



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

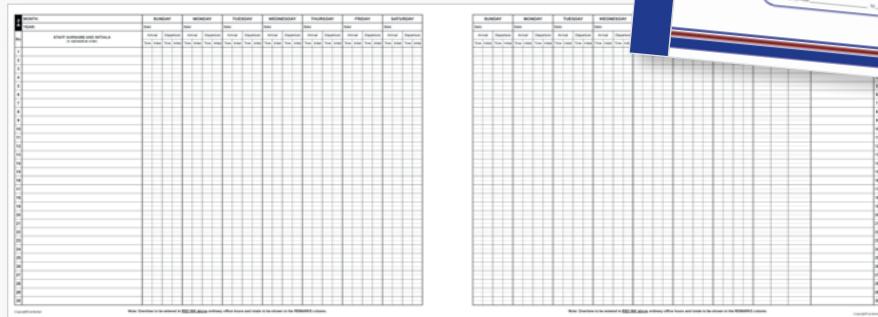


STAFF ADMINISTRATION AND INTERACTION

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

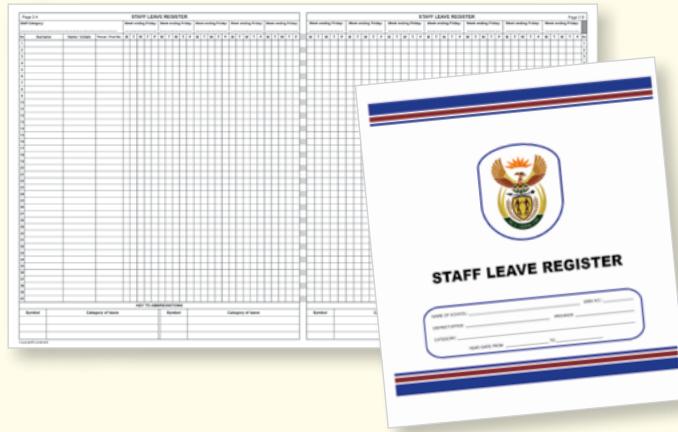
PRODUCT FEATURES

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.



REGISTER OF STAFF LEAVE APPLICATIONS									
Record of leave applied for									
Page 1	Leave Type	Start Date	End Date	Leave Type	Start Date	End Date	Leave Type	Start Date	End Date
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STAFF LEAVE REGISTER

PRODUCT FEATURES

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

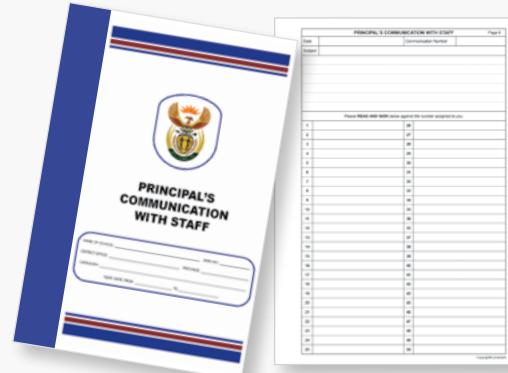
- Full colour cover banded in blue and maroon identifying it as part of Staff Administration.
- Laminated cover with 4 staples in spine ensures durability.
- Sheet layout caters for 40 members of staff and is aimed at quarterly use, with allowance for 12 weeks per term.
- Size: 315mm high x 270mm wide.

PRINCIPAL'S COMMUNICATION WITH STAFF

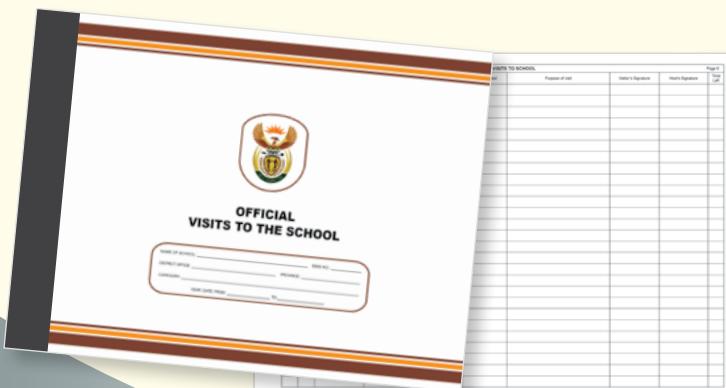
PRODUCT FEATURES

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.

SUBMISSIONS TO DISTRICT OFFICE

PRODUCT FEATURES

Record of acknowledgement of items delivered by hand to the District Office.

- 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.



GENERAL SCHOOL ADMINISTRATION



VISITORS' GATE ACCESS LOGBOOK

PRODUCT FEATURES

Details of visitors and vehicles entering school premises are recorded.

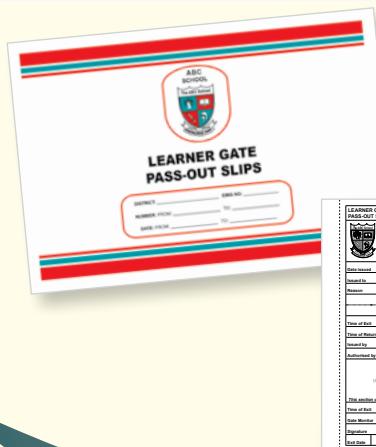
- This logbook is coil-bound at the top for ease of handling by gate monitors as well as visitors.
- Full colour cover banded in red and teal, identifying it as part of General School Administration.
- 60 double-sided sheets.
- Size: 210mm high x 311mm wide.

SCHOOL INCIDENT REGISTER

PRODUCT FEATURES

Detailed record of safety related and other incidents occurring at school, which require intervention by the school, SGB, safety and security staff, DBE or other external parties.

- 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.



LEARNER GATE PASS-OUT SLIPS

PRODUCT FEATURES

This logbook records details of persons other than members of staff (e.g. learners) leaving the school premises with suitable authorisation.

- 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 311mm wide.

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

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.



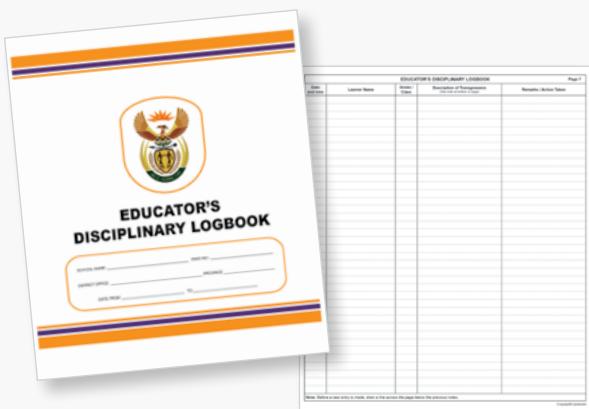
SCHOOL MAINTENANCE LOGBOOK

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.

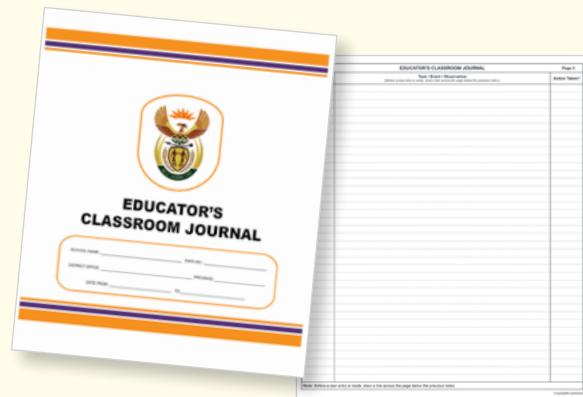
- Full colour cover banded in orange and purple, identifying it as belonging to the grouping: Educator's Use.
- Laminated cover with 4 staples in spine ensures durability.
- Sheet layout caters for any number of entries, determined by length of individual entries.
- Size: 315mm high x 270mm wide.

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.



FINANCE

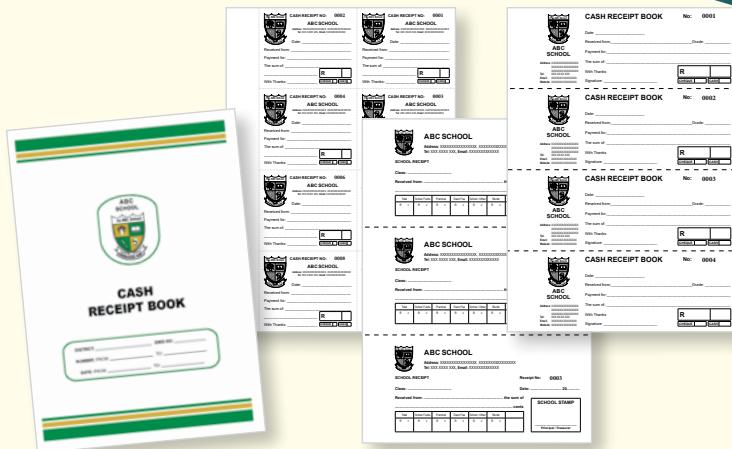
RECEIPT BOOKS

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

Tel: 0861 282 000 - Fax: 010 768 3344