**PRINCIPAL’S WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 1 | Starting: 7/1/2019 | Ending: 11/1/2019 |
| **ENROLLMENTS** | | |
| New Enrollments: | JSS1: 1 | |
| **PURCHASES** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE NIL** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2 |  |  |  |  | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Harry Clinton | JSS1 | 7/1/2019 to 11/1/2019 | Parents phone number not reachable. | | 2  3 | Ebiwari Jasper  Izuchukwu Emmanuel | “  JSS2 | “  7/1/2019 | “  Travelled | | |
| **ISSUES/COMPLAINTS** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 |  |  | l |  |  | | 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** | | |
| Resumption of students  Collection of students results  Revision  New student admitted into JSS1  Students stories submitted to Rainbow Book Club  Scheme of work administered to students and also transferred into the dairies  Conducted an interview for the post of a minder  Prepared homework timetable for students and duty roaster for secondary teachers  Marked registers and dairies | | |
| **TASKS** | | |
| Completed |  | |
| Planned for Next Week | Submission of goals for this term  Plans for field trip  Secondary teachers meeting | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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