

A practical checklist before preparing SF9 report cards

A well-organized reporting workflow begins with accurate records and a reliable print check—not with the Print button.

GURONEXA PRACTICAL GUIDE

Independent educational resource · Approx. 5 min reading time. Review applicability to your school before use.

1. Verify the source records

Check each learner's name, grade level, section, and school year against the appropriate school records. Review grade entries for missing or inconsistent values before producing a final report card.

2. Reconcile attendance and movement

Confirm that attendance dates and learner movement records are applied to the correct section and effective dates. Review transfers and within-school section changes before consolidating counts.

3. Confirm the exact template

Use the currently applicable school-provided form. Check the report-card size, margins, and the intended front/back arrangement before printing a whole class.

4. Print one duplex test sheet

Print a sample on ordinary paper using the actual printer. Check orientation, flip edge, front/back alignment, readability, and any clipping. Adjust only after inspecting that proof.

5. Keep records secure

Use fictional learner profiles for demonstrations. Keep actual grades, attendance, and personal data in appropriate secured local storage and avoid uploading real student records to public websites.

WORKED CLASSROOM EXAMPLE

Example: use a fictitious class roster and print one duplex test sheet first. If the back side is inverted, correct the printer flip-edge selection before producing any real learner report cards.

Teacher review checklist

- ✓ Source roster, school year and class labels are verified
- ✓ Grades and attendance have been reconciled
- ✓ Correct approved report-card template is selected
- ✓ A plain-paper duplex proof has been checked
- ✓ Real learner records and exported files remain private

Check the original guidance

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

[DepEd LIS Support \(school forms and current instructions\)](#) ↗

Verify before classroom use.

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