

1975/76 Nominal Roll Procedures

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Introduction

Purpose & Uses of Nominal Roll System

The Nominal Roll System will provide total student enrolment, age-grade tables by school type by district, and alpha listings of students and schools. It can also supply other information requested from the field.

Depending on the school and the district, copies of the Nominal Rolls may be used for several purposes:

1. A planning-programming-budgeting system to resource allocation. With several feasible alternative ways of providing elementary and secondary school programs to students, the Department can plan various approaches and relate these approaches to the resources required.
2. A supporting document for tuition payment procedures (non-federal schools)
3. For the Counsellor - for student evaluation & reporting on attendance, achievement, etc.
4. District Office records
5. A copy may be returned to the school for attendance, enrolment changes, etc.

I General Instructions

The general instructions for completing the 1975/76 Nominal Roll System are basically the same as last year except for some minor changes. These changes will result in more agreeable deadlines and less time and effort spent on the Nominal Roll System. The major benefit is that about 70% of the work will be eliminated, since preprinted computer printouts will be used for most students.

The Nominal Roll System should include all students for whom Indian Affairs accepts tuition responsibility. This would include:

- a) Students in Federal or band operated schools except those for whom some other education authority is paying tuition to Indian Affairs.
- b) Students attending provincial or private schools on whose behalf Indian Affairs makes tuition payments.

The Nominal Roll System should not include post-secondary students nor students who are the responsibility of some other educational jurisdiction.

A function chart giving a general overview can be found on page 17.

I.1 Deadlines

Because of requests to extend the deadline, the Computer Printout and Additions and Transfers forms are now to be completed as of October 31, 1975, and received in the District Office by November 7, 1975.

This extension will improve enrolment figures and will relieve the District staff from conflicting priorities for the month of September.

Immediately upon completion at District, the originals for Headquarters should be mailed to:

Departmental Statistics Division,
Room 1344, Centennial Tower,
400 Laurier Avenue W.,
Ottawa, Ontario K1A 0H4 Phone: 996-6661 (A.C. 613)

Forms should be sent as they are completed, and not necessarily as a total package.

Responsibilities for completing different parts of the Nominal Roll System can be decided within each District/Region. The division of duties in the following instructions are guidelines only.

A draft covering memo is given on pages 22 and 23 for reference in case Regions or Districts wish to contact the school principals or school superintendents by correspondence.

FLOW CHART FOR NOMINAL ROLL - SCHOOL 'A'

COMPUTER PRINTOUT (1974-75)

Is the student in NOW? (1975-76)

Yes

No

Has the student transferred elsewhere but still a Dept'l responsibility

Yes

No

Check the pre-printed information for accuracy

Supply grade & type of course for 1975-76

Supply attendance for 1974-75

Supply name and location of the school/place transferred to.

Give achievement and destination codes (leavers & graduates only).

(About 70%)

Nominal Roll: 1975-76

(About 30%)

ADDITIONS & TRANSFERS

(Not Appearing on the Printout)

Is the student NEW ADDITION to the Departmental responsibility?

Yes

No

Supply Code for Spok.

Supply name and location of the previous school/place

Supply Id. number, name, birth-date, sex, grade, type of course, on-off, acc. att., and language codes.

I.2 Main Categories of Students and Forms to be Used

The Nominal Roll System is now composed of two forms, the Computer Printout for Update and the Additions and Transfers form.

The Computer Printout will be used for:

- a) Students enrolled in the same school as the previous year.
- b) Deletion of students under Achievement and Destination or indication of transfer to another school.
- c) Corrections to pre-printed information.

The Additions and Transfers form will be used for:

- a) Students enrolled for the first time who are now Indian Affairs educational responsibility.
- b) Students transferred from another school.

The flow-chart on the left page indicates the procedures of preparing a Nominal Roll for a school for the year 1975-76, which will be self-explanatory.

NOMINAL ROLL

FORM # 900001

SCHOOL # 999 999

SCHOOL TYPE: FEDERAL (1)

COMPUTER PRINTOUT FOR UPDATE
AS OF OCTOBER 1975

RESTRICTED

ST. MARY SCHOOL
OTTAWA, ONTARIO

STUDENT ID #				STUDENT'S SURNAME		NAME GIVEN		DATE OF BIRTH				GRADE(S)		TYPE	ON/OFF	A A L C T N C T G			SCHOOL TRANSFERRED TO	LEAVERS & GRADUATES ACH. DEST		REMARKS	
DST	BD	FAM	CD					INIT	D	M	Y	X	74-75	75-76	COUR								
999	99	9999	99	A	A	A	A	AA	99	99	99	9	99	9	9	9	%	#	#	
350	06	0013	08	CAMERON		JOHN		A.	03	01	65	2	04	03	1	1	2	4				
350	06	0007	03	ELLIOTT		ERIC		J.	14	11	57	1	12	1	1	3		1	82	
350	06	0018	10	GRAY		GORDON		T.	10	07	60	1	09	05	1	4	0	7	ST. JOSEPH'S			

...., FILL-IN FOR ALL STUDENTS CONTINUING IN YOUR SCHOOL.

SUPPLY APPLICABLE CODES FOR ALL LEAVERS/GRADUATES ONLY. (EXCLUDE TRANSFERS)

% SUPPLY SCHOOL NAME & LOCATION FOR ALL STUDENTS TRANSFERRED FROM YOUR SCHOOL.

9 CHECK & CORRECT, IF NECESSARY.

NOTE: STUDENTS NOT RECORDED ON PRINTOUTS, BUT STUDYING IN YOUR SCHOOL, ARE TO BE SHOWN ON THE NOMINAL ROLL FOR ADDITIONS and TRANSFERS

-3A+

II Computer Printout for Update

II.1 Students enrolled in the same school as the previous year.

1974/75 Computer Printout will be
updated and corrected as necessary.

School staff will verify that students are
enrolled for 1975/76 school year and update
NEW GRADE, Type of Course and Attendance Columns

District staff will update information in
columns ON/OFF, Acc., and Lang.

II.2 Students No Longer Enrolled in School

1975/76 computer printout for update will
be used to record -

a) Achievement and Destination for students
not returning to school this year in any
District.

b) Students who are expected to enrol in
another school/district.

Draw a line through the names of all students who are no longer
enrolled in this school.

District staff will provide the appropriate codes in the Achievement
and Destination columns for students who are not expected to return
to school during 1975/76.

In cases where students have enrolled in another school or District,
show the name of the School Transferred To on the printout.

ADDITIONS AND TRANSFERS

Confidential when completed

(ONLY FOR STUDENTS NOT REPORTED ON COMPUTER PRINTOUT)

AS OF 31st OCTOBER 1975

EDUCATION DISTRICT		NAME		PEEL		STUDENT IDENTIFIER		NAME & ADDRESS OF SCHOOL		PEDUNK CORNERS ELEMENTARY		SCHOOL TYPE (FED/PROV/PRIVATE/BAND ETC) (IN CODE No.)		2		ONE (USE 1 DIGIT CODE ONLY)					REMARKS							
HOME	BAND	Band	FAMILY	CHILD	STRICT	Code	Number	Position	SURNAME	GIVENNAME & INIT.	DAY	MONTH	YEAR	SEX	GRADE	TYPE OF COURSE	Parent's Residence (ON/OFF)	Student's Accom. (ACC)	Attendance in 1974/75 (ATT)	Use of Native Language in school (Lang)	Language spoken at first entry (SPOK)	NAME OF IMMEDIATE PAST SCHOOL ATTENDED & Other Useful Information, if any.						
9	9	0	2	0	1	2	9	0	4	EDWARDS	JANET	1	5	0	1	6	9	2	0	1	0	4	1	1	6	2	3	please
										A student new to the system needs a SPOK code.																		
6	3	1	5	0	0	0	3	0	5	DAVIS	ROSS	0	3	0	6	6	7	1	0	3	0	2	1	1	1	1	st. Patricks	
										A transfer student previously in the I.N.A. System does not need SPOK code.																		

COMPILED BY _____
VERIFIED BY _____

(SEE REVERSE)

TOTAL FOR STUDENTS
REPORTED ON THIS PAGE

PAGE _____ OF _____

-6A-

III Additions and Transfers Form

III.1 Students enrolled for the first time who are now Indian Affairs educational responsibility for tuition payments.

In the majority of cases these students would be in K4 in K5, or in Grade 1 if the student did not attend kindergarten.

Students coming under the jurisdiction of Indian Affairs for the first time from another school system will also be included here.

School staff will record the following student information on the Additions and Transfers form:

School Type	Sex	Grade
Student's Name	Type of Course	
Birthdate	Attendance	

District staff will add the following information for new students:

Student Identifier	Acc.	
ON/OFF	Lang.	Spok.

|| An additional importance of Spok. is that any entry in this
|| column will create a new student record.

III.2 Students Transferred from Another School

List students transferring to the school on the Additions and Transfers form.

School staff will complete the following information for students transferred to the school.

Student's Name

Birthdate

Sex

Grade

Type of Course

Name of Previous School Attended

Attendance

District staff will add the following information:

Student Identifier (11 digit code)

ON/OFF

Acc.

Lang.

Note that the Spok. column is used only for students not previously enrolled as Indian Affairs educational responsibility, and as such will not be reported in the present cases.

IV Completion Instructions for District Offices

On receipt of the Computer Printouts and Additions and Transfers forms from a school, District staff will identify each student and ascertain that he or she is a Departmental educational responsibility.

On the Additions & Transfers Form, fill in the District Name and Number.

School Type

Ensure that the school type (Management/Jurisdiction) is in codes in accordance with records. The possible codes are:

1. Federal
2. Provincial - Tuition
3. - Joint
4. Band-Administered
5. Private - Tuition
6. - Joint

Student Identifier

The Student Identifier includes the Home District, Band Code, Band - Family Number and Child Position columns. The method of obtaining this number for different categories of students is explained below:

IV.1 Registered Indians & Code 95

The Student Identifier for registered Indians can be obtained from the Band Membership List.

	<u>Home Dist.</u>	<u>Band Code</u>	<u>Band Family Number</u>	<u>Child Position</u>
e.g.	472	04	0175	03

Code 95

When Indian students are not yet on the Band Membership List, but the parents are on the list, use code 95 for the 6th and 7th digits in the Student Identifier. For the last 4 digits, use the day and month of birth of the child.

e.g. A child from District 377, Band 02 and born on 3rd August, not yet on the band list, will be listed as

<u>Home Dist.</u>	<u>Band Code</u>	<u>Band Family Number</u>	<u>Child Position</u>
377	02	9503	08

IV.2 A - F Students Code 96

Non-Indians as defined by the Education Assistance Policy of July 1971, are not included on Band Membership Lists. (See page 10A) For these students, the procedure is:

Home District

Write in the three digit number which identifies the Indian Affairs District responsible for the student's tuition fees/education.

Band Code

For "A - F" and "Other" students show the same Band Code as that of the Registered Indians in that community.

Band - Family Number - Child Position

For all "A - F" category students use 96 as the first two digits in place of this number. For the last four digits use the day and month of birth of the student. For example an "A - F" student born on 10 July will have 961007 as a substitute for this number.

Educational Assistance for Non-Indians Living on Reserves

Educational Assistance may be granted to non-Indians living on a reserve if assistance is not available from municipal or provincial sources and provided such non-Indians fit into any one of the following categories:

(i) Category A

Women of former Indian status who return to reserves because of the desertion or death of their husbands, or for other good reasons.

(ii) Category B

Non-Indian children of women described in (i), either living with their mothers or in the care of friends and relatives on a reserve.

(iii) Category C

Illegitimate non-Indian children of Indian mothers, either living with their mothers or in the care of friends or relatives on a reserve.

(iv) Category D

Non-Indian children whose mothers become Indian by marriage.

(v) Category E

Non-Indian children legally adopted by Indian families living on reserves or in Indian communities.

(vi) Category F

Other non-Indians living on reserves or in Indian communities for whom assistance, in the opinion of the Minister of Indian Affairs and Northern Development, is justified.

Headquarters approval must be secured before any assistance is granted to non-Indians other than those specifically designated in sub-sections (i) to (v) inclusive.

IV.3 Others - Code 97

This category includes any student other than Indian, A - F, or Inuit student who attends a school under Departmental responsibility eg., a child of a non-Indian teacher on a reserve.

Home District and Band Code

Follow procedure for 'A-F' students.

Band - Family Number and Child Position

For "other" students use 97 as the first two digits instead of this number. For the last 4 digits, use the day and month of birth, as for "A - F" students.

e.g. a student in district 481, studying in a community with a Band-code 04, and born on 20 August will be recorded as:

<u>Home District</u>	<u>Band Code</u>	<u>Band-Family Number</u>	<u>Child Position</u>
481	04	9720	08

IV.4 Inuit (Eskimo) Students - Code 98

Home District

Follow procedure for 'A - F' students.

Band Code

For Inuit students use 98, in place of the Band Code.

Band - Family Number and Child Position

For Inuit student use "disc" number if assigned to the student.

For example, an Inuit student from district 380, with a disc number of E1-876 will be shown with the Student Identifier:

380 98 E108 76 (Note: zero is used as a filler)

If Inuit students don't have disc numbers, use the day, month and year of birth instead of the Band-Family Number and Child Position.
e.g. An Inuit student from district 380, born on 15 February 1963, without a disc number, will have the identifier as:

380 98 1502 63

IV.5 Additional Codes

For the section following "Type of Course" use the following codes for all students.

Parents Residence (ON/OFF)

Enter in this column for each student the code to indicate the domicile of the parent or guardian. The possible codes are:

1. On Reserve
2. On Crown Land
3. Other (no local property tax)
4. Off Reserve (having local property tax)

Student Accommodation (ACC)

Enter in this column for each student the code for the type of accommodation the student has, while attending the school.

1. With Parents/Guardians
2. Boarding - Off Reserve
3. - Honours Off Reserve
4. - On Reserve
5. - Honours On Reserve
6. Student Residence
7. Group Home
8. Foster Home
9. Other (Please Specify under Remarks Column).

Attendance (ATT)

Enter for each student the appropriate code to show his attendance during 1974 - 75 . The codes are:

1. 180 days or more
2. 160 - 179 days
3. 140 - 159 days
4. 120 - 139 days
5. Under 120 days
6. did not attend or new student
7. no record available
8. other (Please specify under Remarks Column)
9. unknown

Use of Native Language in School (LANG.)

Code for each student the type of native language instruction being received. The possible codes are:

1. NIL
2. Medium - More Than Half Time
3. - Less Than Half Time
4. Taught as a Subject Only
5. Subject & Part-Time Medium
6. Full Time Instruction

Language(s) Spoken at First Entry (SPOK.)

This column applies only to students in kindergarten or grade one, if the student didn't attend kindergarten. Students under the jurisdiction of INA for the first time from another school system will also be included here.

Enter for each NEW student only the appropriate code for the language(s) the student spoke when first entering school, under Departmental responsibility.

The codes are:

1. Indian only
2. English only
3. French only
4. Indian and English
5. Indian and French
6. Indian, English and French
7. English and French
8. Other (Please specify under Remarks Column).
9. No information

IV.6 Achievement and Destination

These columns are to be completed on the Computer Printout for leavers and graduates only, (who are no longer the Department's responsibility for the elementary and secondary school programs.)

The Achievement Column is to be completed by ^{using} one of the following codes:

1. Graduation
2. Promotion
3. Failure
4. Drop-Out
5. Partial Promotion (at the end of the year)
6. Transfer to Off-Reserve during the year (Not IAND responsibility)

Destination:

For every student reported under Achievement, indicate the Destination using one of the following codes:

Further Education

- 81 - upgrading
- 82 - vocational training (short term)
- 83 - vocational training (extended)
- 84 - University - Teacher Education
- 85 - University - Other

Employment

- 80 - at work
- 86 - at home (self employed)
- 87 - unemployed

Miscellaneous

- 88 - death or disability
- 89 - unknown
- 90 - off-reserve (not IAND responsibility)
- 91 - other (Please specify under Remarks Column)
- 92 - children's aid
- 93 - marriage

SCHOOL	DISTRICT	REGION	HEADQUARTERS	Function	Date
					1975-1976
	X	X	X	Distribute age/grade tables on 1974/75 Student Registration.....	June 1
	X	X	X	Obtain agreement/understanding on procedures and schedules.....	July 1
		X	X	Send Instruction Booklets to Regions and Districts.....	July 1
			X	Mail Computer Printout and Additions & Transfers to District Offices...	July 1
	X			Mail Computer Printout and Additions & Transfers to Schools.....	Oct. 1
X				Record students on Nominal Rolls.....	Oct. 27-31
X				Mail Nominal Roll to District Office.....	Nov. 1-7
	X			Validate information supplied by school, and complete Nominal Rolls for identifications numbers, ON/OFF, etc.....	Nov. 3-14
	X			Forward completed Nominal Rolls to Headquarters.....	Nov. 10-21
	X	X		Telex information to Region/Headquarters on Nominal Rolls forwarded to date.....	Nov. 14
	X	X		Telex information to Region/Headquarters on Nominal Rolls not yet received from schools.....	Nov. 14
			X	Manual processing of Nominal Rolls for compilation of grade information by schools/districts.....	Nov. 10
	X	X		Telex information to Region/Headquarters on Nominal Rolls.....	Nov. 21
	X	X		Telex information to Region/Headquarters on Nominal Rolls not yet received from schools.....	Nov. 21
	X			Completion of delayed Nominal Rolls.....	Nov. 24-28
	X	X		Telex information to Region/Headquarters on Nominal Rolls forwarded to date.....	Nov. 28
	X	X		Telex information to Region/Headquarters on Nominal Rolls.....	Nov. 27
X	X	X	X	Cut-off date (for preferential tabulation).....	Dec. 1
	X			Prepared estimates of Indian students not yet received on Nominal Rolls from schools.....	Dec. 1-8
	X			Supply of pending Nominal Rolls to Headquarters.....	Dec. 1- Feb. 28
			X	Final Processing of Nominal Rolls for grade tables by schools/ districts.....	Dec. 10-15
			X	Tabulation of students by grade/school and types/districts.....	Dec. 10-15
			X	Total count and tables to Education Branch, Districts and Regions.....	Dec. 15
			X	Editing, correcting and computer processing of Nominal Rolls.....	Dec. 15 to April 30
			X	Alpha-listing, tables to districts and regions:	
				Preferential.....	Feb. 15
				Late Receipts.....	April 30

VI Some Definitions

- | | |
|---------------------------------|---|
| Computer Printout | - the pre-printed computer forms that contain all students previously enrolled in a school. |
| Additions and Transfers Form | - a blank form to be used for all new students entering school for the first time and transfers from other schools. |
| Indian | - a person registered as an Indian as explained in the Indian Act. (See Code 95 also) |
| Nominal Roll | - the Computer Printouts plus the Additions and Transfers Forms for a particular school together form the Nominal Roll for that school. |
| Inuit | - a member of a native settlement registered as an Inuit or Eskimo. |
| Other Status | - any child, other than Indian, Category A-F, or Inuit, who attends a federal school or attends a non-federal school under Departmental sponsorship. |
| Federal School | - an elementary-secondary school operated by staff employed by the Department of Indian Affairs and Northern Development. |
| Joint School | - a school operated by a provincial board of education or a private religious or charitable organization toward the construction of which the Department <u>has made</u> a capital contribution as specified in a "joint-school" agreement. |
| Tuition School | - a school operated by a provincial board of education or a private religious or charitable organization toward the construction of which <u>no</u> capital contribution has been made by Indian Affairs. |
| Indian Adminis-
tered School | - a school operated by staff employed by an Indian band or organization. |
| Private School | - a school which is privately operated and financed and which does not receive governmental grants or local property tax support. |
| Reserve | - has the meaning as given in Section 2(1) (0) of the Indian Act. |
| Crown Land | - land owned by Canada, a Province, or a Territory. |
| Other (non-taxed) | - a home location on a land, other than Reserve or Crown land, when there is no local property tax. |

- | | |
|-----------------------------|--|
| New Student | - a student first entering the school system under the responsibility of Indian Affairs. Usually these students are in K4, K5 or grade 1, but there are some exceptions. e.g. A student who dropped out of the system and re-entered at a later date would also be a new student. |
| Student Identifier | <ul style="list-style-type: none">- obtained from the Band Membership List (Family Grouping)- can also be found on the Alpha List and the Chronological List, (but the child position number is not available). <p>If you cannot obtain the child number, fill in the rest of the student identifier.</p> <p>Any blanks on the form should be explained, in the Remarks Column.</p> |
| Off-Reserve | - a home location on land situated in an organized area which has local property tax in support of education. |
| Grade | - the actual achievement or progress level of a student as distinct from years in school. If not available, to be determined. |
| Education Assistance | - provision of such items as room and board and allowances to assist students to attend school. |
| Honour Education Assistance | - refers to an administrative option whereby a student on education assistance is given the funds and in turn is responsible for payment of all necessary expenditures except tuition. |
| Student Residences | - is an accommodation alternative for students who cannot live at home. Residences may be federal, Indian, or church operated. |
| Group Home | - is an accommodation alternative where some six to twelve students are domiciled in a "home" which provides special programs to meet unique needs. Group homes may be federal, Indian, or private operated. Ideally a group home has the character of a larger Indian family situation and is supervised by a group home parents. |

VII Some Questions -- and Answers

Q.1 How will the Computer Printouts and Additions and Transfers Forms be distributed to the schools?

A. In most Districts the forms will be provided to the schools with a covering letter signed by the D.S.E.

Q.2 Will the D.S.E. have to write a detailed procedure?

A. No. Instructions for schools will be on the back of the Additions and Transfers form, and will not have to be provided by the D.S.E. Further instructions are also indicated in this booklet. The areas of responsibility for the school need be stated in the covering letter by the DSE.

Q.3 What happens if a school refuses to use our forms?

A. In such a case the easiest solution would be for our District Staff to rewrite the information onto the proper form.

Q.4 Do we obtain the Computer Printout and Additions and Transfers form from schools even with a few Indian students?

A. In some cases the District Staff might originate a Nominal Roll for a school with few Indian Students and simply confirm the information by telephoning the school.

Q.5 Are students from another District to be reported?

A. Yes! The students are to be reported by the District in which they are attending school.

Q.6 How do we obtain the identification codes for out of District students?

A. The identification codes will appear on the computer print-outs provided for all but new registrants. The Student's Home District will have to be contacted for any information required which is not shown on the Application for Educational Assistance, IA352. If the name of the previous school is supplied to the H.Q. on the A & T form, this information will be conveniently obtained by the H.Q.

- Q.7 If previous information such as student identification numbers or birth dates are incorrect, should they be changed?
- A. Yes. Enter the correct information in the shaded portion on the computer printout. If necessary append an explanation or mark 'see over' and use the back of the form.
- Q.8 What if a student changes his/her name?
- A. The name will appear on the computer listings as it was reported the previous year. Write the correct name.
- Q.9 How do we report a non-registered person of Indian kinship?
- A. Report them in the same way as the A-F group, using code 96 for the 6th and 7th digits in the student identifier.
- Q.10 How do we report a child from a registered Indian family not appearing on the band membership list?
- A. Use code 95 for the 6th and 7th digits of the student identifier. If the student has been added to the list, supply the correct code.
- Q.11 How to report students getting their new band numbers (after age 17 or on marriage)?
- A. Show the new Student Identifier on the Computer Printout.



This memo should be amended to suit local circumstances!

October 1, 1975

VIII

The Principal

Your file Votre référence

Our file Notre référence

Dear Sir or Madam:

- A. Enclosed is a computer printout of Indian students reported from your school for the year 1974-75.

For completion of Nominal Roll 1975-76, please follow these steps:

- (a) For all students continuing in your school, check and correct, if necessary, the entries shown on the printout and

Supply the grade and type of course for 1975-76 and attendance for 1974-75 in code numbers.

- (b) For students transferred to any other school, supply, if possible, the name of the school now attending or the new location.

- (c) For those discontinuing the system, supply the applicable codes under leavers and graduates.

The 'Remarks' column may be used for explaining any unusual situation or for supplying extra information which you may feel to be useful.

- B. The new entrants and transfers to your school are to be reported only on the Additions and Transfers Form which is also enclosed.

Since the information for these students is being reported by you for the first time, all particulars are now to be entered. Use the 'Remarks' column to give any additional information which you feel might help us in properly identifying the student.

- C. Important instructions and codes for completing both the Computer Printout update and the Additions and Transfers Form are given on the back page of the latter.

My office can supply you with any additional blank copies of the Additions and Transfers Form. Also, any inquiries relating to the 1975-76 update of the Nominal Roll should be directed to me.

Thank you for your co-operation.

Yours sincerely,

District Superintendent
of Education,
Department of Indian and
Northern Affairs.

N.B. District Superintendents of Education please note that the information required for students on the Nominal Rolls can be filled in by the school staff and/or district staff. If the school staff is to complete certain sections of the forms, then this request should be made specific, as follows:

Student's name
Birthdate
Grade
Type of Course
Attendance
Language