
Department of Education

Learner Information System 2.0 User's Manual

Version 1.0

Steps on how to use LIS Version 2.0 to enter learner data in Formal Schools for SY 2013-2014.

Learner Information System Version 2.0	Version: 1.0
User Manual	Date: 02/22/2014
LISV2-UM	

Revision History

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

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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 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

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

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displays the message “password changed”.

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.

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



Figure 1.2-3 Confirmed Login

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 1.2-2: Account Check (Update Personnel)

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2. LIS Dashboard

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

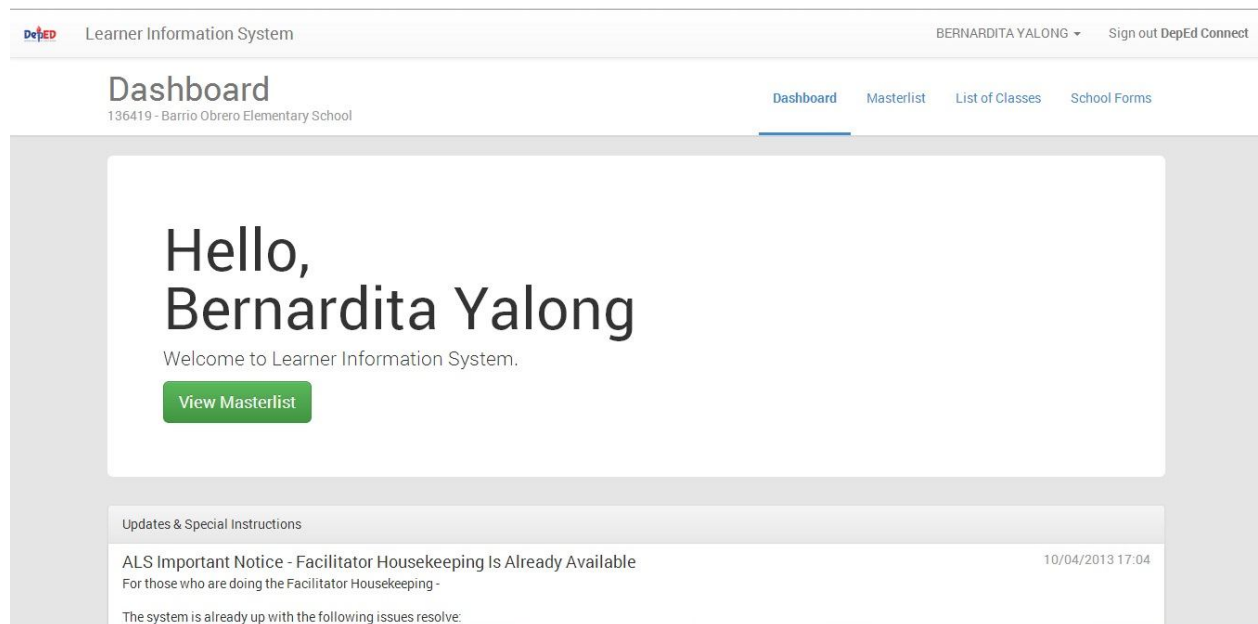


Figure 2-1: LIS Dashboard

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.

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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.

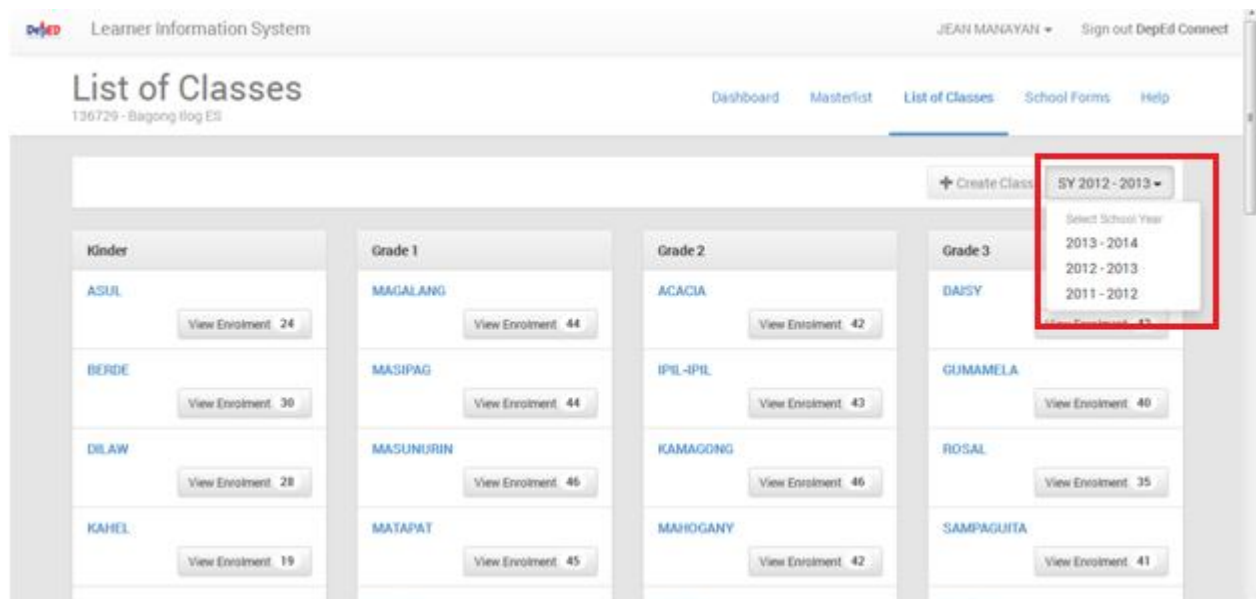


Figure 3.1-1: List of Classes

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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.

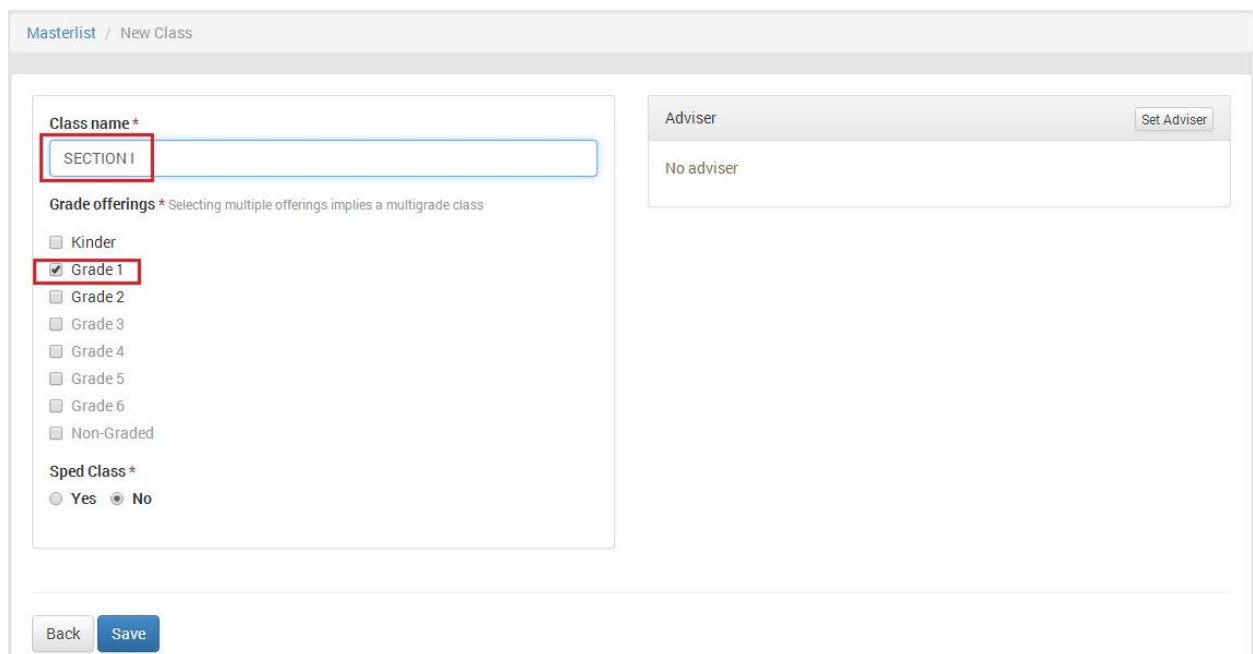
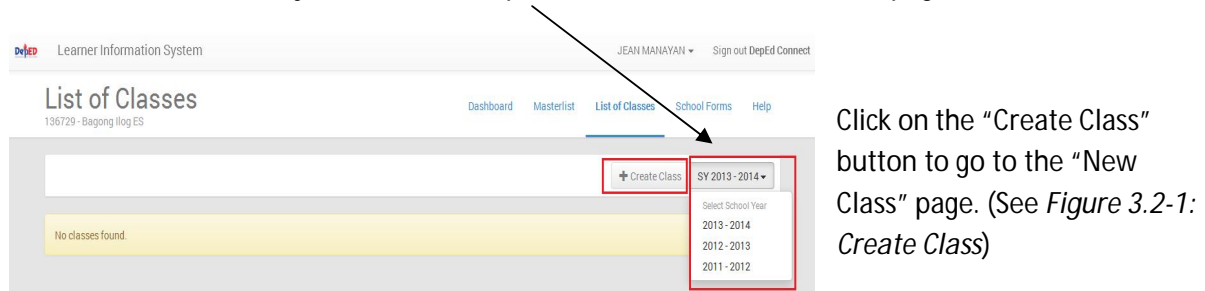


Figure 3.2-1: Create Class

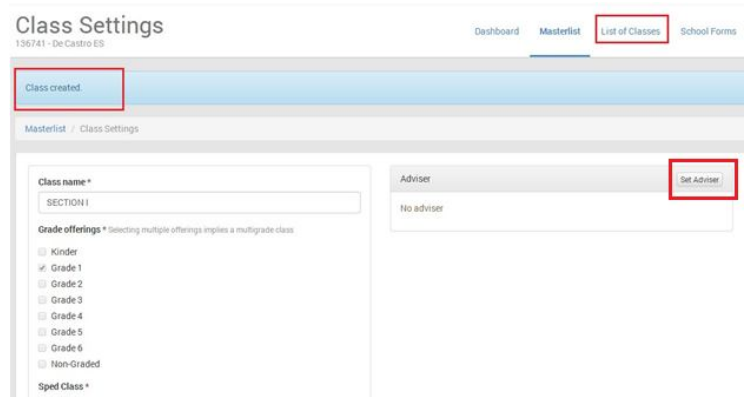
Enter a class name on the "Class Name" field.

Tick box to select a particular grade offering.

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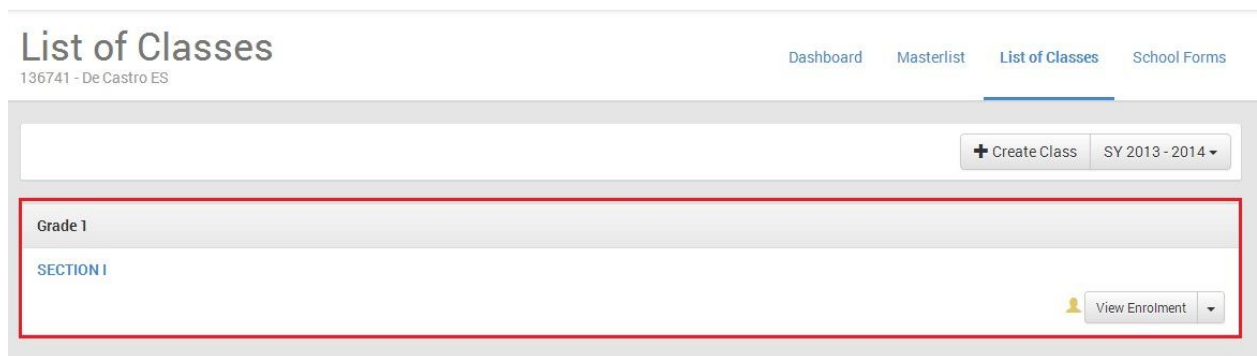
Click the "Save" button to finalize creation of a class or section. The message "class created" is displayed.

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.



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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.

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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

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

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

Enrol

Figure 4.1-1: Enrolment page

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Learner 136741120743 Enrol Cancel

First name * SAMANTHA	Middle name * DOMINGO	Last name * ABDON	Ext name
Gender * Female	Birth date * 2006-11-03 <small>yyyy-mm-dd</small>	Mother's maiden name * N-A <small>first middle last</small>	Residence * SANTA LUCIA, CITY OF

Guardian	Dialect *		
<table border="0"> <tr> <td>Name * NARCISO L ABDAN JR <small>first middle last</small></td> <td>Relationship * Parent</td> </tr> </table>	Name * NARCISO L ABDAN JR <small>first middle last</small>	Relationship * Parent	<input type="radio"/> Bicol <input type="radio"/> Cebuano <input type="radio"/> Chabacano <input type="radio"/> Hiligaynon <input type="radio"/> Iloko <input type="radio"/> Kapampangan <input type="radio"/> Maguindanaoan <input type="radio"/> Maranaw <input type="radio"/> Pangasinense <input type="radio"/> Tagalog <input type="radio"/> Tausog <input type="radio"/> Waray
Name * NARCISO L ABDAN JR <small>first middle last</small>	Relationship * Parent		

Religion *	Ethnicity
<input type="radio"/> Buddhism <input type="radio"/> Catholic <input type="radio"/> El Shadai <input type="radio"/> Orthodox Church <input type="radio"/> Aglipayan <input type="radio"/> Apostolic <input type="radio"/> Iglesia ni Cristo <input type="radio"/> Muslim <input type="radio"/> Anglican <input type="radio"/> Baptist <input type="radio"/> Full Gospel <input type="radio"/> Lutheran <input type="radio"/> Methodist <input type="radio"/> Pentecostal <input type="radio"/> Presbyterian <input type="radio"/> Christ Latter Day Saints <input type="radio"/> Church of God In Jesus Christ <input type="radio"/> Church of God International <input type="radio"/> Jehovah Witnesses <input type="radio"/> Kingdom of Jesus Christ <input type="radio"/> Seventh Day Adventist	<input checked="" type="radio"/> Not a member of any ethnic group Region I <input type="radio"/> Applai <input type="radio"/> Ayangan <input type="radio"/> Bago <input type="radio"/> Balangao <input type="radio"/> Bontoc <input type="radio"/> Ibaloi <input type="radio"/> Ifugao <input type="radio"/> Isnag <input type="radio"/> Isneg <input type="radio"/> Iwak <input type="radio"/> Kalanguya-Ikalahan <input type="radio"/> Kalinga <input type="radio"/> Kankanaey <input type="radio"/> Karao <input type="radio"/> Tinguian <input type="radio"/> Tuwali Region II <input type="radio"/> Aggay <input type="radio"/> Agta <input type="radio"/> Ayangan <input type="radio"/> Bugkarot <input type="radio"/> Dumagat <input type="radio"/> Gaddang <input type="radio"/> Ibanag <input type="radio"/> Ibatan <input type="radio"/> Ichbayan-Ivatan <input type="radio"/> Ilongot <input type="radio"/> Isnai <input type="radio"/> Itawis <input type="radio"/> Ivatan <input type="radio"/> Iwak <input type="radio"/> Kalaguya-Ayangan <input type="radio"/> Kalanguya-Ikalahan <input type="radio"/> Karao <input type="radio"/> Yugad

Figure 4.1-2: Learner Profile

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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

[Profile](#)

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 enrollment*)

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	Profile Enrol
<input type="checkbox"/>	2	136741121485	AMORILLO, YOUSEF ANDREI REYES	M	2012 - 2013	Non-Graded - SPED	Retained	Profile Enrol
<input type="checkbox"/>	3	136741120754	AQUINO, BRYAN ADAMS BERGONIA	M	2012 - 2013	Non-Graded - SPED	Retained	Profile Enrol
<input checked="" type="checkbox"/>	4	136741121034	AREVALO, SHEEN LEE MINIMO	M	2012 - 2013	Kinder - AVOCADO	Promoted	Profile Enrol
<input checked="" type="checkbox"/>	5	136741120730	BAYSIC, ANDRIE GASTON	M	2012 - 2013	Kinder - PAPAYA	Promoted	Profile Enrol
<input checked="" type="checkbox"/>	6	136741120731	BLAQUERA, ANDRE ROMAN ARCENAL	M	2012 - 2013	Kinder - PAPAYA	Promoted	Profile Enrol
<input checked="" type="checkbox"/>	7	136741120759	BOLANIO, DION JUSTINE DOMINGO	M	2012 - 2013	Kinder - AVOCADO	Promoted	Profile Enrol
<input type="checkbox"/>	8	1367410006	BRIGOLE, JOHN ELMER V	M	2012 - 2013	Non-Graded - SPED	Retained	Profile Enrol
<input type="checkbox"/>	9	136741120778	CABALQUINTO, KRISTAL PENA	F	2012 - 2013	Kinder - AVOCADO	Promoted	Profile Enrol
<input type="checkbox"/>	10	136741120763	CABALQUINTO, LEONEM CASTRO	M	2012 - 2013	Kinder - AVOCADO	Promoted	Profile Enrol
<input type="checkbox"/>	11	136741120610	CALE, RENE STEPHEN PAGDANGANAN	M	2012 - 2013	Kinder - SANTOL	Promoted	Profile Enrol

Figure 4.2-1: Batch enrollment

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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 enrollees, 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*)

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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.

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Candidates Enrol By Learner

Record matched. Click preview to continue to matched record.

First name* RIGGS Middle name UNTALAN Last name* ANDAYA Ext name

Birth date*

Provide birthdate to enrol a different learner.
yyyy-mm-dd

Search Preview Matched New Record

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*)

Masterlist / Grade 1 - SECTION I / Search

Candidates Enrol By Learner

Search Parameters

First name RIGGS
Middle name UNTALAN
Last name ANDAYA

Cancel

Learner 136741070038 Not eligible

First name RIGGS
Middle name UNTALAN
Last name ANDAYA

Last enrolment Formal / SY 2012-2013 / Grade 5 / Promoted

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.

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

The screenshot shows a web interface for creating a new learner record. At the top, there are navigation links: 'Masterlist / Grade 1 - SECTION I / Search'. Below this, there are two tabs: 'Candidates' and 'Enrol By Learner'. The main content area is titled 'New Learner Record' and contains the following information:

- First name: LUCK
- Middle name: TALOY
- Last name: HALLI

At the bottom of the form, there are two buttons: a grey 'Cancel' button on the left and a green 'Complete Enrolment Record' button on the right.

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.

The screenshot shows a web interface for updating a learner's profile. The form is titled 'Learner' and has 'Enrol' and 'Cancel' buttons in the top right corner. The form is divided into several sections:

- Personal Information:**
 - First name *: Luck
 - Middle name *: Taloy
 - Last name *: Halli
 - Ext name: (empty)
 - Gender *: (dropdown menu)
 - Birth date *: (text input, format: yyyy-mm-dd)
 - Mother's maiden name *: (text input, format: first middle last)
 - Residence *: (text input with edit icon)
- Guardian:**
 - Name *: (text input, format: first middle last)
 - Relationship *: (dropdown menu)
- Religion:**
 - Religion *: Buddhism
 - Buddhism
- Dialect:**
 - Bikol
 - Cebuano
 - Chabacano
 - Hiligaynon
 - Iloko
 - Kapampangan
 - Maguindanaoan
 - Maranaw
 - Pangasinense
 - Tagalog
 - Tausog
 - Waray
- Ethnicity:**
 - Not a member of any ethnic group

Figure 4.3-6: Update Learner Profile

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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*)

Learner enrolled.

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

Girls

Figure 4.3-7: Learner creation confirmed

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5. 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.

The screenshot shows the 'Masterlist' page for '136741 - De Castro ES'. The page title is 'Masterlist' and the current view is 'Grade 1 - SECTION I / SY 2013-2014'. There are navigation tabs for 'Dashboard', 'Masterlist', 'List of Classes', and 'School Forms'. A summary section shows 'No of learners: 7' and 'Class Adviser: Non assigned'. A green 'Enrol Learner' button is visible, along with 'Class Settings' and a dropdown menu for 'SY 2013 - 2014'. Below this is a table of learners under the heading '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 5-1: 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

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6. 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

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