DepED		School Form 2 (SF2) Daily Attendance Report of Learners (This replaced Form 1, Form 2 & STS Form 4 - Absenteeism and Dropout Profile)																NARAN NG			A X PS					
School ID					Sc	hool	Year							Re	port for	the	Month	n of						·KAG	Yow.	
Name of School													(Grad	e Level			-	Section					PEPUBLIK,	ING PILIPINES	
LEARNER'S NAME (Last Name, First Name, Middle Name)		(1st row									date, 2nd row for Day: M,T,W,TH,F)										Total for the Month		REMARK/S (If DROPPED OUT, sta please refer to legend number		OUT , state reaso	on,
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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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•	Percentage of Enrolment =	Registered Learner as of End of the Month	x 100
a.	Fercentage of Enforment –	Enrolment as of 1st Friday of June	X 100
b.	Average Daily Attendance =	Total Daily Attendance	
D.	Average Daily Allendance -	Number of School Days in reporting month	
		Average daily attendance	400
c. Per	centage 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

School Form 2: Page 2 of _____

1. CODES FOR CHECKING ATTENDANCE

blank- Present; (x)- Absent; Tardy (half shaded= Upper for Late Commer, Lower for Cutting Classes)

2. REASONS/CAUSES OF DROP-OUTS

a. Domestic-Related Factors

- 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

(Signature of School Head over Printed Name)

Month: No. of Days of Month Classes: M F TOTAL Enrolment as of (1st Friday of June) Late Enrollment during the month (beyond cut-off) Registered Learner as of end of the month Percentage of Enrolment as of end of the month Average Daily Attendance Percentage of Attendance for the month Number of students with 5 consecutive days of absences: Drop out Transferred out Transferred in

I certify that this is a true and correct report.

Attested by:

