



School Form 4 (SF4) Monthly Learner's Movement and Attendance

(This replaced Form 3 & STS Form 4-Absenteeism and Dropout Profile)



Region

Division

District

School ID

School Name

School Year

Report for the Month of

NAME OF ADVISER	GRADE/ YEAR LEVEL	SECTION	REGISTERED LEARNER (As of End of the Month)	ATTENDANCE						DROPPED OUT						TRANSFERRED OUT						TRANSFERRED IN					
				Daily Average			Percentage for the Month			(A) Cumulative as of Previous Month	(B) For the Month			(A+B) Cumulative as of End of the Month	(A) Cumulative as of Previous Month	(B) For the Month			(A+B) Cumulative as of End of the Month	(A) Cumulative as of Previous Month	(B) For the Month			(A+B) Cumulative as of End of the Month			
				M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
ELEMENTARY/SECONDARY:																											
KINDER																											
GRADE 1/GRADE 7																											
GRADE 2/GRADE 8																											
GRADE 3/GRADE 9																											
GRADE 4/GRADE 10																											
GRADE 5/GRADE 11																											
GRADE 6/GRADE 12																											
TOTAL FOR NON-GRADED																											
TOTAL																											

GUIDELINES:

1. This forms shall be accomplished every end of the month using the summary box of SF2 submitted by the teachers/advisers to update figures for the month.
2. Furnish copy to Division Office: a week after June 30, October 30 & March 31
3. Only teachers who are handling advisory class shall be reported. May use additional copy/ies of this form if needed.
4. Small school that has one section per grade/year level is not required to fill the columns "Name of Adviser, Grade/Year Level & Section". Instead, they will only accomplish the summary column per grade/year level.

Prepared and Submitted by:

(Signature of School Head over Printed Name)