

**GUIDELINES FOR CORRECTION OF DATA ISSUES IN LIS BOSY SY 2014-2015 (REVISED AS OF AUGUST 13, 2014)**

1. Review of learner and enrolment data in the LIS revealed that there are data quality issues that need to be fixed before these are used for reporting purposes. The following data issues require resolution at the school level:
  - a) **Learners with invalid date of birth.** The date of birth is used to compute the age that likewise feeds into the reporting of age profile and performance indicators.
  - b) **Multiple enrolment of same LRN within June 2-6 but in different schools.** In the case of transfer from one school to another, the school where learner is enrolled as of June 6 will keep the enrolment and the other school should “un-enrol” the learner from its Masterlist.
  - c) **Multiple LRNs for one learner.**
    - c.1 For learners with multiple LRNs, the oldest LRN issued must be used. This is identified by the (e,g, 123456110001 was issued in 2011; 1234561300012 was issued in 2013).
    - c.2 In the case of erroneously issued LRN, the school should “un-enrol” these learners from the Masterlist.
  
2. As of August 11, 2014, the LIS enrolment data of June 2-6 have been locked for editing. However, a list of these abovementioned data issues is displayed in the school dashboard. A facility to fix these issues is also provided. These data issues must be fixed on or before August 15. Unresolved data issue after August 15 will not be included in the EBEIS BOSY enrolment count. A detailed report on these data issues will be disseminated to all divisions of affected schools.

The screenshot shows a school dashboard with the following elements:

- Dashboard Header:** Dashboard, Masterlist, List of Classes, School Forms, Support
- Enrolment Section:**
  - Total Enrolment: **415**
  - Male: 202, Female: 213
- BOSY Enrolment with Issues Section:**

The following learners has been found to have invalid data or potential inconsistencies. Use the document below for further instructions on resolution and proper actions to be taken.

[Guidelines on Resolving learner issue.](#)

	Learner	Remarks/Status
1	123456789 Grade 10 (Year IV) - RCB ABANTE, IVY WALAPA	Age out of range: <b>Updated</b>
2	4987654321 Grade 10 (Year IV) - RCB AHITO, MARY JHOY WALAPA	Age out of range: <b>Pending</b>
3	123454321 Grade 10 (Year IV) - RCB ALDAVE, NOEL NOT APPLICABLE	Age out of range: <b>Pending</b>

3. Learners with invalid date of birth.
  - 3.1. In the box labeled BOSY Enrolment with Issues, click on the LRN to display learner profile. Edit and correct the Birthdate, then click Update to save changes.

Learner  Update

<b>First name *</b> <input type="text" value="MARY JHOY"/>	<b>Middle name *</b> <input type="text" value="WALAPA"/>	<b>Last name *</b> <input type="text" value="AHITO"/>	<b>Ext name</b> <input type="text"/>
<b>Gender *</b> <input type="text" value="Female"/>	<b>Birth date *</b> <small>yyyy-mm-dd</small> <input type="text" value="2014-06-29"/> <input type="button" value="📅"/>	<b>Mother's maiden name</b> <input type="text" value="WALAPA"/>	<b>Residence</b> <input type="text"/>

last,first,middle,ext

3.2. A successful data correction is indicated by an “Updated” in the Remarks/Status column of the List in the dashboard.

4. Multiple enrolment of same LRN within June 2-6 but in different schools.

4.1. These records are identified as “Duplicate enrolment” in the list.

12		Grade 8 (Year II) - EUA	Duplicate enrolment: Pending	▼
GUEVARRA, ROCHELLE RAMOS				

4.2. Verify if enrolment is valid.

4.2.1. In the case of transfer from one school to another, the school where learner is enrolled as of June 6 will keep the enrolment and the other school should “un-enrol” the learner from its Masterlist.

4.2.2. In the case of erroneously issued LRN, the school should “un-enrol” these learners from the Masterlist.

4.3. Click on the drop-down list. If enrolment is valid, click on Confirm Valid; otherwise, “Un-enrol”.

12	1	5	Grade 8 (Year II) - EUA	Duplicate enrolment: Pending	▼
GUEVARRA, ROCHELLE RAMOS					
<div style="border: 1px solid gray; padding: 5px; display: inline-block;">         Confirm Valid Un-enrol       </div>					
13	3	21	Grade 10 (Year IV) - RCB	Age out of range:	
LALUSIN, LOCELL WALAPA					

5. Multiple LRNs of one learner.

5.1. These records are identified as “Duplicate learner” in the list.

5.2. Verify if enrolment under the given LRN is valid.

5.2.1. For learners with multiple LRNs, the oldest LRN issued must be used. This is identified by the (e.g, 123456110001 was issued in 2011; 1234561300012 was issued in 2013).

5.2.2. In the case of erroneously issued LRN, the school should “un-enrol” these learners from the Masterlist.

5.3. Click on the drop-down list. If enrolment is valid, click on Confirm Valid; otherwise, “Un-enrol”.