical document or reference with detailed records of every child who was admitted into the school

ii. The admission register is a reference for tracing the entry progress and exit of any student admitted into the school

iii. It is useful in supplying information on the personal and family background of student.
iv. It becomes a vital document for the settlement of legal controversies and claims.

v. Yielding reliable data which may be needed for the planning and administration of the educational system.

vi. Showing student(s) who withdraw from the school

vii. Promoting accountability as well as enhance planning.

2. Attendance Register

An attendance register is a book in which the presence or absence of students in a school is recorded on a daily basis. It is a statutory record that must be kept by every school. This record is kept on individual class basis. The class teacher is the custodian of this record.

Its importance includes:

i. Providing necessary data that may be requested from time to time either by researchers, planners or ministry officials

ii. Information from it could assist considerably in determining the amount of grant to be given to a particular school.

iii. It could be used to identify a child’s interest and problems and to take administrative decisions.

iv. It is also helpful in identifying sick students, truants, absentees and students who attend school regularly.
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 town, 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 important 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 without violating their privacy.
Importance includes;

i. it provides current and first hand information on 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.

Importances 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. Commulative Record folder

Students’ commulative 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 extra curricular 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 commulative 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 preparedness 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 teachers 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, when 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 and attention and prevent mental and physical strain.

13. **Staff time book and movement book**

i. They provide 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 record 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 licenses the formal exist 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, anecdota/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 profer on this Case?

iii. What are the appropriate steps you will take to tackle illegal collection (money and materials) among Students and teachers in your schools.
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