

Monthly report — preparation sheet

Filled by the head of school before opening the Google form, every fourth Saturday

This is not a government format. This is not a government annexure. Submission still happens through the Google form — this page exists only so the answers are ready first. The boxes below are the questions seen on the form's FIRST page on 04-09-2026; the form continues past that page, and saving needs a Google sign-in.

Questions on the form's first page

District	
Block	
School name	
UDISE code	
Career teacher's name	
Reporting month (July to January)	

Figures to have at hand — from what the order itself requires

Sessions held this month (2nd and 4th Saturday)	
Classes 9 / 10 / 11 / 12 — separately	
Students present / total enrolled	
Worksheets completed	
Sessions missed, and why	