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| Name of School | | | <u> </u> | | | | | | | | | | | | | | | Gra | ide L | _evel | | | | Sect | ion | | | | |
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| LEARNER'S NAME (Last Name, First Name, Middle Name) | М | Т | W | TH | F | М | T | W | TH | F | M | Т | w | TH | F | М | Т | w | TH | F | М | Т | W | TH | F | | nth | REMARKS (If DROPPED OUT, state legend number of TRANSFERRED IN/OUT, write | er 2. |
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| LEARNER'S NAME | | | | | | | | | | | | (1st r | ow fo | r date) |) | | | | | | | | | | | Total for the Month | | REMARKS (If DROPPED OUT, state rea | son, please refer to |
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| FEMALE TOTAL Per Day | Ī | | Ī | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Combined TOTAL PER DAY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GUIDELINES: | | | | | | | | | | | | | | 1. CO | DES F | OR CH | IFCKIN | IG AT | TENDA | NCF | • | | | | Month | 1! | | No. of Days of S | ımmary |
| The effections shall be accomplished daily. Defeate the acc | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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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 columns after Learner's Name.
- 3. To compute the following:

| a. Percentage of Enrolment = | Registered Learners as of end of the month Enrolment as of 1st Friday of the school year | | | | | | |
|---|--|---------|--|--|--|--|--|
| a. Fercentage of Enrollment – | | | | | | | |
| b. Average Daily Attendance = | Total Daily Attendance | | | | | | |
| b. Average Daily Allendance – | Number of School Days in reporting month | | | | | | |
| - Develope of Attendance for the month - | Average daily attendance | — x 100 | | | | | |
| c. Percentage of Attendance for the month = | Registered Learners as of end of the month | | | | | | |
| | | | | | | | |

- 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

(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 | | Summary | | | | |
|---------------------------|-----------------------------|---|---------|-------|--|--|--|
| | Classes: | M | F | TOTAL | | | |
| * Enrolment as of | | | | | | | |
| Late Enrollment (beyon | | | | | | | |
| Registered Learners a | | | | | | | |
| Percentage of Enrolmen | | | | | | | |
| Average Da | | | | | | | |
| Percentage of Atte | ndance for the month | | | | | | |
| Number of students abso | ent for 5 consecutive days: | | | | | | |
| Dro | op out | | | | | | |
| Transf | Transferred out | | | | | | |
| Trans | Transferred in | | | | | | |

| | Transferred out | | | | | | | |
|--|--------------------------------------|--------|----|---|--|--|--|--|
| | Transferred in | | | | | | | |
| I certify that this is | s a true and correct report. | | | | | | | |
| (Signature of Teacher over Printed Name) | | | | | | | | |
| Attested by: | | | | | | | | |
| | (Signature of School Head over Print | ed Nam | e) | • | | | | |
| | | | | | | | | |

| School | Form 2 | 2: | Page | of | |
|--------|--------|----|------|----|--|
| | | | | | |