School Form 2 (SF2) Daily Attendance Report of Learners

(This replaces Form 1, Form 2 & STS Form 4 - Absenteeism and Dropout Profile)

School ID [ ] School Year [ ] Report for the Month of [ ]

Name of School [ ] Grade Level [ ] Section [ ]

LEARNER'S NAME (Last Name, First Name, Middle Name)	(1st row for date)																									Total for the Month		REMARKS (If DROPPED OUT, state reason, please refer to legend number 2. If TRANSFERRED IN/OUT, write the name of School.)
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	ABSENT	TARDY	
← MALE | TOTAL Per Day →																												

LEARNER'S NAME (Last Name, First Name, Middle Name)	(1st row for date)																									Total for the Month		REMARKS (If DROPPED OUT, state reason, please refer to legend number 2. If TRANSFERRED IN/OUT, write the name of School.)
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	ABSENT	TARDY	
← FEMALE	TOTAL Per Day →																												
Combined TOTAL PER DAY																													

GUIDELINES:

1. The attendance shall be accomplished daily. Refer to the codes for checking learners' attendance.
2. Dates shall be written in the columns after Learner's Name.
3. To compute the following:

a. $Percentage\ of\ Enrolment = \dfrac{Registered\ Learners\ as\ of\ end\ of\ the\ month}{Enrolment\ as\ of\ 1st\ Friday\ of\ the\ school\ year} \times 100$

b. $Average\ Daily\ Attendance = \dfrac{Total\ Daily\ Attendance}{Number\ of\ School\ Days\ in\ reporting\ month}$

c. $Percentage\ of\ Attendance\ for\ the\ month = \dfrac{Average\ daily\ attendance}{Registered\ Learners\ as\ of\ end\ of\ the\ month} \times 100$

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 School Form 4. Once signed by the principal, this form should be returned to the adviser.
5. The adviser will provide neccessary interventions including but not limited to home visitation to learner/s who were absent for 5 consecutive days and/or those at risk of dropping out.
6. Attendance performance of learners will be reflected in Form 137 and Form 138 every grading period.
   * Beginning of School Year cut-off report is every 1st Friday of the School Year

1. CODES FOR CHECKING ATTENDANCE

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

2. REASONS/CAUSES FOR DROPPING OUT
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 (Specify)

Month:	No. of Days of Classes:	Summary		
		M	F	TOTAL
* Enrolment as of (1st Friday of June)				
Late Enrollment during the month (beyond cut-off)				
Registered Learners 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 absent for 5 consecutive days:				
Drop out				
Transferred out				
Transferred in				

I certify that this is a true and correct report.

_____
(Signature of Teacher over Printed Name)

Attested by:

_____
(Signature of School Head over Printed Name)

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