Schoo	DI Form 2 (SF2) Daily (This replaced Form 1, Form 2 & ST	Attendance Report of Learne	rs	Depertment of education
School Yea	r	Report for the Month of		DEPARTMENT OF EDUCATION
		Grade Level	Section	
	(1st row for date, 2nd r	ow for Day: M,T,W,TH,F)	Total for the	REMARK/S (If DROPPED OUT, state reason,
			+ $+$ $+$ $+$ $  -$	Please refer to legend number 2. If <b>TRANSFERRED IN/OUT</b> , write the name of School.)
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		School Year	School Year	Grade Level Section

							(1st	row fo	or dat	te, 2nc	lrow	for Da	ay: M	,T,W,T	H,F)								Total		REMARK/S (If DROPPE	D OUT, state reason,
LEARNER'S NAME (Last Name, First Name, Middle Name)																							Mo	nth	please refer to leg	end number 2.
(Last Name, First Name, Middle Name																							ABSENT	TARDY	Schoo	
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FEMALE   TOTAL Per Day	Ť	Ť	Í				Ĩ	ľ	-				Ī	Í		Ĩ		Ĩ	Ī	Ī						
🖕 Combined TOTAL PER DAY 🔶																										
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JIDELINES:												1. CO	DES F	OR CI	IECKI	NG AT	TEND	ANCE				Mont	h:		No. of Days of	Month

## GUIDELINES:

1. The attendance shall be accomplished daily. Refer to the codes for checking learners' attendance.

2. Dates shall be written in the preceding columns beside Learner's Name. 3 To compute the following:

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0.1000	inpute the following.			
a.	Percentage of Enrolment =	Registered Learner as of End of the Month	- x 100	
a.	Fercentage of Enrollinent -	Enrolment as of 1st Friday of June	- X 100	
b.	Average Daily Attendance =	Total Daily Attendance		
b. Average Daily Allendance -		Number of School Days in reporting month	-	
- Deventers of Attendence for the month -		Average daily attendance		
с. <i>Р</i> е	rcentage of Attendance for the month =	Registered Learner as of End of the month	- x 100	

4. Every End of the month, the class adviser will submit this form to the office of the principal for recording of summary table into the School Form 4. Once signed by the principal, this form should be returned to the adviser.

5. The adviser will extend neccessary intervention including but not limited to home visitation to learner/s that committed 5 consecutive days of absences or those with potentials of dropping out

6. Attendance performance of learner is expected to reflect in Form 137 and Form 138 every grading period

\* Beginning of School Year cut-off report is every 1st Friday of School Calendar Days

(x)- Absent; Tardy (half shaded= Upper r, Lower for Cutting Classes)	
AUSES OF DROP-OUTS	

a.1. Had to take care of siblings

a.2. Early marriage/pregnancy a.3. Parents' attitude toward schooling

a.4. Family problems

b. Individual-Related Factors

b.1. Illness

b.2. Overage

b.3. Death

b.4. Drug Abuse b.5. Poor academic performance

b.6. Lack of interest/Distractions

b.7. Hunger/Malnutrition

c. School-Related Factors

c.1. Teacher Factor

c.2. Physical condition of classroom c.3. Peer influence

- d. Geographic/Environmental
- d.1. Distance between home and school

d.2. Armed conflict (incl. Tribal wars & clanfeuds)

d.3. Calamities/Disasters e. Financial-Related e.1. Child labor, work

f. Others

Month:	No. of Days of Classes:	Summary for the Month				
	Classes.		F	TOTA		
* Enrolment as of (1st F	riday of June)					
	during the month nd cut-off)					
Registered Learner	as of <b>end of the month</b>					
Percentage of Enrolme	nt as of <b>end of the month</b>					
Average D	aily Attendance					
Percentage of Atte	endance for the month					
	vith 5 consecutive days of sences:					
Di	op out					
Trans						
Tran	sferred in					

I certify that this is a true and correct report.

(Signature of Teacher over Printed Name)

Attested by: