

# School Form 2 (SF2) Daily Attendance Report of Learners (This replaced Form 1, Form 2 & STS Form 4 - Absenteeism and Dropout Profile)



REBUBLIKA NG PILIPINAS	School ID			Sc	chool \	/ear								Repo	ort for	the I	Month	of							DEPARTMEN	T OF ED	UCATION
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GUIDELINES:
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- 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:

•	Percentage of Enrolment =	Registered Learner as of End of the Month	- x 100
a.	rercentage of Enrollient -	Enrolment as of 1st Friday of June	- X 100
b.	Average Daily Attendance =	Total Daily Attendance	
U.	Average Daily Attendance -	Number of School Days in reporting month	_
- 0	areautone of Attandance for the month -	Average daily attendance	- x 100
C. P	ercentage 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
- 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

1. CODES FOR CHECKING ATTENDA
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**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

. Others
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Month:	: No. of Days of Classes:						
	Giadoco.	М	F	TOTAL			
* Enrolment as of (1st Fri	day of June)						
Late Enrollment (beyon							
Registered Learner a							
Percentage of Enrolmen							
Average Da	Average Daily Attendance						
Percentage of Atte	ndance for the month						
	Number of students with 5 consecutive days of absences:						
Dre	op out						
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	Hansierieu III			
,	I certify that this is a true and correct report.			_
	(Signature of Teacher over Printed Na Attested by:	ame)		
	(Signature of School Head over Prints	ed Name	e)	

School	Form	2.	Page	2 of	