Dekaney High School

A parent volunteer helped me set up the attached Excel spreadsheet.  It is a weekly tabulation of patrons in the library.  Each week, I open the template & set up the dates, etc.  In the first column under each DAY, I list the last name - class period of each teacher who is bringing his/her class to the library.  That column is set up to count 1 class per line (name). In the second column, I enter the # of students who are present with the teacher that day in the library.  In the rows below these, I have areas to enter the number of students who come in on passes (Daily), and those who come before (AM)/after (PM) school -- we have a sign in book to gather this info.  At the bottom of the page, the weekly total on the left automatically totals, but I must enter the weekly totals in the bottom row, which then automatically total to the right in the bottom grid.  
  
Each month I submit to my principal and my evaluator these weekly tabulations, a circulation stats printout from my management software (Destiny), and a brief email summary of that month's library activity, where I note any special research projects, special circumstances, etc. that influence our library.  
  
How I do this: My aide collects the teachers' numbers & enters those for me each week; at the end of the week, I print that out, check her numbers against our weekly schedule, enter the #s from our sign in sheets & generally check for errors.  I update the page & printout the final copies at the end of the month (so all pages have the weekly / monthly totals when I submit).  
  
I've found that my principal appreciates having this information & that it is useful for me to review these numbers monthly as well.  I hope this helps.  
  
Patsy