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## Department of Education

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# Learner Information System 2.0 User's Manual

**Version 1.0**

## Revision History

Date	Version	Description	Author
02/22/2014	1.0	Initial LIS Version 2.0 User Manual	R. Jover

## Table of Acronyms

BOSY	Beginning of School Year
EOSY	End of School Year
LIS	Learner Information System
LRN	Learner Reference Number
PEPT	Philippine Education Placement Test

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## 1. Getting Started

### 1.1. Logging in and out of the LIS

To access the LIS, type [www.lis.deped.gov.ph](http://www.lis.deped.gov.ph) at the address or location bar of a web browser, then press Enter.

This will connect you to the LIS login page as shown in (*Figure 1.1-1: Login Page*). Enter your username and password, then click the “Sign In” button.

A successful login will direct the user to the LIS Dashboard

At the onset, a school may use the same account details as in the EBEIS. In this case, the user is first directed to an account validation facility or the “Account Check” page.

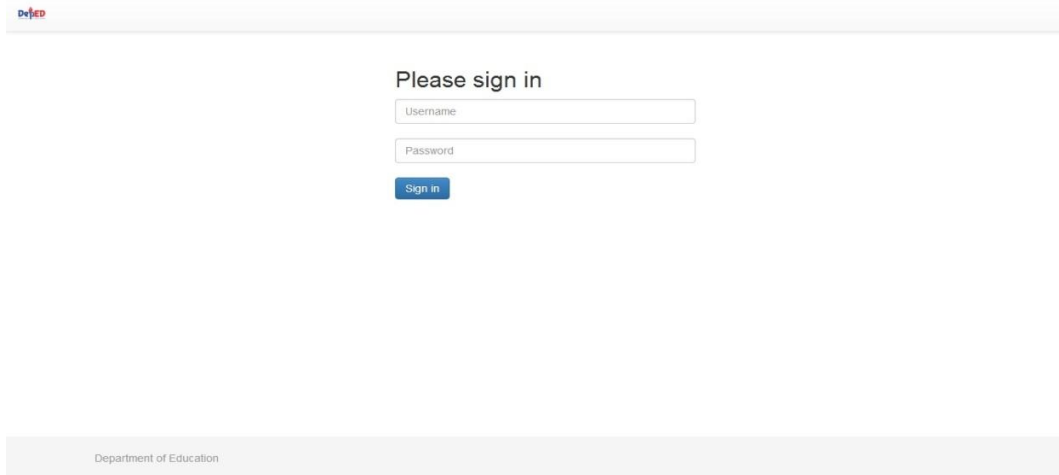


Figure 1.1-1: Login Page

### 1.2. Account Check

**If it is your first time to login** using the default school user account, the system will prompt you to change your default password in the “*Figure 1.2-1: Account Check (Update Password) page*”. Enter your new password twice then click “Update” button to save your changes.

Upon completing the password change, the system displays the message “password changed”.

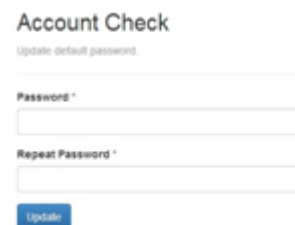


Figure 1.2-1: Account Check (Update Password) page

Click the “Complete Personnel Record” then fill in user’s identification details in the “Account Check – Update Personnel Record” page (see *Figure 1.2-2: Account Check (Update Personnel)*). At the minimum, fill in the required fields indicated by an asterisk beside the data label.

**Account Check**  
Update personnel record.

First name \*  
Barrio Obrero ES

Middle name \*

Last name \*

Ext name

Birthdate \*  
Format: yyyy-mm-dd

Gender \*

TIN \*  
Format: xxx-xxx-xxx

Gsisbp no

Plantilla item no

Account

Username \*  
136419barr

Save Cancel

**Figure 1.2-2: Account Check (Update Personnel)**

Click “Save” button to finalize updating of personal data associated with the username and password.

After finalizing account update, the system displays confirmation of login as shown in *Figure 1.2-3 Confirmed Login*

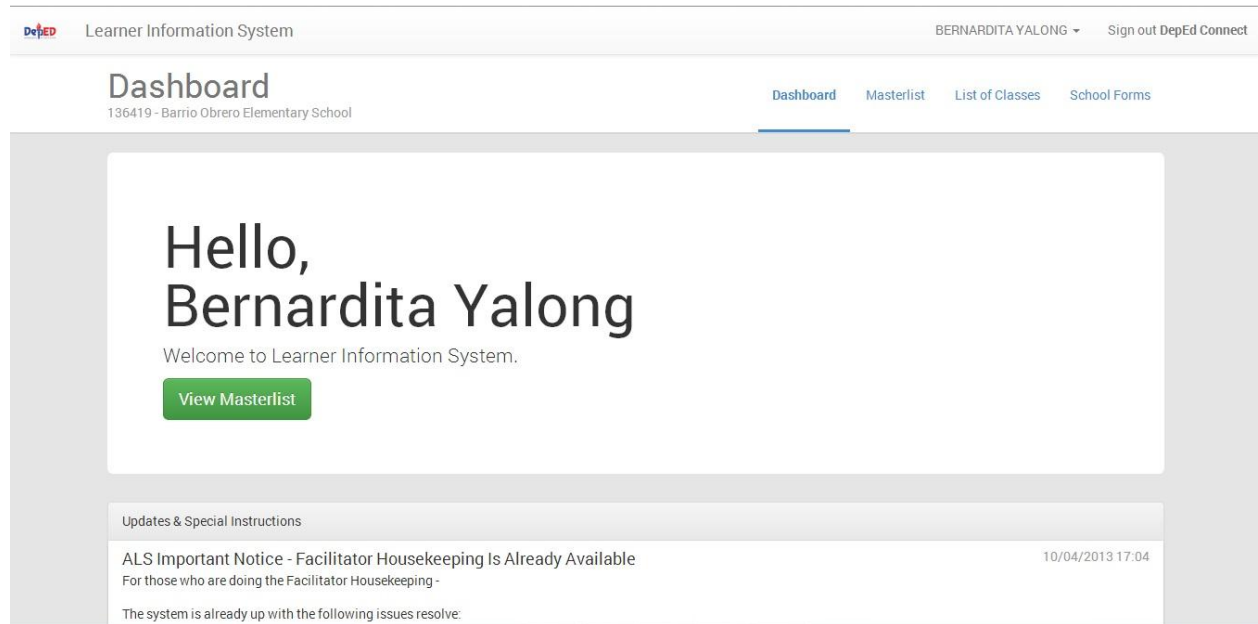
Click “Continue” button to get to the LIS Main Page.



**Figure 1.2-3 Confirmed Login**

## 2. LIS Dashboard

Upon successful login, the user is directed to the LIS Dashboard as shown in *Figure 2-1: LIS Dashboard*.



**Figure 2-1: LIS Dashboard**

The LIS Dashboard consists of the following components:

- **Masterlist** or the School Register displays the list of learners by school year and/or by grade and section. This component also provides the facility to search a learner, register a learner and enrol a learner individually or by class (batch enrolment facility).
- **List of Classes** displays the list of classes and the total enrolment by class for a given school year. This component also provides the facility to create new classes/sections at the start of a school year.
- **School Forms** provides access to various reports include Forms 1, 4 and 5.

### 3. List of Classes

The List of Classes provides the facility to organize and create class/section for every grade/year level.

From the Dashboard, click **List of Classes** link.

On the “List of Classes” page, select the school year from the drop-down list at the upper right corner of the page to view or create a class/section.

#### 3.1. View Learners By Class/Section

To view list of classes click the SY dropdown list at the upper right hand of the page shown below in *Figure 3.1-1: List of Classes*.

The list of classes for each grade/year level is displayed, including the total number of learners enrolled. Click on the “View Enrolment” link to display the list of learners enrolled in the selected class.

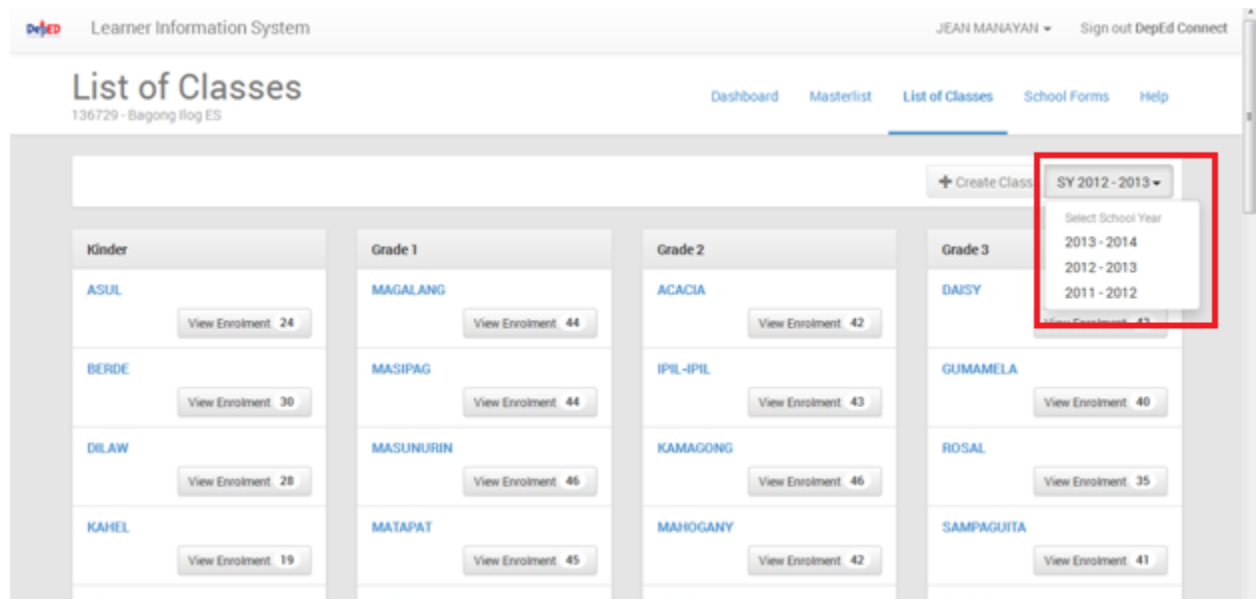
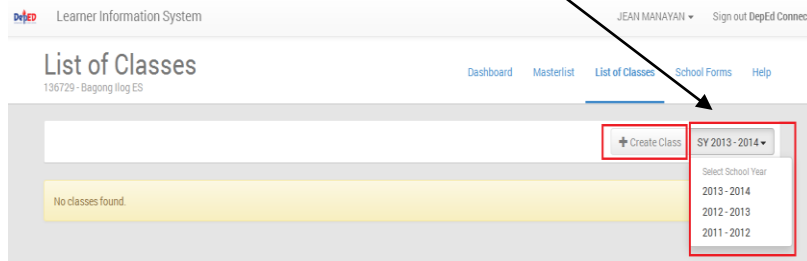


Figure 3.1-1: List of Classes

#### 3.2. Create New Class/Section

At the start of a school year and prior to the enrolment of learners, classes or sections should be set up in the system for every grade/year level.

To do this, select school year from the drop-down list in the List of Classes page.



Click on the “Create Class” button to go to the “New Class” page. (See Figure 3.2-1: Create Class)

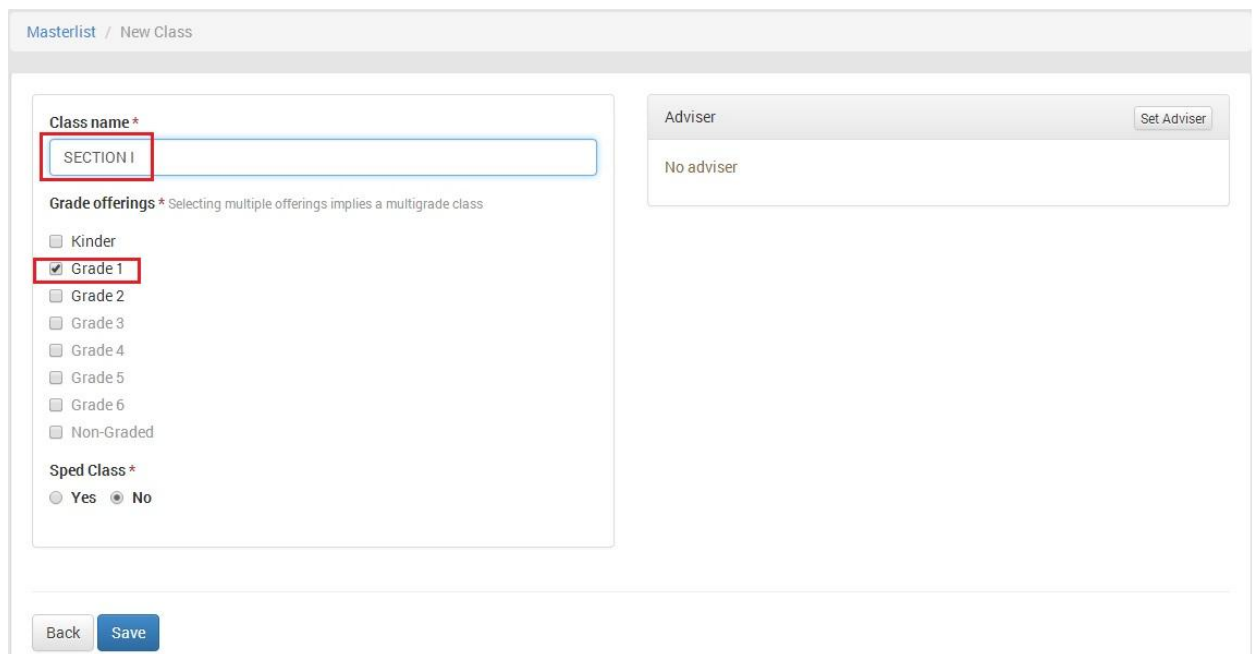


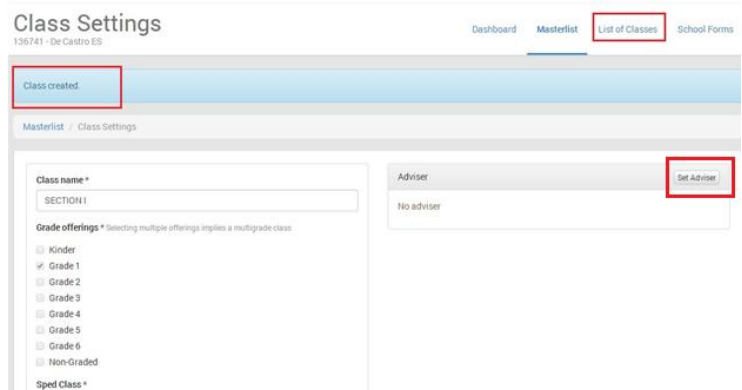
Figure 3.2-1: Create Class

Enter a class name on the “Class Name” field.

Tick box to select a particular grade offering.

Click the “Save” button to finalize creation of a class or section. The message “class created” is displayed.

Upon confirming that class/section has been successfully created, assign class to an adviser by clicking on the





“Set Adviser” button in the “Class Setting” page.

The newly created class/section will be displayed as shown in the figure below when List of Classes link is clicked from the Dashboard.

Click on View Enrolment button to start enrolling learners to this class.



## 4. Enrolment of Learners

Learners can be enrolled individually or by class.

From the Dashboard, click on the “List of Classes” link then select the school year from the drop-down list located at the upper right hand corner of the page.

Click on the View Enrolment button of the selected class to display page as shown below.

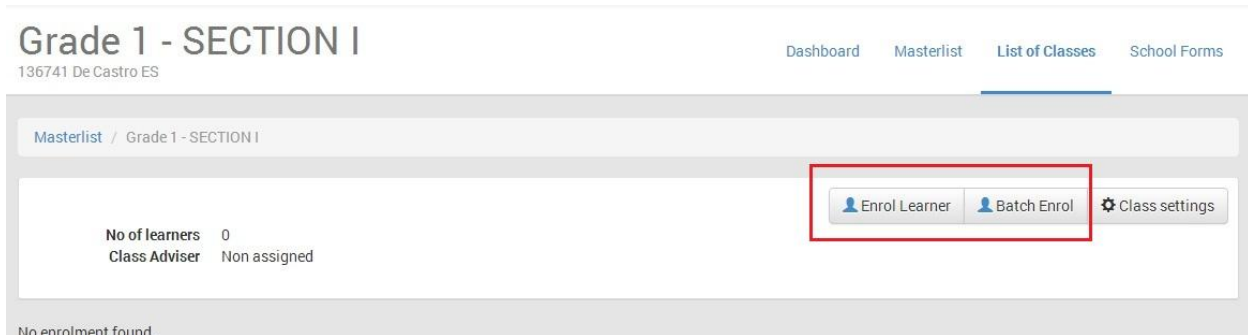


Figure 4-1: Enroll learner in a class

Click on the Enrol Learner button to enrol a specific learner from the previous school year.

Click “Batch Enrol” to enrol multiple learners from the previous school year.

### 4.1. Enrol learner from previous school year

Click on the Candidates button to display prospective list of enrollees from previous school year.

The system displays a prospective list of enrollees which consists of learners belonging to the relevant grade/year level of the previous school year. For example, the prospective list of enrollees

for a Grade 5 class in the current school year shall consist of learners who were enrolled in Grade 4 in the previous school year.

Masterlist / Grade 1 - SECTION I / Candidates

Candidates Enrol By Learner

Grade 1 - SECTION I

Prospective List of Enrollees from Previous School Year

Use the Enrol By Learner tab to enrol new learners, transferees or previous year's learners whose names do not appear in this masterlist. Select learners to enrol to the selected class/section by ticking the box opposite the name.

Batch Enrol Selected

#	LRN	NAME	Gender	SY	Class	Status	Profile	Enrol
<input checked="" type="checkbox"/>	136741120743	ABDON, SAMANTHA DOMINGO	F	2012 - 2013	Kinder - PAPAYA	Promoted	Profile	Enrol
<input type="checkbox"/>	136741120729	ABRAZADO, JOHN MAR LAUNIO	M	2012 - 2013	Kinder - PAPAYA	Promoted	Profile	Enrol
<input type="checkbox"/>	136741121485	AMORILLO, YOUSEF ANDREI REYES	M	2012 - 2013	Non-Graded - SPED	Retained	Profile	Enrol
<input type="checkbox"/>	136741120754	AQUINO, BRYAN ADAMS BERGONIA	M	2012 - 2013	Non-Graded - SPED	Retained	Profile	Enrol
<input type="checkbox"/>	136741121034	AREVALO, SHEEN LEE MINIMO	M	2012 - 2013	Kinder - AVOCADO	Promoted	Profile	Enrol
<input type="checkbox"/>	136741120730	BAYSIC, ANDRIE GASTON	M	2012 - 2013	Kinder - PAPAYA	Promoted	Profile	Enrol
<input type="checkbox"/>	136741120731	BLAQUERA, ANDRE ROMAN ARCENAL	M	2012 - 2013	Kinder - PAPAYA	Promoted	Profile	Enrol

Click the check box on the left side of the learner candidate to select him/her for enrolment to the class, then click “Enrol” button to display learner enrolment page as shown in *Figure 4.1-1: Enrolment page*.

Click “Enrol” button and the system will direct you to the learner profile page learner data such as religion, ethnicity and dialect needs to be filled up.

In the learner profile page as shown in *Figure 4.1-2: Learner Profile*, tick the appropriate boxes for the learner’s religion, dialect and ethnicity.

Then, click “Enrol” to finalize learner enrolment. The message “Learner enrolled” is displayed with corresponding enrolment data (see *Figure 4.1-3: Enrolment confirmation*)

Enrolment  
136741 - De Castro ES

Masterlist / Grade 1 - SECTION I / Search

Candidates Enrol By Learner

Learner 136741120743

Enrol

First name: SAMANTHA  
Middle name: DOMINGO  
Last name: ABDON  
Birthdate: 11/03/2006

Last enrolment: Formal / SY 2012-2013 / Kinder / Promoted

Figure 4.1-1: Enrolment page

Learner 136741120743

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<b>First name *</b> <input type="text" value="SAMANTHA"/>	<b>Middle name *</b> <input type="text" value="DOMINGO"/>	<b>Last name *</b> <input type="text" value="ABDON"/>	<b>Ext name</b> <input type="text"/>
<b>Gender *</b> <input type="text" value="Female"/>	<b>Birth date *</b> <input type="text" value="2006-11-03"/> <small>yyyy-mm-dd</small>	<b>Mother's maiden name *</b> <input type="text" value="N-A"/> <small>first middlelast</small>	<b>Residence *</b> <input type="text" value="SANTA LUCIA, CITY OF"/> <input type="button" value="edit"/>

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<b>Guardian</b>	<b>Dialect *</b>		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Name *</b> <input type="text" value="NARCISO L ABDAN JR"/> <small>first middlelast</small></td> <td style="width: 50%;"><b>Relationship *</b> <input type="text" value="Parent"/></td> </tr> </table>	<b>Name *</b> <input type="text" value="NARCISO L ABDAN JR"/> <small>first middlelast</small>	<b>Relationship *</b> <input type="text" value="Parent"/>	<ul style="list-style-type: none"> <li><input type="radio"/> Bikol</li> <li><input type="radio"/> Cebuano</li> <li><input type="radio"/> Chabacano</li> <li><input type="radio"/> Hiligaynon</li> <li><input type="radio"/> Iloko</li> <li><input type="radio"/> Kapampangan</li> <li><input type="radio"/> Maguindanaoan</li> <li><input type="radio"/> Maranaw</li> <li><input type="radio"/> Pangasinense</li> <li><input type="radio"/> Tagalog</li> <li><input type="radio"/> Tausog</li> <li><input type="radio"/> Waray</li> </ul>
<b>Name *</b> <input type="text" value="NARCISO L ABDAN JR"/> <small>first middlelast</small>	<b>Relationship *</b> <input type="text" value="Parent"/>		

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<b>Religion *</b>	<b>Ethnicity</b>
<p><b>Buddhism</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Buddhism</li> </ul> <p><b>Christian</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Catholic</li> <li><input type="radio"/> El Shadai</li> <li><input type="radio"/> Orthodox Church</li> </ul> <p><b>Independent</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Aglipayan</li> <li><input type="radio"/> Apostolic</li> <li><input type="radio"/> Iglesia ni Cristo</li> </ul> <p><b>Islam</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Muslim</li> </ul> <p><b>Protestant</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Anglican</li> <li><input type="radio"/> Baptist</li> <li><input type="radio"/> Full Gospel</li> <li><input type="radio"/> Lutheran</li> <li><input type="radio"/> Methodist</li> <li><input type="radio"/> Pentecostal</li> <li><input type="radio"/> Presbyterian</li> </ul> <p><b>Restorationist</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Christ Latter Day Saints</li> <li><input type="radio"/> Church of God In Jesus Christ</li> <li><input type="radio"/> Church of God International</li> <li><input type="radio"/> Jehovah Witnesses</li> <li><input type="radio"/> Kingdom of Jesus Christ</li> <li><input type="radio"/> Seventh Day Adventist</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Not a member of any ethnic group</li> </ul> <p><b>Region I</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Applai</li> <li><input type="radio"/> Ayangan</li> <li><input type="radio"/> Bago</li> <li><input type="radio"/> Balangao</li> <li><input type="radio"/> Bontoc</li> <li><input type="radio"/> Ibaloi</li> <li><input type="radio"/> Ifugao</li> <li><input type="radio"/> Isnag</li> <li><input type="radio"/> Isneg</li> <li><input type="radio"/> Iwak</li> <li><input type="radio"/> Kalanguya-Ikalahan</li> <li><input type="radio"/> Kalinga</li> <li><input type="radio"/> Kankanaey</li> <li><input type="radio"/> Karao</li> <li><input type="radio"/> Tinguian</li> <li><input type="radio"/> Tuwali</li> </ul> <p><b>Region II</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Aggay</li> <li><input type="radio"/> Agta</li> <li><input type="radio"/> Ayangan</li> <li><input type="radio"/> Bugkarot</li> <li><input type="radio"/> Dumagat</li> <li><input type="radio"/> Gaddang</li> <li><input type="radio"/> Ibanag</li> <li><input type="radio"/> Ibatan</li> <li><input type="radio"/> Ichbayan-Ivatan</li> <li><input type="radio"/> Ilongot</li> <li><input type="radio"/> Isnai</li> <li><input type="radio"/> Itawis</li> <li><input type="radio"/> Ivatan</li> <li><input type="radio"/> Iwak</li> <li><input type="radio"/> Kalaguya-Ayangan</li> <li><input type="radio"/> Kalanguya-Ikalahan</li> <li><input type="radio"/> Karao</li> <li><input type="radio"/> Yugad</li> </ul>

Figure 4.1-2: Learner Profile

Learner enrolled.

Masterlist Grade 1 - SECTION I / SY 2013-2014

Enrol Learner
Class Settings
SY 2013 - 2014 ▾

No of learners 1  
Class Adviser Non assigned

Boys

#	LRN	NAME	Gender	Class
empty list				

Girls

#	LRN	NAME	Gender	Class	
1	136741120743	ABDON, SAMANTHA DOMINGO	F	Grade 1 - SECTION I	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span>

Figure 4.1-3: Enrolment confirmation

## 4.2. Batch enrolment

To enrol more than one learner, select learners by ticking the boxes opposite the names then click “Batch Enrol Selected” button (see *Figure 4.2-1: Batch enrolment*)

Prospective List of Enrollees from Previous School Year Grade 1 - SECTION I

Use the Enrol By Learner tab to enrol new learners, transferees or previous year’s learners whose names do not appear in this masterlist. Select learners to enrol to the selected class/section by ticking the box opposite the name.

Batch Enrol Selected

#	LRN	NAME	Gender	SY	Class	Status		
<input checked="" type="checkbox"/>	1	136741120729	ABRAZADO, JOHN MAR LAUNIO	M	2012 - 2013	Kinder - PAPAYA	Promoted	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input type="checkbox"/>	2	136741121485	AMORILLO, YOUSEF ANDREI REYES	M	2012 - 2013	Non-Graded - SPED	Retained	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input type="checkbox"/>	3	136741120754	AQUINO, BRYAN ADAMS BERGONIA	M	2012 - 2013	Non-Graded - SPED	Retained	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input checked="" type="checkbox"/>	4	136741121034	AREVALO, SHEEN LEE MINIMO	M	2012 - 2013	Kinder - AVOCADO	Promoted	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input checked="" type="checkbox"/>	5	136741120730	BAYSIC, ANDRIE GASTON	M	2012 - 2013	Kinder - PAPAYA	Promoted	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input checked="" type="checkbox"/>	6	136741120731	BLAQUERA, ANDRE ROMAN ARCENAL	M	2012 - 2013	Kinder - PAPAYA	Promoted	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input checked="" type="checkbox"/>	7	136741120759	BOLANIO, DION JUSTINE DOMINGO	M	2012 - 2013	Kinder - AVOCADO	Promoted	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input type="checkbox"/>	8	1367410006	BRIGOLE, JOHN ELMER V	M	2012 - 2013	Non-Graded - SPED	Retained	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input type="checkbox"/>	9	136741120778	CABALQUINTO, KRISTAL PENA	F	2012 - 2013	Kinder - AVOCADO	Promoted	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input type="checkbox"/>	10	136741120763	CABALQUINTO, LEONEM CASTRO	M	2012 - 2013	Kinder - AVOCADO	Promoted	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>
<input type="checkbox"/>	11	136741120610	CALE, RENE STEPHEN PAGDANGANAN	M	2012 - 2013	Kinder - SANTOL	Promoted	<span style="border: 1px solid #ccc; padding: 2px 5px;">Profile</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #4CAF50; color: white;">Enrol</span>

Figure 4.2-1: Batch enrollment

The system displays a preview page as shown in *Figure 4.2-2: Batch enrolment preview* to allow the user to confirm the list of learners being enrolled in a specific class.

Upon confirming the list of enrolees, click the Batch Enrol Selected button to finalize the batch enrolment process.

Batch Enrol Grade 1 - SECTION I

Review selected learners for batch enrolment.  
You can remove a learner from the batch by unticking its checkbox.

	#	LRN	NAME	Gender	SY	Class	Status
<input checked="" type="checkbox"/>	1	136741120729	ABRAZADO, JOHN MAR LAUNIO	M	2012 - 2013	Kinder - PAPAYA	Promoted
<input checked="" type="checkbox"/>	2	136741121034	AREVALO, SHEEN LEE MINIMO	M	2012 - 2013	Kinder - AVOCADO	Promoted
<input checked="" type="checkbox"/>	3	136741120730	BAYSIC, ANDRIE GASTON	M	2012 - 2013	Kinder - PAPAYA	Promoted
<input checked="" type="checkbox"/>	4	136741120731	BLAQUERA, ANDRE ROMAN ARCENAL	M	2012 - 2013	Kinder - PAPAYA	Promoted
<input checked="" type="checkbox"/>	5	136741120759	BOLANIO, DION JUSTINE DOMINGO	M	2012 - 2013	Kinder - AVOCADO	Promoted

**Figure 4.2-2: Batch enrolment preview**

The system displays a notification on the number of learners that were enrolled.

### 4.3. Enrol new learner or transferee from another school

From the Dashboard, click on the “List of Classes” link then select the school year from the drop-down list located at the upper right hand corner of the page.

Click on the View Enrolment button of the selected class.

Click “Enrol Learner” button to go to the “Enrol by Learner” page. (See *Figure 4.3-2: Enrolment By Learner*)

Masterlist / Grade 1 - SECTION I

No of learners 6  
Class Adviser Non assigned

Enrol Learner Batch Enrol Class settings

Boys			
#	LRN	Name	
1	136741120729	ABRAZADO, JOHN MAR LAUNIO	Profile
2	136741121034	AREVALO, SHEEN LEE MINIMO	Profile
3	136741120730	BAYSIC, ANDRIE GASTON	Profile
4	136741120731	BLAQUERA, ANDRE ROMAN ARCENAL	Profile
5	136741120759	BOLANIO, DION JUSTINE DOMINGO	Profile

Girls			
#	LRN	Name	
1	136741120743	ABDON, SAMANTHA DOMINGO	Profile

Figure 4.3-1: Masterlist - Enroll Learner

Enrolment

136741 - De Castro ES

Dashboard Masterlist List of Classes School Forms

Masterlist / Grade 1 - SECTION I / Search

Candidates Enrol By Learner

Provide the first and last name to begin searching or search by LRN. Search by LRN

First name\* Middle name Last name\* Ext name

Search

Figure 4.3-2: Enrolment By Learner

First, determine if the learner being registered has an LRN in the system. To do this, enter “First name” and “Last name” to initially search the LIS database of records with similar names. The system will prompt the user to provide additional data such as “middle name” and “birth date” (see *Figure 4.3-3: Search Learner*) to narrow the search results to a minimum list of potential records.

Figure 4.3-3: Search Learner

If similar records matching the given search are found, click “Preview Matched” to view the records and determine if any of these records refer to the learner being enrolled. The system displays the record/s found on the right hand side opposite the search parameters.

The system will also validate if the learner can be enrolled in the specific class, otherwise, the message “Not eligible” is displayed on the upper right hand corner. (see *Figure 4.3-4: Search Learner Result*)

Figure 4.3-4: Search Learner Result

If no record matching the given search criteria were found, the message “No existing learner record found. Click New Record to create new learner” is displayed.

Click “New Record” to register and enrol learner in the LIS. The system displays the page shown below.



Figure 4.3-5: Enroll By Learner

Click “Complete Enrolment Record” to go to the facility for updating learner profile.

Fill in the required data then click on the “Enrol” button to finalize enrolment.

Figure 4.3-6: Update Learner Profile

Upon successfully enrolling a new learner, the message “learner enrolled” is displayed and the learner record appears in the list of enrollees for the given class. (see *Figure 4.3-7: Learner creation confirmed*)

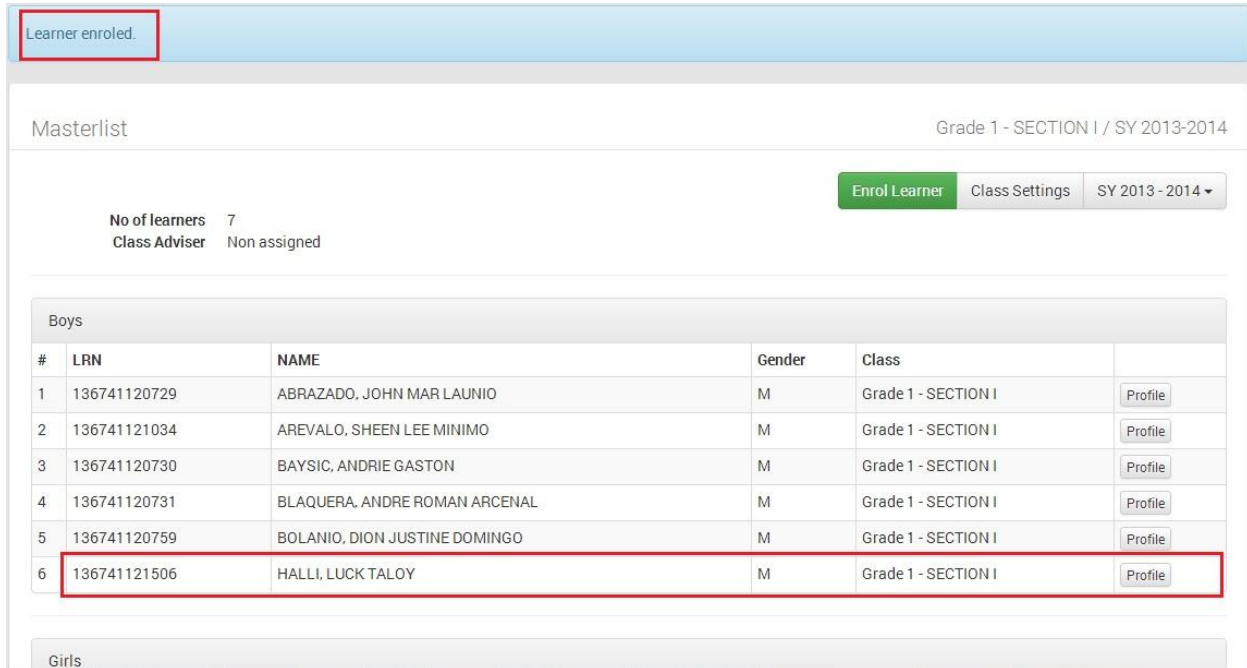


Figure 4.3-7: Learner creation confirmed

#### 4.4. Enrolment of “accelerated” learners or PEPT passers

From the Dashboard, click on the “Masterlist” link then select the school year from the drop-down list located at the upper right hand corner of the page.

Click on the Enroll Learner button, then select the class from the drop-down list as shown in *Figure 4.4-1: Select class to enrol a learner.*

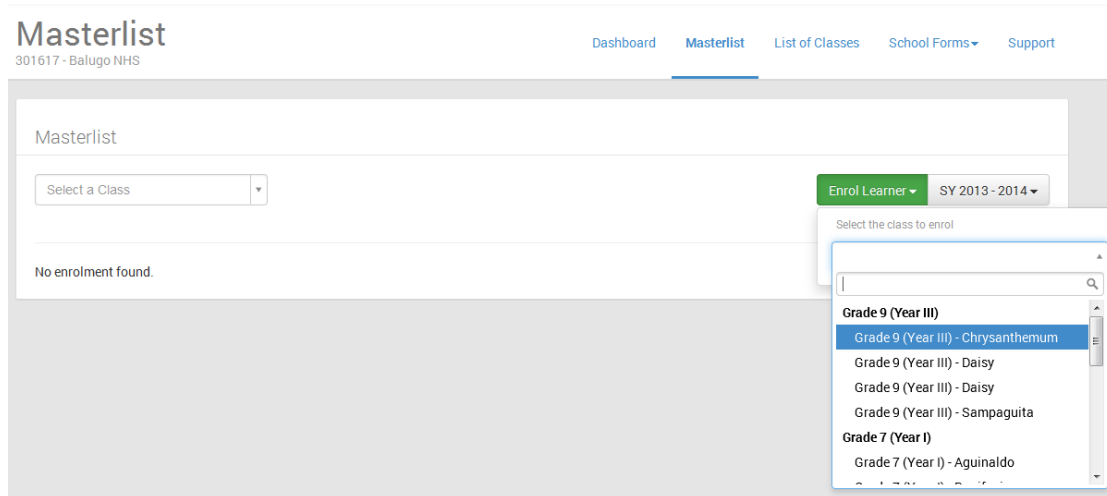


Figure 4.4-1: Select class to enrol a learner

On the Enrolment page, click on Enrol By Learner tab. This will bring you to the where you can search a learner by LRN or name.

Masterlist / Grade 9 (Year III) - CHRYSANTHEMUM / Search

Candidates Enrol By Learner

Learner 110475070006 Not eligible

Accelerate

If the learner is a PEPT passer or is accelerated, click the Accelerated menu item. The menu can be accessed by clicking the inverted triangle symbol next to the Not Eligible/Enrol button.

First name BERNALYN  
Middle name ALEJO  
Last name BALUNTONG  
Birthdate 04/09/1999

Last enrolment Formal / SY 2012-2013 / Grade 5 / No status

Search and retrieve the enrolment record of the learner to be enrolled and accelerated.

After a successful search, the system displays the enrolment record of the learner as shown in the figure on the left.

Initially, this learner is identified as “Not eligible” to be enrolled in specified grade level.

Click on the drop-down button then click on “Accelerate”.

Figure 4.4-2: Learner record is displayed after a successful search

The system will display the learner’s profile as shown in *Figure 4.4-3: Enrol accelerated learner or PEPT passer*. Enter the PEPT Certificate No. or Reference No. and the date this was issued.

Click Enrol button to finalize enrolment of an “accelerated” learner or PEPT passer.

Learner 110475070006 Enrol Cancel

First name\* BERNALYN Middle name\* ALEJO Last name\* BALUNTONG Ext name

Gender\* Female Birth date\* 1999-04-09 Mother's maiden name\* NA Residence\* B. DEL MUNDO, MANSALAY

Guardian

Name\* LILIA G ALEJO Relationship\* Parent

Acceleration

Certificate no.\* Date\*

Figure 4.4-3: Enrol accelerated learner or PEPT passer

## 4.5. Un-enrol or remove a learner from class

The un-enrol function of the LIS aims to remove a learner from a class. The learner may have been unintentionally enrolled in the class or may have been transferred to another class.

From the Dashboard, select class where learner is enrolled. The system displays list of learners already enrolled in the selected class.

Click Un-enrol button opposite the learner to be removed from the class.

**Masterlist**  
111570 - Adriatico MS

Dashboard **Masterlist** List of Classes School Forms Support

Masterlist

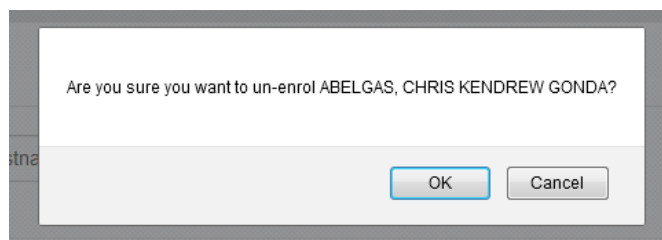
Select a Class Lastname starts from: A—M Enrol Learner SY 2013 - 2014

Boys					
#	LRN	NAME	Gender	Class	
1	111570120778	ABELGAS, CHRIS KENDREW GONDA	M	Kinder - DORA THE EXPLORER	Profile Un-enrol
2	111570120805	AGUILUCHO, EDAN BERT DE JARO	M	Kinder - HELLO KITTY	Profile Un-enrol
3	111570120806	ALVEYRA, ALJON GONZALES	M	Kinder - HELLO KITTY	Profile Un-enrol
4	111570120840	ANGELO, VINCENT SUSANO ANGELO	M	Kinder - TWEETY	Profile Un-enrol
5	111570120752	ARAÑO, JOSHUA ALCURAN	M	Kinder - TOM AND JERRY	Profile Un-enrol
6	111570120753	ARELLANO, CHARLES SADIWA	M	Kinder - TOM AND JERRY	Profile Un-enrol

From the Dashboard, select class where learner is enrolled. The system displays list of learners already enrolled in the selected class.

Click Un-enrol button opposite the learner to be removed from the class.

The system displays a message box prompting the user to confirm his/her “un-enrol” action. Click Ok to confirm or Cancel to abort the un-enrol action.



## 5. Updating Enrolment Status of Learners (EOSY Updating)

At the end of every school year, the enrolment status of learners in a school's registry is updated based on Form 138 or the Learner Progress Report Card. Based on the Form 138, the learner's enrolment status is determined as any of the following:

- Promoted when the learner has achieved the necessary competencies to move to the next grade/year level
- Irregular when the learner will move to the next grade/year level but with the condition that he/she completes remedial classes in the learning areas where desired level of proficiency has not been achieved
- Retained when the learner has not achieved the necessary competencies to move to the next grade/year level, hence retained in the same grade/year level
- Dropped Out when the learner has left the school and has not completed the full term in said school for reasons other than transferring to another school.
- Transferred Out when the learner has transferred to another school within the school year.

Given a specified date for updating the end of school year enrolment status, the system will display the message **"EOSY updating is now open"**, including special instructions in the LIS Homepage and in the Masterlist page.

### 5.1. Updating Enrolment Status By Class

On the Dashboard, click on the "Masterlist" button to retrieve the list of enrollees for the current school year. The page as shown in Figure is displayed.

EOSY Updating is now open

[View Instructions](#)

Boys					
#	LRN	NAME	Class	Status	
Girls					
#	LRN	NAME	Class	Status	
1	136456121192	ABAD, DANICA LISTANA	Grade 1 - TIESA	No status	Profile
2	136456120669	ABADILLA, NICOLE NA	Grade 1 - TIESA	Irregular	
3	136456130001	CAPISPISAN, ROXANNE SAGRADO	Grade 1 - TIESA	Retained	
4	136456130002	DE MESA, MORRINE KEITH VIRAY	Grade 1 - TIESA	Transferred out	
5	136456130003	ESGUERRA, CEZ ARMEDALA -	Grade 1 - TIESA	Dropped out	
6	136456130004	RESUELLO, AZIELLE JARED DOLOT	Grade 1 - TIESA	Un-enrol	

Figure 5.1-1: EOSY updating in the Masterlist

**i** By default, every learner currently enrolled in each class as of the end of school year is set to “No Status” which is equivalent to “Enrolled”.  
 In the EOSY updating, the “No status” will be automatically set to “Promoted” after learners who are retained, dropped out, irregular or transferred out have been updated.

By default, status of learner is set to “No Status”. Update only the status of learners who are retained, dropped out, transferred out and irregular. Learners who are promoted to the next grade/year level should be left as is i.e. “No Status”. The system will automatically update status of these learners to “Promoted”.

For learners who have dropped out, the system will display a window for providing the reason for dropping out. Click on the drop-down list and select the appropriate reason.

Figure 5.1-2: Enter reasons for dropping out

Figure 5.1-3: Enter date of dtransfer

For learners who have transferred out, the system will display a window for providing the effective date of transfer out as shown in the school records. Enter date in the format yyyy-mm-dd (e.g. 2013-10-30)

Girls					
#	LRN	NAME	Class	Status	
1	136456121192	SANTOS, MAYA LYN	Grade 1 - TIESA	Transferred out ▼	Profile
2	136456120669	. CARLOS, MANUEL	Grade 1 - TIESA	Dropped out ▼	Profile
3	136456130001	CAPISPISAN, ROXANNE SAGRADO	Grade 1 - TIESA	No status ▼	Profile
4	136456130002	DE MESA, MORRINE KEITH VIRAY	Grade 1 - TIESA	No status ▼	Profile
5	136456130003	ESGUERRA, CEZ ARMEDALA -	Grade 1 - TIESA	No status ▼	Profile
6	136456130004	RESUELLO, AZIELLE JARED DOLOT	Grade 1 - TIESA	No status ▼	Profile

Figure 5.1-4: EOSY Masterlist page

## 5.2. Class Finalization of EOSY Updates

After updating the enrolment status of retained, dropped-out, transferred out and irregular learners in a class, the Class Adviser shall now **finalize** this EOSY list before the SF-5 or the Report on Promotions and the SF-1 or the School Register is generated.

To finalize the EOSY updating, select the class from the drop-down list of classes in the Masterlist (see *Figure 5.2-1: Finalize a Class page*). You can also go to the List of Classes and select a class from the page shown in *Figure 5.2-2: Finalize a class in the List of Classes page*.

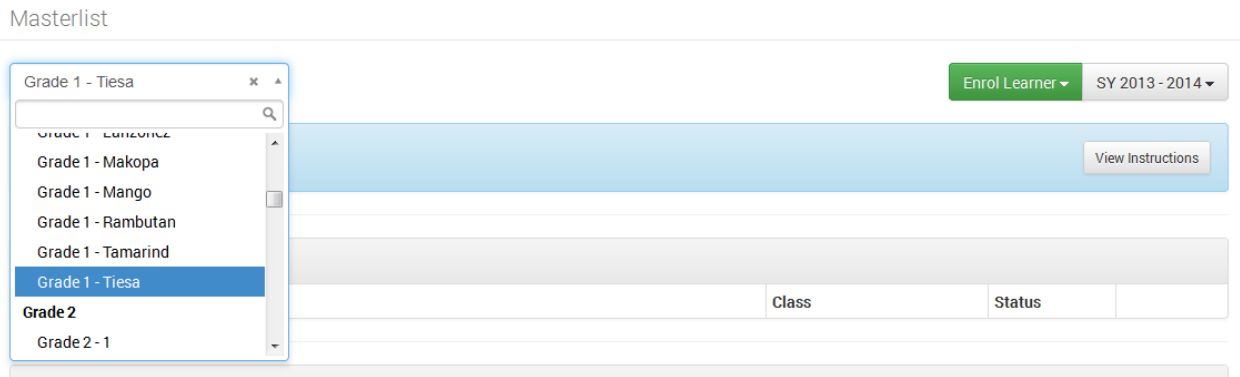


Figure 5.2-1: Finalize a Class page

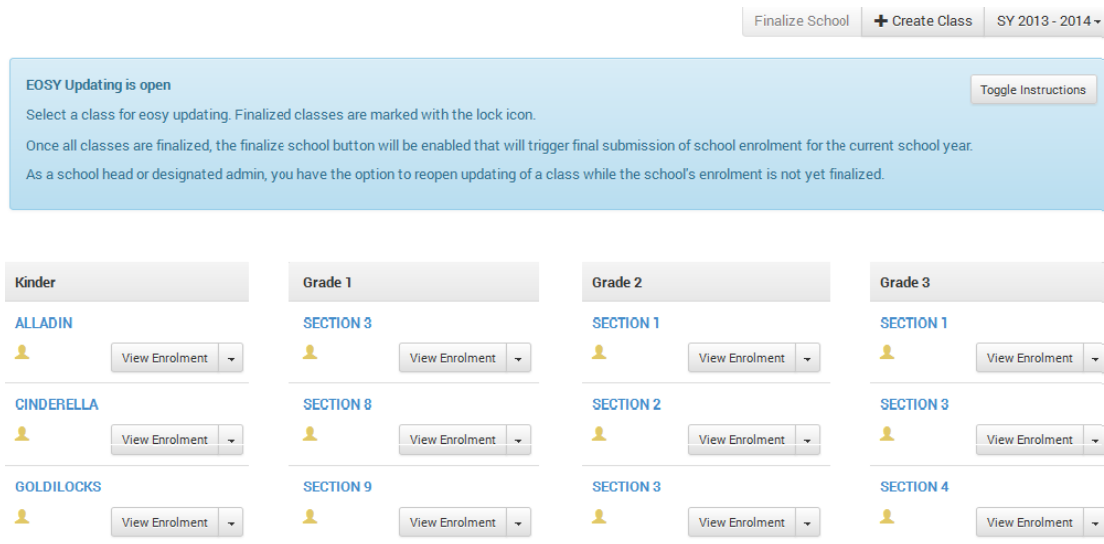


Figure 5.2-2: Finalize a class in the List of Classes page

Click Finalize button and the system will display summary of updates (see *Figure 5.2-3: Summary of EOSY updates page*). When user is certain and has confirmed the accuracy of the summary data displayed, click Confirm Finalize to complete the updating process, otherwise, click Cancel.

System will prompt, "Confirm class finalize?". Click Ok to proceed or Cancel to abort the process.

After Ok to confirm button is clicked, the system will update the learners' enrolment records and automatically update the "No Status" to "Promoted". The updating process will take a while as it updates the record of all learners in a given class or school.

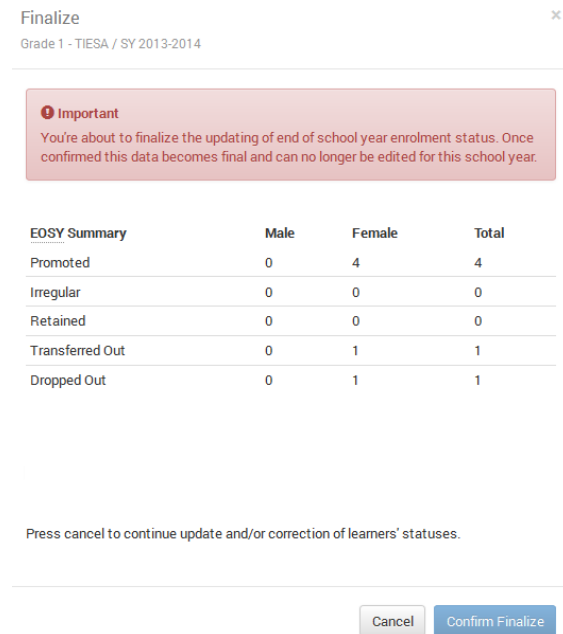


Figure 5.2-3: Summary of EOSY updates page

A successful update will display the message "Class finalized".

### 5.3. School Finalization of EOSY Updates

After all classes in a school have been finalized, the School Head or School Representative shall finalize the school's end of school year updates. This action will indicate that the school is making an official closing of its records for the school year and its data are to be made available in EBEIS and other systems that use these data.

To finalize EOSY updating at school level, the user must log in as a school head.

Click on the List of Classes then review the status of all classes in the list to make sure that they have all been finalized. A finalized class will have a locked key symbol as shown here.

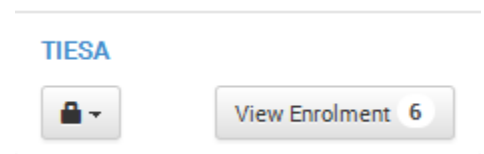


Figure 5.3-1: Finalized class

After having confirmed that all classes have been finalized in the List of Classes page, click on the Finalize School button as shown in *Figure 5.3-2: Finalize school EOSY updating page*.

Upon successful update, the message "School Finalized" is displayed.



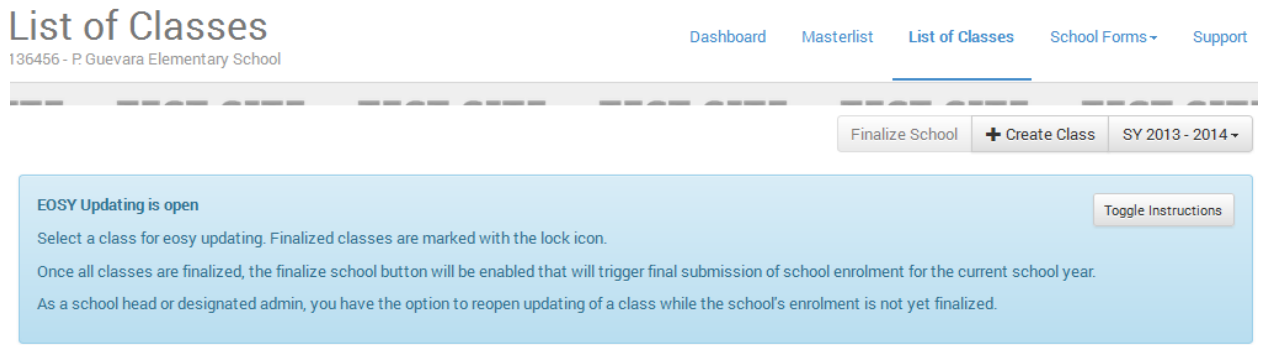
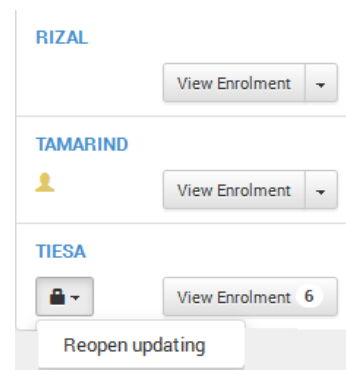


Figure 5.3-2: Finalize school EOSY updating page

### 5.4. Reversion of Finalized EOSY Updates

Even after the end of school year enrolment statuses of learners in a class/section had been finalized, updates can still be made for as long as the school level finalization has not yet been done.

To revert the finalized status of a class, the School Head or School Representative Admin user shall click on the locked key and then click on "Reopen updating". This action will enable updating of learner status that belong to this class.



## 6. Masterlist of Learners

The Masterlist displays the list of learners by school year, grade and section. This component also provides the facility to search a learner, register a learner and enrol a learner individually or by class (batch enrolment facility).

From the Dashboard, click on the “Masterlist” link then select the school year from the drop-down list located at the upper right hand corner of the page.

Masterlist

136741 - De Castro ES

Dashboard Masterlist List of Classes School Forms

Masterlist Grade 1 - SECTION I / SY 2013-2014

Enrol Learner Class Settings SY 2013 - 2014 ▾

No of learners 7  
Class Adviser Non assigned

Boys					
#	LRN	NAME	Gender	Class	
1	136741120729	ABRAZADO, JOHN MAR LAUNIO	M	Grade 1 - SECTION I	Profile
2	136741121034	AREVALO, SHEEN LEE MINIMO	M	Grade 1 - SECTION I	Profile
3	136741120730	BAYSIC, ANDRIE GASTON	M	Grade 1 - SECTION I	Profile
4	136741120731	BLAQUERA, ANDRE ROMAN ARCENAL	M	Grade 1 - SECTION I	Profile
5	136741120759	BOLANIO, DION JUSTINE DOMINGO	M	Grade 1 - SECTION I	Profile
6	136741121506	HALLI, LUCK TALOY	M	Grade 1 - SECTION I	Profile

Figure 6-1: Masterlist - Enrol Learner

To enrol an individual learner or a batch of learners, click “Enrol Learner” and proceed according to steps specified in chapter 4 – Enrolment of Learners

## 7. School Forms

This facility enables the generation of reports which includes the following:

- Form 1 – School Register
- Form 4 – Monthly Report on Learner Movement & Attendance
- Form 5 – Report on Promotion and Level of Proficiency

In this page, first select a class from the drop-down list then click on the button opposite the report to be generated.

School Forms SY 2013-2014

Grade 1 - Section I

School Form 1 (SF 1) School Register

School Form 5 (SF 5) Report on Promotion and Level of Proficiency

Close

