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:

a) Promoted when the learner has achieved the necessary competencies to move to the next grade/year level

b) 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

c) 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

d) 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.

e) 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 enrolees for the current school year. The page as shown in Figure is displayed.

Figure 5.1-1: EOSY updating in the Masterlist

> 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

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)

Figure 5.1-3: Enter date of dtransfer

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.

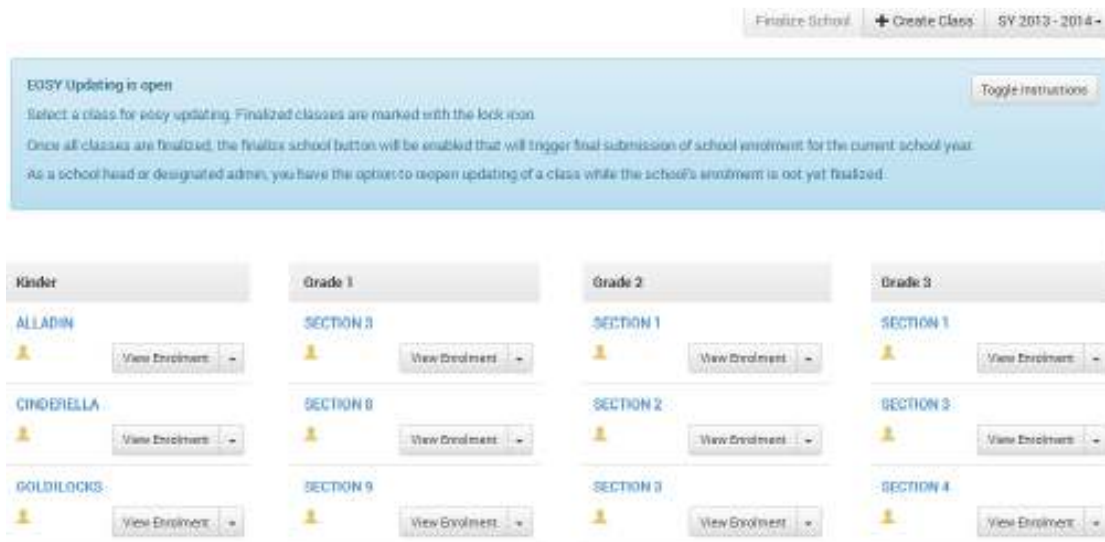**Figure 5.2-1: Finalize a Class page**

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.

Finalize

Grade 1 - TIESA / SY 2013-2014

❶ Important

You're about to finalize the updating of end of school year enrolment status. Once confirmed this data becomes final and can no longer be edited for this school year.

EOSY Summary	Male	Female	Total
Promoted	0	4	4
Irregular	0	0	0
Retained	0	0	0
Transferred Out	0	1	1
Dropped Out	0	1	1

Press cancel to continue update and/or correction of learners' statuses.

Cancel   Confirm Finalize

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.

TIESA

🔒▾   View Enrolment 6

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.