

SUGGESTIONS.

1. The importance of regular, accurate and full reports is not easily overestimated.
2. The report is to cover the calendar month, or fractional part of a month, ending with the last calendar day.
3. Each report is to be made *in triplicate*; the first copy to be sent to the office from which the teacher was commissioned, the second to this office; and the third to be kept by the teacher.
4. The report will not be considered regular, unless it is finished and mailed within *five days* after the expiration of the month reported upon.
5. Every subdivision of the report is to be attended to. Every space is to be filled with a cypher, if not with significant figures. A *blank* signifies a defective report, and *nothing* more.

Have no large envelope

The Report should always be folded in Three even Folds, and be forwarded in a Large Envelope.

Forwarded *Dec 24* 1868

Received 186

BALTIMORE ASSOCIATION,
FOR THE
Moral & Educational Improvement
OF THE
COLORED PEOPLE.

TEACHER'S MONTHLY REPORT.

SCHOOL AT

Fredensick

County of *Fredensick*

for the month ending *Nov 30* 1868

I CERTIFY THE WITHIN IS CORRECT

S. P. Coburn

Teacher.

6. When precise data are not at hand, approximate figures should be entered, and noted in the margin as such.

7. It is evident that an accurate report can only be derived from an accurate Daily Register.

8. The formal report is not to take the place of familiar correspondence, but to serve as the text which correspondence shall explain and illustrate. The teacher should regularly discuss the general progress of the school, the chief obstacles encountered, and the method of meeting them; adding observations bearing upon the welfare of the school, and information in regard to the condition of the freed people at large in the vicinity.

9. The usefulness of the Association is in the keeping of its representatives. Too conscientious a regard for one's own prudence of behavior can hardly be entertained.

Robert