

School Form 2 (SF2) Daily Attendance Report of Learners

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

School ID 123456

School Year 2020

Report for the Month of August

Name of School Simplified Academy

Grade Level Grade 12

Section S12-C

| Name of School Sin | ıpıııı | cu A | cauc | illy | | | | | | | | | | | | | | | | Orac | ie Levei | Oia | uc 12 | | | on 312- | |
|--|--------|------|--------------------|------|---|----|----|----|----|----|----|----|---|---------------|-----|--|----|----|----|------|----------|-----|-------|---|--------|----------------|--|
| LEARNER'S NAME | | | (1st row for date) | | | | | | | | | | | Total for the | | REMARKS (If DROPPED OUT, state reason, please refer to | | | | | | | | | | | |
| (Last Name, First Name, Middle Name) | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | + | _ | | _ | 25 | 26 | 27 | 28 | 31 | | | | Month | | legend number 2. |
| (Last Name, 1 list Name, middle Name) | М | Т | W | TH | F | М | Т | W | TH | F | М | Т | W | T⊦ | H F | М | Т | W | TH | F | МТ | W | TH | F | ABSENT | TARDY | If TRANSFERRED IN/OUT, write the name of School. |
| AGUSTINES, ANGELO MIGUEL SALAZAR | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 2. ALCOBENDAS, MIGUEL JOSHUA VALDEABELLA | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 3. BROWN, IAN MIGUEL ABADILLA | | | | | | | | | | | | | | | | Р | Р | Р | Р | L | Р | | | | 0 | 1 | |
| 4. CABALZA, JUSTINE JIDAN MALENAB | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 5. CONTRERAS, OSMOND LORENZO ANGELES | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 6. DUMARPA, SALMAN TAMANO | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 7. GUSTILO, STEPHEN PLAZA | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 8. JAVIER, GABRIEL WESLEY REYES | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 9. LAI, DAVID CARMONA | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 10. LIM, KYLE MORRISSEY GENOVA | | | | | | | | | | | | | | | | Р | Р | Α | Р | Р | Р | | | | 1 | 0 | |
| 11. LLIGE, ROBERTO NICOLO PANGALANGAN | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 12. MARANAN, PRINZ JOHN RAM LUALHATI | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 13. OPOLENTO, REXLON NARABAL | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 14. PORTENTO, RYAN CHRISTOPHER TARCA | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 15. SALEN, LANCE BERT BAPTISMA | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 16. TAOATAO, CARLOS JOAQUIN ATILANO | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 17. TOLENTINO, CONRAD LOUIS CACA | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 18. TRESBALLES, ELLITONNE ARIEL BAñEZ | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 19. YBOA, JOHN ANTHONY VARELA | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| MALE TOTAL Per Day | | | | | | | | | | | | | | | | 19 | 19 | 18 | 19 | 19 | 19 | | | | | | |
| 1. CLEMENTE, ALIAH MICHELLE QUIERRE | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 2. DAÃ'OSOS, KEANA SORALDE | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 3. EBIS, JULIA ANN SALAZAR | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 4. FERRERAS, JHEMZEL TOMBUCON | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 5. MALATE, MAXIMILIANE ANGELIQUE TERRADO | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 6. MIGUEL, MADELEINE MACAPAGAL | | | | | | | | | | | | | | | | L | Р | Р | Р | Р | Р | | | | 0 | 1 | |
| 7. NAZARENO, JUSTIN RAE SUN | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 8. NOVILLOS, ALYZA CELIN PORTIN | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 9. PENERA, MA. ISABEL PAULINE ALMARIO | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 10. SULIGUIN, ANDREA | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| 11. TAPIT, EUNICE AGUILAR | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Α | | | | 1 | 0 | |
| 12. TICMAN, GWYNETH BALDRES | | | | | | | | | | | | | | | | Р | Р | Р | Р | Р | Р | | | | 0 | 0 | |
| FEMALE TOTAL Per Day | | | | | | | | | | | | | | | | 12 | 12 | 12 | 12 | 12 | 11 | | | | | | |

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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 | | | | | |
|---|---|---------|--|--|--|--|
| a. Percentage of Enforment = | Enrolment as of 1st Friday of the school year | - x 100 | | | | |
| b. Average Daily Attendance = | Total Daily Attendance | | | | | |
| b. Average Daily Attenuance - | Number of School Days in reporting month | _ | | | | |
| Describes 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 | - 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 School Form 4. Once signed by the principal, this form should be returned to the adviser.
- The adviser will provide necessary 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

| School Form 2 · Page of |
|-------------------------|

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 | Summary | | | | | |
|--|------------------------|---------|---|-------|--|--|--|
| | Classes: | M | F | TOTAL | | | |
| * Enrolment as of (1st Friday of June) | | | | | | | |
| Late Enrollment | during the month | | | | | | |
| (beyon | d cut-off) | | | | | | |
| Registered Learners a | as of end of the month | | | | | | |
| Percentage of Enrolmen | | | | | | | |
| Average Da | | | | | | | |
| Percentage of Atte | | | | | | | |
| Number of students abso | | | | | | | |
| Dre | | | | | | | |
| Transf | | | | | | | |
| Trans | | | | | | | |

| 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) | | | | |