**PRINCIPAL WEEKLY REPORT**

|  |  |  |
| --- | --- | --- |
| Week No: 6 | Starting: 28 / 5 / 18 | Ending: 1/6/18 |
| **ENROLLMENTS: Nil** | | |
| New Enrollments: |  | |
| **PURCHASES : Nil** | | |
| Forms Purchased |  | |
| Uniforms Purchased |  | |
| Sportswear Purchased |  | |
|  |  | |
| **ATTENDANCE : Nil** | | |
| Authorized Absences | Staff: Nil   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Date(s) | Reason | | 1 |  |  |  | | 2 |  |  |  |   Pupils: Nil   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2 |  |  |  |  | | |
| Unauthorized Absences | Staff: Nil   |  |  |  |  | | --- | --- | --- | --- | | S/No | Name | Reason | Date(s) | | 1 |  |  |  | | 2 |  |  |  |   Pupils: Nil   |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Name | Class | Date(s) | Reason | | 1 |  |  |  |  | | 2 |  |  |  |  | | |
| **ISSUES/COMPLAINTS : Nil** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Complaint | By? | Mode | Date | Action taken | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | S/No | Issue | Reported by? | Date | Action taken | | 1 |  |  |  |  | | 2 |  |  |  |  | | | |
| **ENQURIES :Nil** | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | S/No | Enquiry | By? | Mode | Date | Information provided | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | | |
| **PROPOSALS** | | |
| |  |  |  |  | | --- | --- | --- | --- | | S/No | Company Name | Proposal Summary | Date | | 1 |  |  |  | | 2 |  |  |  | | | |
| **HIGHLIGHTS OF THE WEEK** | | |
| 1. Mid-term examination  2. Introduction of ICT teacher to students/learning | | |
| **TASKS** | | |
| Completed | 1. Sample of entrance result slip 2. Submission of field trip letter 3. Scheme of work given to ICT teacher 4. marking of lesson notes | |
| Planned for Next Week | 1. Sourcing for scheme of work for JSS2/ Junior WAEC Syallabus 2. Mid\_term break 3. Flyers sent out for second batch | |
| **URGENT PRIORITIES FOR DIRECTOR’S ATTENTION** | | |
| pls sir the billboard removed shd be replaced becos it is the major form of adverstment now. | | |