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](image)

Click on the Enrol Learner button.

4.1. Enrol learner from previous school year

The system displays a prospective list of enrolees (see Figure 4.1-2 Prospective List of Enrolees) which consists of learners belonging to the relevant grade/year level of the previous school year. For example, the prospective list of enrolees for a Grade 5 class in the current school year shall consist of learners who were enrolled in Grade 4 and “promoted” as of the end of the previous school year.

Click the check box on the left side of the learner candidate (see Figure 4.1-2 Prospective List of Enrolees) 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 Enrol page.

![Figure 4.1-1 Enrol page](image)

Click “Enrol” button and the system will direct you to the learner profile page where data on enrolment, guardian, father, religion, ethnicity dialect/s and mother tongue are recorded and updated.
In the learner profile page (see Figure 4.1-3 *Update learner’s personal data*) update learner’s personal data.

Enter Date of First Attendance and tick appropriate boxes if learner is classified under any of the following:

a) **CCT Recipient** refers to learners whose families are recipients of the Conditional Cash Transfer (CCT) under the Pantawid Pamilyang Pilipino Program (4Ps) of the Department of Social Welfare and Development (DSWD).

b) **ALIVE** refers to learners who are enrolled in Arabic Language and Islamic Values Education classes.

c) **Balik-aral** refers to learners who finished a grade level, stopped schooling and enrolled in the next grade level after a year or more as of the enrollment cutoff date i.e. June 6.
d) **Repeater** refers to learners who failed or left a particular grade level in any previous school year and are enrolled in the same grade level where they left or failed, as of the enrollment cutoff date i.e. June 6.

Select the appropriate data for the learner’s religion, dialect and ethnicity from the drop-down lists provided as shown in Figure 4.1-5 *Learner Religion, Ethnicity & Dialect*.

Select the ethnic group/s a learner belongs to.

Select the dialect/s the learner speaks. The first dialect represents his/her “mother tongue”.

Then, click “Enrol” to finalize learner enrolment. The message “Learner enrolled” is displayed and the name of learner appears in the list of enrollees for the specific class.

### 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 Error! Reference source not found.)
The system prompts user to enter “Date of First Attendance” of this batch of enrolees (see Figure 4.2-2 Enter Date of First Attendance).

Click the date-picker and select the date this batch of enrolees first reported in class for the given school year.

Click “Continue” to proceed with batch enrolment

The system displays a preview page as shown in Figure 4.2-3 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.

The system displays a notification on the number of learners that were enrolled.
**UPDATING ENROLMENT DETAILS AFTER ENROLLING A BATCH OF LEARNERS**

First, select the class from the List of Classes. Click on View Enrolment to display the list of learners currently enrolled in the class (see figure below)

![List of learner enrolment details](image)

*Figure 4.2-4 View Enrolment - List of Enrolee in a Class*

Click on the Profile button to display the learner’s personal profile and enrolment history.

Click on the blue pencil opposite the label “Enrolment”, to tag learner as balikaral, repeater, CCT recipient or ALIVE enrolee.

![Learner profile and enrolment history](image)

*Figure 4.2-5 Learner profile and enrolment history*
4.3. **Enrol new learner or transfeer 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 4.3-1: Enrol By Learner*).

First, perform a learner record search to determine if the learner had already been registered in the system. To do this, enter “First name” and “Last name” to initially search the LIS database of records with similar names. If records that match the search criteria exist, the system will prompt the user to provide additional data such as “middle name” and “birth date” (see *Figure 4.3-2 Search Learner*) to narrow the search results to a minimum list of potential records.

![Figure 4.3-1: Enrol By Learner](image)

![Figure 4.3-2 Search Learner](image)
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 4.3-3: 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.

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.

Upon successfully enrolling a new learner, the message “learner enrolled” is displayed and the learner record appears in the list of enrolees for the given class. (see Figure 4.3-6: Learner creation confirmed).

**Note:** Registration of a learner who happens to have the same name, gender and date of birth as an existing record in the system but is determined to be a different person shall be done at the central office. Likewise, learners not eligible for enrolment in the LIS due to “special cases” shall also be escalated to the Central Office level (e.g. learners whose names contain special characters).
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.