

**WE ARE COMMITTED TO SUPPORTING YOU.  
VIEW OUR RANGE OF *EDULINE*  
ADMINISTRATION SUPPORT PRODUCTS.**

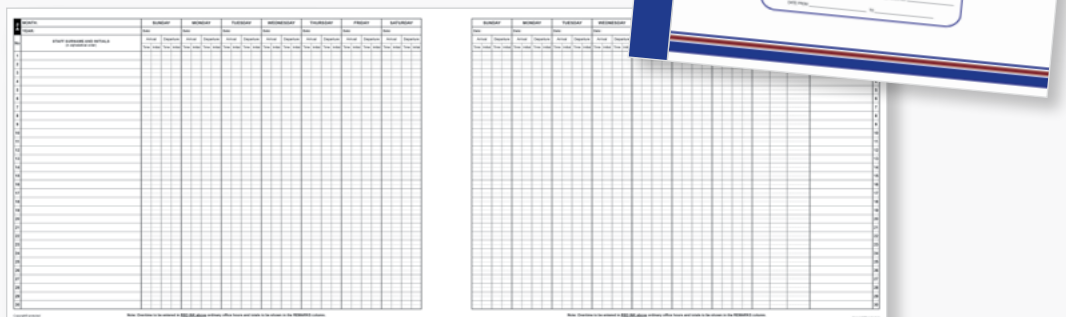


# STAFF ADMINISTRATION AND INTERACTION

## STAFF TIME REGISTER

### PRODUCT FEATURES

- Full colour quarter-bound hard cover, ensuring durability.
- Provides for timekeeping by at least 30 members of staff.
- Layout over two consecutive weeks, with provision for overtime entries and remarks.
- 100 sheets, enabling subdivision of the register when staff complement exceeds 30.
- Size: 315mm high x 440mm wide.



## TIME & ATTENDANCE REGISTERS FOR EDUCATORS AND NON-TEACHING STAFF

Registers to record daily staff attendance.

### PRODUCT FEATURES

- Manufactured with laminated covers and four staples in spine to ensure durability for a full year.
- Size: 315mm high x 270mm wide.
- Covers colour coded (light brown and light plum) for easy identification.
- Weekly time and attendance sheets, catering for recording of overtime hours.
- Separate registers for educators and non-teaching staff to accommodate possible differences in time schedules.
- Provision for 32 staff members for a full academic year.



## STAFF LATE ARRIVAL AND EARLY DEPARTURE REGISTER

### PRODUCT FEATURES

Detailed record of staff arriving late for work or leaving early with provision for maintaining running totals.

- Full colour quarter-bound hard cover ensures durability.
- Front cover banding blue and maroon, identifying it as belonging to the grouping: Staff Administration.
- 100 sheets, each with room for multiple entries.
- Size: 220mm high x 315mm wide.



## REGISTER OF STAFF LEAVE APPLICATIONS

### PRODUCT FEATURES

Detailed record of staff leave applications, complete with provision for approval / denial, remarks and signatures by management.

- Full colour quarter-bound hard cover ensures durability.
- Front cover banding blue and maroon, identifying it as part of Staff Administration.
- 100 sheets, each with room for multiple entries.
- Size: 220mm high x 315mm wide.

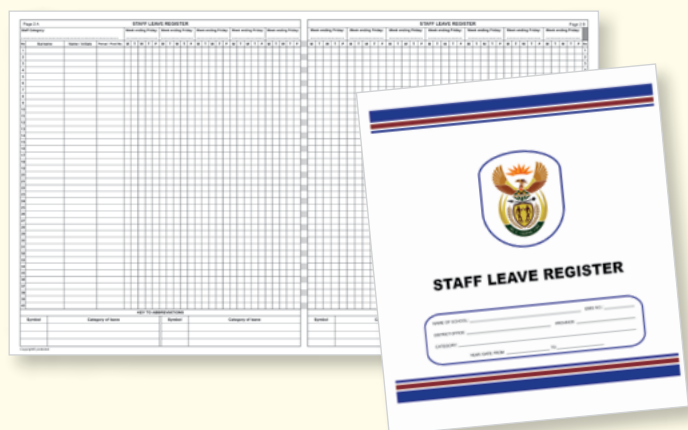


## STAFF LEAVE REGISTER

### PRODUCT FEATURES

Day by day record of actual leave taken by staff for managerial as well as administrative purposes.

- Full colour cover banded in blue and maroon identifying it as part of Staff Administration.
- Laminated cover with 4 staples in spine ensures durability.
- Sheet layout caters for 40 members of staff and is aimed at quarterly use, with allowance for 12 weeks per term.
- Size: 315mm high x 270mm wide.

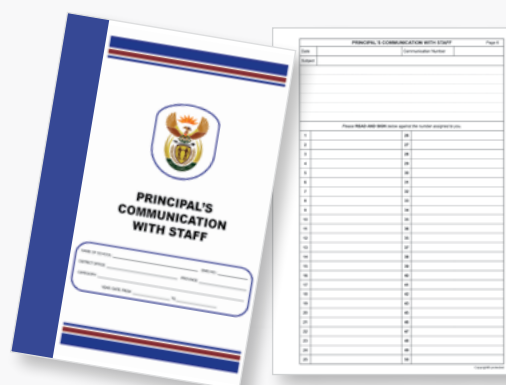


## PRINCIPAL'S COMMUNICATION WITH STAFF

### PRODUCT FEATURES

Record of staff communications by the principal, combined with acknowledgement by staff members of having read them.

- Full colour quarter-bound hard cover ensures durability.
- Front cover banding blue and maroon, identifying it as part of Staff Administration.
- Provision for 100 communications with 50 members of staff.
- Size: 315mm high x 220mm wide.



## DISTRICT OFFICE INTERACTION

### OFFICIAL VISITS TO SCHOOL

#### PRODUCT FEATURES

Record of visits to the school by officials from the District Office and / or other visits of an official nature.

- Full colour quarter-bound hard cover ensures durability.
- Cover banding brown and orange, identifying it as belonging to the grouping: District Office Interaction.
- 100 sheets with provision for multiple visits.
- Size: 315mm high x 440mm wide.





## PRODUCT FEATURES

- Full colour quarter-bound hard cover ensures durability.
- Cover banding brown and orange, identifying as part of District Office Interaction.
- 100 sheets with provision for multiple entries.
- Size: 220mm high x 315mm wide.

[illegible]

## SCHOOL INCIDENT REGISTER

- Full colour quarter-bound hard cover ensures durability.
- Cover banding red and teal, identifying it as part of General School Administration.
- 100 spreads, with provision for multiple entries per sheet.
- Size: 315mm high x 440mm wide.

[illegible]

- This logbook is coil-bound at the top for ease of handling by gate monitors as well as visitors.
- Full colour cover banded in red and teal, identifying it as part of General School Administration.
- 60 double-sided sheets.
- Size: 210mm high x 311mm wide.

**VISITORS' GATE  
ACCESS LOGBOOK**

NAME OF VISITOR: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE OF VISIT: \_\_\_\_\_

[illegible]

**Please note:** This item is customisable with your school emblem on the front cover, and numbering of the contents to suit your requirements.

[illegible]

## VISITORS' ACCESS AND EXIT CONTROL SLIPS

### PRODUCT FEATURES

This logbook records details of visitors entering school premises with an EXIT section allowing for signature of person visited and other relevant details.

- Full colour cover banded in red and teal, identifying it as part of General School Administration.
- Three numbered tear-off slips (in duplicate) to a sheet.
- 100 duplicate (carbonised) sheets (300 slips) to a book.
- Size: 210mm high x 297mm wide.

**Please note:** This item is customisable with your school emblem on the front cover, and numbering of the contents to suit your requirements.



## SCHOOL MAINTENANCE LOGBOOK

### PRODUCT FEATURES

Record of requests for maintenance required, including progress and completion.

- Full colour cover banded in red and teal, identifying it as belonging to the grouping: General School Administration.
- Laminated cover with 4 staples in spine ensures durability.
- Sheet layout caters for any number of entries, determined by individual instances of maintenance required.
- Size: 315mm high x 270mm wide.

## EDUCATOR'S / CLASSROOM LOGBOOKS

### EDUCATOR'S DISCIPLINARY LOGBOOK

#### PRODUCT FEATURES

Class educator's ongoing record of instances of misbehaviour, neglect, incorrect school uniform (transgressions / incidents) etc. occurring in class.

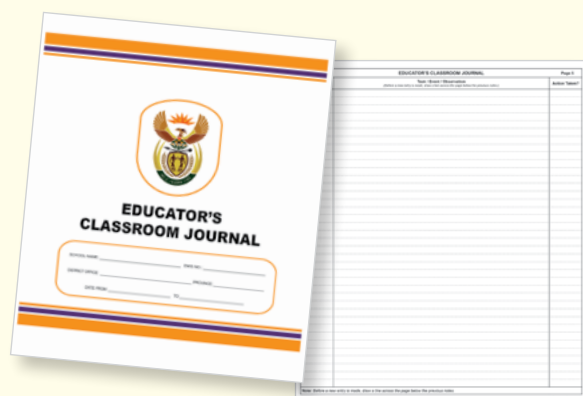
- Full colour cover banded in orange and purple, identifying it as belonging to the grouping: Educator's Use.
- Laminated cover with 4 staples in spine ensures durability.
- Sheet layout caters for any number of entries, determined by length of individual entries.
- Size: 315mm high x 270mm wide.

### EDUCATOR'S CLASSROOM JOURNAL

#### PRODUCT FEATURES

Class educator's own logbook for noting down anything worth recording (e.g. learner sent home on account of illness), with the exclusion of discipline related incidents.

- Full colour cover banded in red and teal, identifying it as part of the grouping: Educator's Use.
- Laminated cover with 4 staples in spine ensures durability.
- Sheet layout caters for any number of entries, determined by length of individual entries.
- Size: 315mm high x 270mm wide.



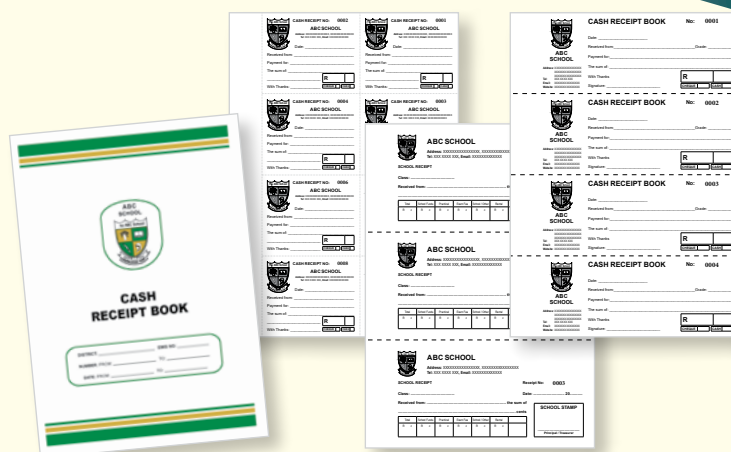
## RECEIPT BOOKS

### PRODUCT FEATURES

Numbered and perforated duplicate or triplicate receipt books in 3 standard (297mm high x 224mm wide) formats:

- 4-up per A4 sheet.
- 3-up (landscape) per A4 sheet.
- 8-up per A4 sheet.
- Full colour cover banded in green and yellow, identifying it as belonging to the grouping: Finance.

**Please note:** This item is customisable with your school emblem on the front cover, and numbering of the contents to suit your requirements.



**Eduline** is committed to supporting your school in achieving great educational outcomes.

If you require a product that you did not see listed, please do not hesitate to contact us, and we will see how we can assist you.

## YOUR TRUSTED MARKET LEADER

- In 2022 **Eduline** products assisted more than 5,000 educators with fully compliant learner administration.
- More than 175,000 learners started their school year with an **Eduline** school diary, keeping all stakeholders informed and organised.
- Training materials supplied by **Eduline** were used to improve the skills of over 50,000 learners, students and adults.
- Throughout our 40 years' history, we have had the privilege to support more than 20,000 educational and commercial institutions.

## MORE EDULINE PRODUCTS



Learner Diaries



Calendars



Custom Workbooks



Teaching Aids



Book Covers & Inserts

To place an order or obtain more information, kindly complete and fax the enclosed enquiry form; one of our sales consultants will get in touch. Alternatively, use the details below for direct access to the sales staff.

For more information contact: [eduline@edgeprint.co.za](mailto:eduline@edgeprint.co.za)  
Tel: 0861 282 000 - Fax: 010 768 3344