

School Records in Basic Schools

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ABSTRACT

School records are basic and essential accounts of day to day running of schools which are preserved and retrieved for administrative proposes. School records tend to increase and improve with innovation and reforms in education system. The Federal government assigns State Ministries of Education and Local Education Authorities in collaboration with Federal inspectorate to use supervision and inspection as tools to ensure quality assurance in education. However inspection and supervision can only run smoothly with the cooperation of school heads/ principals, teachers, students and others who are custodians of school records. The concept of school records was well explained. Statutory and non statutory records with their custodians were well indicated with illustrations. The importance of school records, management, improvement, criteria for quality and misuse of school records were highlighted.

Keywords: School, records, basic, inspection and education

INTRODUCTION

The headmaster/principal of basic school is the chief executive, supervisor, coordinator and education appraiser. It becomes appropriate that the works for the welfare of staff and students are preserved using adequate records for evaluation [1]. More so, [2] opined that school records are essential for evaluation, order lines, planning, administrative convenience, discipline, grouping, continuity, revision, legal defense, guidance and counseling. It becomes expedient that basic school manger's and administrators implement the use and preservation of school records in schools. Educational management and leadership are clear dual functions in that the school managers work with only organized structures with definite roles and get things done through staff and students as prescribed by the organization and not according to his whims and caprices.

School records are innovations in educational management because of their importance. Innovation is introduction of new ideas, devises, methods and reforms in education to bring about change and solutions to inadequacies in education system. However, additional records were prescribed for proper school maintenance

as knowledge and technology increased. For instance, it is a known fact that the first primary school in Nigeria started in 1842 [3]. However, it was only in 1974 that the former East central State of Nigeria Public Education Edict listed some vital school records to be kept [4]. School Records has increased in recent times. Head teachers /principals and teachers can enhance discipline and students achievement in schools through proper record keeping, classroom management and enhanced teaching and learning methodologies.

The school is virtually the most recognized formal social institution where children and adolescence spend most of their time learning to improve their psychological, physical, moral, intellectual and emotional development. Though the primary aim of establishing schools is for academic development, yet it is social in nature because of the predominant peer-group activities and other inter-personal relationships. The academic and social structure of the school could be maintained, preserved and improved only through keeping of school records.

Concept of School Records

Records are information or permanent account of events or facts especially through writing and electronic devices. [5] opined that school records are books, files containing information on what goes on in the school, persons in the school and types of properties owned by the school. These are preserved and retrieved when needed. Summarily, school records are therefore, data/information collected on regular basis about pupils, teachers, administrative, non-administrative and non-tutorial staff, facilities, funds, school events, visitors; written or electronically preserved and could be retrieved as need arises to attain educational objectives [6]. All school legitimate records should be accurate, original, truthful, comprehensive, and clearly stated, written or preserved electronically in a durable form. These school records should be accessible for educational planning and administrative purposes. School records are important and of great value to school heads, teachers, students, parents, government, Ministry of Education, philanthropists, industries, non-governmental agencies and in fact all stake-holders of education. Such records determine whether a school is effectively run or not.

[7] listed some vital/statutory school records required by law. They stated that Sections 27 and 29 of the former East Central State Nigeria Public Education edict 1974, to be kept in every school. Which include Register of Admission, Progress and withdrawal (referred to simply as Admission Register, Attendance Register, Diaries of works, Syllabuses and schemes of work, Log-book, Time-table, Cash-book, Visitors book, Progress register and Corporal punishment book. Other records, which a school could keep are: Duplicate copies of student reports,

Transfer Certificate Booklet (government Form Ed (EC)29), A transfer Certificate file, Copy of the teacher service manual, A staff attendance register, Minute Book consisting of: Staff meeting, Board of Governors meetings, Food committee meetings; etc

Furthermore [8] listed some statutory and non-statutory records. Statutory records include, admission/withdrawal register, attendance register, syllabus, scheme of work, time-table, log book, visitors book, time/movement books, school diary, lesson plan/note for teachers, progress register etc. The records are called statutory because they are mandatory to be kept in schools and have legal backing or implication. Moreover Government established efficient inspectorate and supervision services at federal, state and local government levels for monitoring and maintaining standards at basic schools which use these statutory records as their tool (FRN, 2004).

Non-statutory records include: records of seminar and workshops, school calendar, achievement badge, exit card, school suggestion box, lesson attendance by teacher, school magazine, inspection/supervision report file, confidential report forms and requisition book. These records are essential but not mandatory.

School Records and Their Custodians

In as much as head teachers/principals keep some important school records, school records are mostly teacher-based and student-based records [9]. [10] [11] [12] [13] [14] helped to sort out statutory and non-statutory records because government inspectors and supervisors demand for them during their visits for comprehensive evaluation of schools performance.

Below are statutory and non-statutory records illustrated for easy identification.

Statutory school records and their custodians at a glance
Records kept by Head-teacher/principal

- i. Admission register (and transfers)
- ii. Syllabus
- iii. Log book
- iv. Visitors book
- v. Corporal punishment book
- vi. Inventory book
- vii. Inspectors supervision files
- viii. Academic certificates of pupils
- ix. Staff data
- x. Staff movement book
- xi. Staff attendance register
- xii. National Policy on education / Education Law
- xiii. School Records in software such as in computers

Records kept by teachers

- i. Attendance register
- ii. Dairies with scheme of work and Record of work
- iii. Lesson note/plan
- iv. School time table
- v. Dossiers
- vi. Progress register
- vii. Report cards
- viii. Minutes book eg PTA, board of directors, food committee etc.

Records kept by bursar

- i. Cash book,
- ii. School fees receipts
- iii. Vouchers
- iv. ledgers and other financial records

NON-STATUARY SCHOOL RECORDS

Head -teacher/ Principal students

- i. School Calendar
- ii. Records of Seminars and workshops
- iii. School suggestion box
- iv. Confidential reports
- v. Requisition book

Records kept by teachers

- i. Class duty roaster
- ii. Exit card
- iii. Class suggestion box

Records kept by

- i. Lesson attendance by teacher
- ii. List of noise makers or minor deviants
- iii. Achievement / identification badge of students

Schools are also encouraged to keep these records.

The Statutory Records are:

1. Admission Register

The admission register is kept under the custody of the school head/principal. Incoming pre-primary and primary pupils are formerly registered in the admission register to become bonafide members of the school. The registration is usually orderly and contains the names of pupils of particular academic year e.g. primary one or primary two. Pupils on transfer are also recorded in this book. According to [15] "there is need to enter in-coming student transfer certificate numbers accepted on transfer likewise the out-going ones". It helps to indicate the population of a school at a glance. The admission register contains detailed information about the child such as his name, information about parents, address, religion, sex, date of birth and so on.

Importance of Admission Register

Importance of admission register include:

- a. It ensures the formal registration of a pupil, indicating the parents and background.
- b. Makes a pupil a bonafide member of the school, the Alma Mater.
- c. Helps for accountability and planning in education system since it shows available number of students.
- d. Shows a stream enrolment of a class e.g. the whole of primary one.
- e. It is an important data for legal issues concerning welfare services of children and for research purposes in case of much withdrawal from a school.

2. Attendance Register

This document is kept by the classroom teacher and it is used to record in detailed form when a child is present or absent from school. The record indicates total times a child is present or absent from school in weekly and term basis. The attendance register consists of personal data of pupils such as admission number, name of pupils, date of birth, name of parents, residential/official address of parents/guardian and religion of parents/guardian. Others include: class/form, year, sex, and column for the

three terms school fees. Teachers should mark it at the beginning of each day/session and close it thirty minutes after the beginning of second session. No deletion or erasure should be made in the register, rather the errors could be encircled with red ink and correct entry be made alongside. Vertical lines are used to indicate holiday/days drawn with red pen and reason for the holiday/days indicated in the log book.

Importance of Attendance Register

Essence of attendance register include:

- a. It gives a compressed data of each pupil and parents/guardians and gives historical document of each pupil.
- b. It gives the accurate number of boys/girls in each class daily.
- c. Where there is no free education, it helps to show the students who have paid their fees, or those indebted to the school.
- d. It indicates names of pupils who are in regular attendance to the school, those who partially attend and names of absentees if properly kept.
- e. It helps to identify truants and sick students.
- f. Holiday(s) records of the school could be lifted from the attendance register.
- g. Facilities and grants could be given to a school depending on the number of students that attends school regularly.
- h. It enables teachers to observe the behavioural traits of the pupils e.g punctuality, lateness, absence/truancy.
- i. Data needed by researchers, education planners and officials of the ministry of education could be obtained from the register and it serves as a valid evidence to save the school from a lot of embarrassment in case of legal issue.

3. Syllabus

The external examination bodies such as West African Examination Council (WAEC)

and National Examination Council (NECO) provides the school syllabus to the head teachers/principals. The syllabuses is drawn from the curriculum and it covers the curriculum and extra-curriculum activities of yearly programme for each stream/class. Without the syllabuses, it will be hard to identify the subjects done in schools and subjects/activities for a particular class.

4. Dairies

The diaries are functional documents for curriculum implementation because the teachers record all the subjects that will be taught to the pupils in it e.g. English language, Mathematics, Social Studies, Religion and Agriculture. The contents of these subjects are divided into term and weekly schedules. The diaries do not only serve as a guide to the teachers' work, but motivates them to be active to cover the work schedule both for assignments and terminal results. Towards the back of the diary, entries of work done by the teachers weekly are entered there, and if there were no work done, the space for the subject is left vacant.

Moreover, if a teacher dies, goes on transfer, is sick, absent from work or leaves the service voluntarily or retired, the incoming teacher continues from where the former stopped without hitch. The head teachers or head of departments mark the diaries and supervisor/inspectors from the ministry of education usually request for it to know whether the school is effectively run.

Importance of Diary

The diary is kept by the classroom teacher and serves the following needs:

- a. It is an academic record that shows the works claimed to have been done with regards to teaching and learning in schools.
- b. Subjects taught in every school are shown in the diary.
- c. Diary motivates teachers to cover their work schedule because lessons are broken down into weeks and periods.
- d. It does not encourage monopoly of academic work by teachers. The lessons are broken down from the

syllabus and every teacher adheres to the curriculum for each stream of student for uniform assessment.

- e. Supervisors/inspectors see it as access document to know the performance of individual teachers.
- f. Diary helps for weekly and term assessment of pupils through the lesson taught by the teacher.

5. Schemes of Work

The scheme of work is drawn from the syllabus and the subjects in it are broken into weekly lessons for a term or session to enable the teacher write the lesson plan/notes and have attainable instructional objectives. Scheme of work helps teacher to match the subjects and instructional materials for effective teaching and learning. It is contained in the diary.

6. Lesson Note/Plan

Teacher's lesson note/plan is the most vital instrument for effective and efficient teaching and learning. This is because it contains the arrangement of ideas, knowledge, skills, methods and types of instructional materials used by the teacher to transmit information to students in a given period of lesson. Usually, the scheme is broken into weeks, units/topics in various subjects. A teacher has to read the recommended textbooks/workbooks for each topic before teaching a lesson, so as to be well equipped for effective teaching and learning, and be ready to answer students' questions.

[7] opined that the lesson plan specifies the subject to be taught, the content/topic, duration, class, average age of students, date, time and specific objectives. The specific objectives are broken down into cognitive, effective and psychomotor domains to enable the students to participate actively. Lesson note/ plan defines teachers and students activities within the lesson, evaluation of work, summary/closure. Lesson note/plan should be used at all levels of education; pre-primary, primary, secondary and tertiary for effective teaching and learning. A teacher without lesson note is like a farmer without implements.

Educational institutions should provide teachers with notes every session/term to write lesson notes as evidence of work done in the class and as documents for internal and external supervision/inspection.

Importance of Lesson Note/Plan

The lesson note/plan kept by the teacher serves the following needs to the teacher:

- a. It is the official handbook of a teacher.
- b. It is the first official document a supervisor/inspector or school head demands of a teacher especially inside the classroom to ascertain the progress and procedures of lesson being taught and the extent of work done by a teacher at a glance.
- c. Teacher uses lesson note/plan to prepare a topic of a subject at a given period emphasizing on the knowledge and skill to impart on students.
- d. It helps teacher to achieve specific objectives/goals of a particular lesson.
- e. It makes a teacher to be abreast with information about his work by reading current textbooks/workbooks to prepare his lessons.
- f. It makes lesson interesting because of free flow of information, adequate introduction of instructional materials etc.
- g. Teaching without lesson note/plan creates room for 'beating about the bush', laissez-affaire attitude, amounting to cheating of students.
- h. The lesson summary helps the students to understand their private studies while the evaluation is essential for continuous assessment.

7. School Time-Table

Time-table is used to direct and energize the classroom management skills of teachers. It shows when lessons starts and ends for example 8am to 2pm. Moreover, when school opens and closes on daily and term basis. Through classroom management teachers ensure that lessons run smoothly despite

disruptive behaviors of pupils. Time-table helps the teacher and pupils to know the period of each lesson, break-time, and time for other extra-curricular activities. Without time table the teacher will loose control of the class and the school will be in chaos. It helps the teacher and pupils to be on-task, places lessons meaningfully, e.g. after a Mathematic lesson, a subject like Arts that requires manipulative skills could be taught. Allocation of time takes charge of attention span of pupils concerned. The time-table is prepared for weekly and daily activities by the dean or heads of departments. The time is kept in conspicuous places such as the classroom, head teacher's office and staff room. It controls the planned programme of the school.

Importance of School Time-Table

The importance of school time-table include:

- a. It enables the student to have variety of lessons daily.
- b. It helps to solve the problem of clash of interest by allowing a teacher enter the class only when he/she is supposed to.
- c. It helps to give conducive atmosphere in the class and school environment.
- d. Attention span of students is well managed in the school time-table considering the allocation with good subject combinations.
- e. It takes care of extra-curricular activities of the school.
- f. Time-table enables the teacher to prepare the lesson plan/note for each day and makes him to be focused in the instructional objectives of each lesson.
- g. It helps the students and supervisors to know the subject to be taught at a particular time.

8. Dossier (Pupils Cumulative Record)

The dossier is kept by classroom teacher. It contains the continuous assessment of each student to determine objectively what he gained from learning activities in terms of knowledge, reasoning and character development from the time he

started a period of study to the end [7]. The information covers the cognitive, affective and psychomotor domains of educational objectives used for guidance of the child for quality performances in the school and thereafter.

Personal data of each pupil is contained in the booklet including occupation of the parents, immunization and health status. The Federal Republic of Nigeria in its National Policy on Education added that one of the educational goals is that educational assessment and evaluation shall be liberalized by their being based on whole or in part on continuous assessment of the progress of the individuals (FRN, 2004:9). This information among others will help in academic, moral assessment of the individual and career placement.

Importance of Dossier

These include:

- a. It traces the admission or withdrawal of individual in a school.
- b. Gives detailed information about the student and the parent, payment of fees and so on.
- c. It provides information by the teacher which is relevant for guidance and counseling and for career placement of pupil for social adjustment.
- d. It helps the teacher to understand the child and know his needs in terms of cognitive, affective, psychomotor domains, which could be used for researcher purposes.
- e. It serves as reference material for conference with parents.

9. Report Cards

The report card is prepared and kept by the classroom teacher for onward distribution to students at the end of the term. It indicates progressive students assessment recorded termly in a sheet of paper with school letter-head for parent's consumption. The test and examination scores of each subject, average and position of student are among the information contained in the report card. Information about payment of fees, opening and closure of each session are also contained in it. Persons such as the class teacher, principal and counsellor

can make remarks about the academic and behavioural concerns of the pupils.

Uses of Report Card

These include:

- a. It helps parents to ascertain the achievement of their wards in school.
- b. Report cards help to achieve quality assurance in educational objectives in schools by indicating areas for improvement.

10. Progress Register

The progress register consists of names of pupils, tests and examination scores, cumulative average, position and remarks per term for each pupil as recorded by the teacher. Continuous assessment are planned or unplanned tests taken periodically to check the attentiveness of pupils in teaching and learning. The scores allocated to continuous assessment is usually 40% per term while examination is scored 60%. According to [2] "The quality of education is elevated through examinations which indicate the status and grade of the school and the state". Examination is necessary in school system because through the performance or results of students the head teachers/principal will know the quality of teaching and learning and note areas for improvement to attain quality assurance in education.

11. Log-Book

The log book is filled by important visitors to the school. It is kept by the school head/principal because it contains history of the school community development. The concept of log-book was originally meant for recording from the log and is used to determine the distance a ship travelled within a certain period of time. The term log book was spread to a wide variety of other endeavor and log books are widely used for complex machines like nuclear plants and computer based electronic logbook.

In the school system, the log book is used to record events/actions, taking into consideration the date, time and venue of the event. Archeological record or body of archeological evidence could be recorded in the log book. For instance, incidence of inter-house sports and inter-school trophies has to be recorded in the log

book. Others are: natural resources, date of vacation and resumption of school, changes of staff, examination dates, seminars attended by teachers and so on.

12. Visitors Book

This is kept in the office of the school head/principal.

Sometimes important visitors come to school either on invitation or personal interest. When they come they are given visitors book to sign. Such people include philanthropists, Governor, Commissioners, inspectors/supervisors from the Ministry of Education and non-governmental agencies. The date, time and reason for such visits are recorded for reference purposes.

13. Corporal Punishment Book

Disciplinary measures are taken on pupils for misbehavior in schools, such as fighting, disobedience to teacher, noise making and examination malpractice, etc. Accurate record of date, time, venue, gravity of offence is recorded in the corporal book. They could be retrieved for disciplinary measures.

Corporal punishment should be given in schools to check students' excesses such as bullying, lateness to school, loitering and so on. Both the class teacher and the school head administer corporal punishment depending on gravity of the offence. For instance, a class teacher can kneel a student down for making noise in the class while a school head can suspend a student or tell him to cut grass for stealing school fees belonging to another student. Forms of corporal punishment include: flogging, kneeling, writing or rendering apology, suspension and so on.

14. Cash Book and Other Financial Records

These records are kept by school bursar. Cash simply means money in coins or notes. Cashbook is therefore used in schools to record incoming cash to the school. The ledger helps one to know the financial status of a school for accountability while the vouchers state the salary of teachers. Schools also issue cheque, receipts and teller for income or expenditures. They also have bank accounts for preservation or reception of cash. The cash books and financial

records are important for providing school facilities, making necessary payments and checking embezzlement of funds. Funds from donor agencies like international organizations are also received by schools e.g. UNICEF is concerned in assisting women and children in schools [5]. Both cash and material donations from alumni association, PTA, Community/Town Union etc are to be well recorded for school use. Other financial records include the school fees, funds from skill exhibitions etc.

15. National Policy on Education

The National Policy on Education is provided by the Federal Republic of Nigeria. This document is kept by the school head or principal and it is obtained from the Ministry of Education indicating objectives and policies of school system. It indicates the subjects taught at various levels of the basic schools, the expectations of the students, teachers, parents and other stake-holders of education towards improvement of education system in Nigeria.

16. Education Law

Education laws are derived from the constitutional laws, judicial precedents, administrative laws, school rules and regulations. Law is important for school discipline. In the same view [4] explained that the executive branch of government, through its agencies, the minister or commissioner for education, school management boards school administrations and teachers, have delegated powers to enforce rules, regulations and laws that are constitutional and are capable of enhancing the education of children and promotion of their welfare. Failure to abide by the provisions of the law attracts punishment in the same way as if one has broken a common law.

17. Staff Attendance Register

This is kept by the heads of departments. The arrival and departure of each teacher are indicated in this book. It helps to know the numbers of teachers posted to a school, those who are present or absent from school each day. School heads/principals, inspectors and

supervisors use it to access ineffective or effective teachers.

18. Staff Movement Book

This book is kept by the head teachers/principals or heads of department. It is important to control truancy on the part of teachers or check movement of teachers. The head-teacher who keeps custody of the book could give permission to teachers to leave the school for urgent reasons such as going to hospital, market, and bank. The book also exonerates permitted teachers from punishment of supervisors or inspectors.

19. Inventory Book

This record is kept by the school head or principal. It is used to take stock of school document, properties and facilities. It helps the incoming head teacher to know all the materials and fund that belong to the school. On going out of the school either by retirement or transfer, the head teacher uses it to hand over the school documents, properties and facilities to the new head teacher.

20. Staff Data

This is kept by the school head or principal. It consists of the number of staff employed for the School by the Ministry of Education, their qualification, rank, sex, marital status, local government area, address, promotion and other details about the staff. The information in it is used by the Ministry of Education and other inspectors or supervisors to rate teacher's performance, retirement or dismissal from service.

21. Minutes of Staff Meeting

This book is kept by the staff secretary and contains the officials meetings held by the teachers with principals or school heads.

22. Minutes of Parents Teachers Association (PTA)

The minute's book is kept by the PTA Secretary. Schools exist in communities and therefore need their co-operation and support. Minutes of PTA usually stresses on ways to move the school forward by way of improving facilities, ensuring that teachers teach effectively, maintain healthy relationship and good environment.

23 School Records in Soft Wares

It is kept by the school principals. Also with modern technology head teacher/principals save school records in computer and other software's for easy access and safety.

24 Academic Certificates of Pupils

These certificates are obtained by students from external examinations taken by the school. They include First School Leaving Certificates, West African Examination School Certificates and National Examination Council. Pupils also get certificates from academic competitions including inter-school competition. These certificates are kept under the custody of the head teacher/principal.

Importance of Keeping School records in Education System

- i. Proper placement of pupils and teachers:** The School as an organization needs records such as admission register, teachers' recruitment records and lesson plans for proper placement of pupils and teachers, for class work and allocation of facilities.
- ii. To avoid embezzlement of school funds and stealing of school properties:** This can be controlled if the school cash and inventory books are well recorded and properly kept. The school security has to do their duties as well to avoid loss of school property.
- iii. Preservation and retrieval of information:** School records such as the register and the log book should be well preserved because they help to get information about the students and to form the history of a school. Any retrieval should be with the permission of the head teacher.
- iv. Enforcement of discipline in schools:** School records including corporal punishment book and movement book are guides for teachers and pupils behavior. Without the time-table for instance, the school will be in disarray.
- v. Educational Research:** Documents/Data from exams and continuous assessment for instance can give a researcher work to

investigate why a school performs well or poorly academically.

vi. Perpetuation/Continuity of School:

The school is an organization that needs records to forge ahead, make amendments and improve to have lasting existence. Therefore, records like progress register, syllabus, Board, PTA and Staff meetings including other school records need to be kept for reference purposes.

vii. To attract fund or aid: Records from school such as students' results, commendations from visitors, etc. can help to attract foreign aids or financial support from the community and philanthropists.

viii. Counseling services: The corporal punishment book has records for deviant pupils likewise the attendance register. The counselor could help students through such records. The parents could be notified by counselors of their wards behavior for proper check at home.

ix. For reference purposes: This is the main essence of school records. Teachers, head teachers, pupils, government officials, Ministry of Education can refer to the records as the need arises. For instance, the Ministry of Education would always demand for school time table, lesson notes, diaries, registers etc. as soon as they come for inspection/supervision. Pupils could only be given transfer certificate with reference to such records. Researchers need school records for developments/corrections in education system.

x. Promotion or demotion of school staff: Records available in the school can help in the promotion of head teacher, teachers or non-tutorial staff. Bad records can deny any of these their promotions. For example a teacher who has no lesson notes and that does not teach his/her lessons regularly can be demoted or even be expelled from service.

In support of the above view, [11] opined that, school records serve as bank for retrieving information, for planning process, historical records,

students academic performances, provides data for counseling and facilitates financial administration of school. For instance, data from enrolment of pupils helps to determine the resources needed by the school and helps for placement of students in various classes.

Management of School Records

The Management of school records is solely the responsibility of the head teacher unless he/she delegates some staff to keep some aspects of the records. [15] maintained that the head teacher is the custodian of all the school property and records. He is in charge of disciplinary matters affecting pupils and teachers and should make sure that educational objectives are met. For effective management of school records the head teachers/principals should employ the aid of the heads of departments, deans, and bursars, who in turn assemble the records to her office at the end of each term/session for adequate evaluation and quality assurance in education system. Some school records such as results could be stored in the computer for easy access by students and others in need of them.

[9] suggested that records and data generated in the course of legitimate function of school should be properly managed through head teachers though some of them differ in their management of school records in terms of gender, experience and school location. Head teachers/principals should organize workshops, seminars, conferences for adequate training of their teachers in keeping and retrieving school records. Supervision of teaching and learning is also very important to enhance adequate school records.

Improvement of School Records

- ii. Leaking of confidential records and abusing individuals concerned.
- iii. Careless records of events or scores.
- v. Not returning records at their appropriate places after use in their safe environment.

CONCLUSION

School records are official documents or information bank of a school stored through written form or electronic devices and retrieved for administrative purposes. The information ought to be clear, truthful, precise, signed and wisely preserved, for progress and continuity of

the schools. Stake-holders of education, including students, parents and guardians are entitled to have access to such information as cogent need arises. They are important for educational planning and research.

RECOMMENDATIONS

Owing to the importance of school records, the following recommendations are made:

- i. Government should provide statutory school records for basic schools.
- ii. Government should provide shelves and safe environment for school records
- iii. Management of basic schools should ensure that school records are properly kept by the correct designated officials.

- iv. Inspection and supervision of school records by school heads and officials from Ministry of Education should be encouraged.
- v. Head-teachers/ principals, teachers and students should know the legal implication of maintenance and misuse of school records.
- vi. Preservation of school records in I.C.T components should be encouraged.

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