**PRINCIPAL’S WEEKLY REPORT**

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| --- | --- | --- |
| Week :12 | Starting: 26/11/2018 | Ending: 30/11/2018 |
| **ENROLLMENTS NIL** | | |
| New Enrollments: |  | |
| **PURCHASES NIL** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE NIL** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Students:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Clinton Harry | JSS1 | 26/11/2018, | School fees | | 2  3 | Goodwiill Eneyo  Adada Faith | JSSI  JSS2 | The same  29/11/2018 & 30/11/2018 | School fees  Travelled to the village | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Students:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | |  |  |  |  |  | |  |  |  |  |  | | |
| **ISSUES/COMPLAINTS** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Issue | Reported by? | Date | Action taken | | 1 |  |  |  |  | | 2 |  |  |  |  | | | |
| **ENQURIES** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| Revision  Typing of First Term Examination questions  Supervision of subject teachers record books | | |
| **TASKS** | | |
| Completed | Revision  Typing of First Term Examination questions  Intra Mathematics / Science Quiz  Press Release for Literacy Expression Day | |
| Planned for Next Week | First term examination  Preparation for end of year party | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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