SCHOOL REPORTING

Keep SF2 attendance and class movements consistent

Reduce duplicate counts by aligning attendance days with actual enrollment and section membership dates.

GURONEXA PRACTICAL GUIDE

Independent educational resource · Approx. 6 min reading time. Review applicability to your school before use.

1. Confirm the reporting period

Use the actual school calendar, class schedule and locally approved daily attendance rules; do not assume every calendar date is a class day.

2. Keep a clear movement log

Record the effective date, origin and destination section or school, and movement classification. A move between sections in one school is not the same as a transfer between schools.

3. Apply the effective date

A learner changing sections should appear in the correct section on the correct dates. Check that the same learner is not counted in two active section rosters for the same reporting date.

4. Reconcile before consolidation

Compare sections, movement events, class lists, and attendance summaries. Document unresolved exceptions rather than silently changing counts.

5. Protect information

Keep identified attendance and movement data in authorized local files or systems. Use only fictional data when discussing errors publicly.

WORKED CLASSROOM EXAMPLE

Illustrative case: Learner X moves from Section A to Section B with an effective date of October 12. Section A handles earlier eligible dates; Section B handles eligible dates from October 12 onward. The schoolwide consolidation should not count Learner X twice on October 12.

Teacher review checklist

- ✓ Reporting dates and school days verified
- ✓ Movement type and effective date recorded
- ✓ Origin and destination section stated
- ✓ No duplicate class membership on effective date
- ✓ Schoolwide totals reconciled

Check the original guidance

Use the official source to confirm applicability; GuroNexa does not reproduce or replace official DepEd documents.

DepEd LIS Support (school records and forms) ↗

Verify before classroom use.

Examples are illustrative. Confirm the current curriculum, official school requirements, learner privacy and any local instructions.