**PRINCIPAL’S WEEKLY REPORT**

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| --- | --- | --- |
| Week No: 2 | Starting: 14/1/2019 | Ending: 18/1/2019 |
| **ENROLLMENTS** | | |
| New Enrollments: | JSS 2 | |
| **PURCHASES** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE** | | |
| Authorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 | Evon Austin | JSS 1 | 14/1/2019 & 15/1/2019 | Sick | | 2  3  4  5 | Ubene Silas  Hilder James  Victor  Omughelle  Chekuro Jackson | ,,  ,,  ,,    JSS2 | 15/1/2019  15/1/2019 & 17/1/2019  16/1/2019  16/1/2019 | ,,  ,,    ,,  ,, | | |
| Unauthorized Absences | Staff:   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2  3 |  |  |  |  | | |
| **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** | | |
| * New student admitted into JSS 2 * Effective teaching and learning * Students visited Isaac Boro Cenotaph for armed forces remembrance day celebration * Students were divided into their various geopolitical zones for the preparation of cultural/ Arts Exhibition day * Assignments were administered to students * Lesson notes marked * Visited Alfred Diette-Spiff civic center to submit letter for field Trip * Marked registers and dairies * Submitted goals for second term * Visited the state high court to enquire for field trip * Attendance was taken daily * Held a meeting with the Secondary teachers * Newsletters issued to students | | |
| **TASKS** | | |
| Completed | Submission of goals for second term | |
| Planned for Next Week | Submission of application letters for field trip to federal high court and ministry of sports  Develop a web content for secondary | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
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