

[illegible]

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: Registered Learners as of end of the month

f. To compute the following:

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

$$\text{b. Average Daily Attendance} = \frac{\text{Number of School Days in reporting month}}{\text{Average daily attendance}}$$

c. *Percentage of Attendance for the month* = $\frac{\text{Is as of end of the month}}{\text{Is as of end of the month}} \times 100$

4.

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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:	Sur	
		M	F
* 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:

LEARNER'S NAME (Last Name, First Name, Middle Name)	(1st row for date)																											Total for the Month		REMARKS (If DROPPED OUT, state reason legend number 2. If TRANSFERRED IN/OUT, write the name)
	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30								
	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	PRESENT			

School Form 2 : Page ____ of _____

(Signature of School Head over Printed Name)

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Summary

TOTAL

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