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.

EO	SY Updating is now	open		M	iew Instruction
Bo	ys				
	LRN	NAME	Class	Status	
Gir	ls .				
r :	LRN	NAME	Class	Status	
	136456121192	ABAD DANICA LISTANA	Grade 1 - TIESA	No status +	Profile
	136456120669	ABADILLA, NICOLE NA	Grade 1 - TIESA	Irregular	1
i):	136456130001	CAPISPISAN, ROXANNE SAGRÁDO	Grade 1 - TIESA	Retained	1
n).	136456130002	DE MESA, MORRINE KEITH VIRAY	Grade 1 - TIESA	Transferred	out
	136456130003	ESGUERRA, CEZ ARMEDALA -	Grade 1 - TIESA	Dropped out	·





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.

pdate ABAD, DANICA LISTANA status	
Reason for drop out *	
Armed conflict	

Figure 5.1-2: Enter reasons for dropping out

Update ABAD, DANICA LISTANA status	
Transfer out date *	
yyyy-mm-dd	
	formal formation
	Cancel Update Status



Figure 5.1-3: Enter date of dtransfer

Gi	ris				
=	LRN	NAME	Class	Status	
1	136456121192	SANTOS, MAYA LYN	Grade 1 - TIESA	Transferred out +	Profile
z	136456120669	CARLOS, MANUEL	Grade 1 - TIESA	Dropped out +	Profile
3	136456130001	CAPISPISAN, ROXANINE BAISRADO	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 t - TIESA	No slabas +	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.

Grade 1 - Tiesa	- A					Front Coamera	SY 2013-201
	9.				3	Dirdi yeaning P	51 2010-201
Grade 1 - Makopa Grade 1 - Makopa Grade 1 - Mango	*					1	View instruction
Grade 1 - Rambutan Grade 1 - Tamarind							
Grade 1 - Tiesa				Class		Status	
Grade 2							
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EOSY Opdatiog is open Retect a class for ency updating. Final Draw all classes are finalized, the final As a school head or designated admin nder LADIM	Ized classes are mailed botton wi you have the option Grade 1 SECTION 3	ked with the lock scon I be enabled that will Ing to reopen updating of a c	ger final submission lass while the sche Grade 2 SECTION 1 3	Finalize School n of actual emotionent for the setup security of the Wew Declement -	Counter Clar current achool yes about Deade 3 SECTION 1	SY 2013 - 2014 Toggi+instructions at	
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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			
Important You're about to finalize the updi confirmed this data becomes fil	ating of end of s nail and can no l	ichool year enrolm longer be edited fo	ent status. Once r 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 a	and/or correctio	n of learners' state	1965.
		Cancel	Confirm Finalize



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.

1 -	View Encolment 6
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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.

List of Classes	Dashboant	Masterlist	List of G	lasses	Stdumi P	terné +	Support.
		Face	lize School	+ Crea	te Class	SY 2013	- 2014 +
EDSY Updating in open Salect a class for entry updating. Finalized classes are marked with the lock ice	'n				1	iggle intro	uctions
Once all closes are finalized, the finalize school button will be enabled that will As a school head or designated admin, you have the option to reopen updating a	I trigger final outprisesion of a of a class while the school's	enclinert is r	ent for the c not yet final	urient sch zed	noj kene		

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.

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1	View Enrolment 🗣
TIESA	
A -	View Enrolment 6