



THE PRESBYTERIAN PRIMARY SCHOOLS' BOARD OF EDUCATION

Rushworth Street Extension, San Fernando

Tel./Fax: 652-3717

Email: ppsbe09@yahoo.com

Email: ppsbe092hotmail.com

SPECIAL REPORT FOR PROMOTION

1) PERSONAL INFORMATION :

a) Officer's Name: _____
Home Address: _____
Telephone: (work) _____ (cell) _____ (home) _____
Date of Birth: _____ (e) Marital Status: _____

2) ACADEMIC QUALIFICATION:

3) PROFESSIONAL QUALIFICATION:

4) SERVICE RECORD:

a) Name of present school: _____
b) Period of service at that school: _____
c) Date of entry into Teaching Service: _____
d) Present Post: _____
e) Date of appointment to present post: _____

f) Relevant **Teaching Experience:** (Classes taught)

<u>INFANTS</u>	<u>LOWER JUNIORS</u>	<u>UPPER JUNIORS</u>

g) Relevant **Administrative Experience** - appointed or acting positions:

5) **ATTENDANCE /PUNCTUALITY RECORD** (Preceding Five Years): 20__ to 20__

	LEAVE TAKEN	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
REGULARITY	Sick					
	Occasional					
	Other (specify)					
	TOTAL					
PUNCTUALITY	Times Late					

6) **OFFICER'S INVOLVEMENT IN SCHOOL EVENTS:** (Fund Raising, Field Trips, Graduation, Concerts, Sports Day, Celebrations, National Events, Achievement Day etc.)

EVENTS	DATES

7) **OFFICER'S INVOLVEMENT IN CO- CURRICULAR & EXTRA CURRICULAR ACTIVITIES:**
(Competitions - art, craft, music, drama, poster, essay, quiz, red cross, scouts, cricket, football, netball, athletics etc.)

ACTIVITIES	DATES

8) **OFFICER'S RELATIONSHIP WITH STAFF MEMBERS AND PUPILS:**

9) **PERFORMANCE OF DUTIES OF OFFICER:**

10) Is this officer suitable for duties of the higher grade?

11) Would you be perfectly satisfied to retain this officer on your staff in the higher grade?

12) **RECOMMENDATION:**

I have seen this Report

.....
Teacher's Signature

Date

.....
Principal's Signature

Date

School Stamp