**Learner Reference Number (LRN) Approval Form**

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| Date: |  |
| Requesting Person: |  |
| School ID/School Name: |  |
| E-mail Address: |  |
| Contact Number: |  |

**Instructions:**

1. Fill out the Form below. Ensure that all details are accurate and correct then, submit to the School’s Division of Imus City office with a Request Letter addressed to the Schools Division Superintendent.
2. Attach the photocopy of the following:
   1. Proof of Identity
      1. Birth Certificate (PSA/NSO or Certificate of Live Birth)
      2. Barangay Certification (containing learner’s Full Name, Birthday and Gender)
      3. Passport (for Foreign Students)
   2. Proof of Grade Level (any of the following)
      1. School Form (SF10) of School Year Last Attended
      2. Form 138/Report Card of School Year Last Attended
      3. Certificate of Completion of Last Grade Level Completed
      4. PEPT Result
      5. Affidavit of Undertaking (D.O. No. 3, s. 2018)
      6. A&E Result

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| **Learner's Name** | | | | **Level (Elem / Secondary)** | **Check the box if the documents are presented** | |
| **Last name** | **First Name** | **Middle Name** | **Extension Name** | **Proof of Identity 1** | **Proof of Grade level 2** |
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| Prepared by: |  | Processed by: |
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|  |  |  |
| *Signature Over printed Name* |  | *Planning Officer III* |
| *School Representative* |  | *SGOD-Planning and Research Unit* |