

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.

The screenshot shows the 'Masterlist' page for '120897 - San Roque Elementary School'. The navigation bar includes 'Dashboard', 'Masterlist' (selected), 'List of Classes', 'School Forms', and 'Support'. The main content area is titled 'Masterlist' and 'Grade 3 - 1 / SY 2014-2015'. There is a search bar with 'Grade 3 - 1' entered and an 'Enrol Learner' button. Below the search bar, it says 'No enrolment found.'

Figure 4-1 Enroll learner in a class

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*.

The screenshot shows the 'Enrol' page for 'Learner 120897100007'. It displays the learner's details: First name: ANTON, Last name: BICAR. The last enrolment is listed as 'Formal / SY 2013-2014 / Grade 2 / Promoted'. There is an 'Enrol' button.

Figure 4.1-1 Enrol page

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.

Prospective List of Enrollees from Previous School Year

Grade 3 - 1

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 | |
|---------------------------------------|--------------|------------------------|--------|-------------|------------------------------|-----------|----------------------|
| 1 | 120898090001 | APDO, KRISTYL JUATAS | F | 2012 - 2013 | Grade 3 - 1 | No status | Profile Enrol |
| 2 | 120897090002 | BARON, JENNISA BALORO | F | 2011 - 2012 | Grade 2 - No Section Defined | No status | Profile Enrol |
| <input checked="" type="checkbox"/> 3 | 120897100007 | BICAR, ANTON ESPINIDO | M | 2013 - 2014 | Grade 2 - 1 | Promoted | Profile Enrol |
| 4 | 120897090003 | BICAR, TONY DELMONTE | M | 2012 - 2013 | Grade 3 - 1 | No status | Profile Enrol |
| 5 | 120897100008 | BORJA, ROCHEL BARON | F | 2013 - 2014 | Grade 2 - 1 | Promoted | Profile Enrol |
| 6 | 120897090004 | BORJA, RONNIE BARON | M | 2013 - 2014 | Grade 2 - 1 | Promoted | Profile Enrol |
| 7 | 120898090002 | CABAL, JERICO HISTO | M | 2012 - 2013 | Grade 3 - 1 | No status | Profile Enrol |
| 8 | 120897100009 | CABERO, JAY MARK TEROY | M | 2013 - 2014 | Grade 3 - 1 | Promoted | Profile Enrol |

Figure 4.1-2 Prospective List of Enrolees

In the learner profile page (see Figure 4.1-3 *Update learner's personal data*) update learner's personal data.

Learner 120897100007 Enrol Cancel

| | | | |
|--------------|--|------------------------|-----------|
| First name * | Middle name * | Last name * | Ext name |
| ANTON | ESPINIDO | BICAR | |
| Gender * | Birth date * <small>yyyy-mm-dd</small> | Mother's maiden name * | Residence |
| Male | 2003-10-05 | ANALYN BICAR | |

first middlelast

Figure 4.1-3 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 Familyang Pilipino Program (4Ps) of the Department of Social Welfare and Development (DSWD).

Enrolment

Date of first attendance * yyyy-mm-dd

☐ CCT Recipient ☐ Repeater

☐ ALIVE

Figure 4.1-4 Enrolment tags

- 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".

Figure 4.1-5 Learner Religion, Ethnicity & Dialect

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.**)

Prospective List of Enrollees from Previous School Year Grade 3 - 1

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 | 120897110001 | ABAD, ALYSSA LAHER | F | 2013 - 2014 | Grade 2 - 1 | Promoted | Profile Enrol |
| <input checked="" type="checkbox"/> | 2 | 120897100001 | ABAD, ROCHELLE LAHER | F | 2013 - 2014 | Grade 3 - 1 | Promoted | Profile Enrol |
| <input checked="" type="checkbox"/> | 3 | 120912100005 | AGAPAY, VICTOR JAMES CAGASAN | M | 2013 - 2014 | Grade 3 - 1 | Promoted | Profile Enrol |
| <input checked="" type="checkbox"/> | 4 | 120897100003 | ALFARO, BENJAMEN LAYSON | M | 2013 - 2014 | Grade 2 - 1 | Promoted | Profile Enrol |
| <input type="checkbox"/> | 5 | 120898090001 | APDO, KRISTYL JUATAS | F | 2012 - 2013 | Grade 3 - 1 | No status | Profile Enrol |
| <input checked="" type="checkbox"/> | 6 | 120897110004 | APDO, MARIELLA BAUTISTA | F | 2013 - 2014 | Grade 2 - 1 | Promoted | Profile Enrol |
| <input checked="" type="checkbox"/> | 7 | 120897100004 | APDO, MARK MARVIN BAUTISTA | M | 2013 - 2014 | Grade 3 - 1 | Promoted | Profile Enrol |
| <input checked="" type="checkbox"/> | 8 | 120897120025 | APDO, RITCHELLO ENTENDEZ | M | 2013 - 2014 | Grade 2 - 1 | Promoted | Profile Enrol |
| <input checked="" type="checkbox"/> | 9 | 120897110005 | BARBALINO, MYLA FELIZARTA | F | 2013 - 2014 | Grade 2 - 1 | Promoted | Profile Enrol |

Figure 4.2-1 Batch enrolment

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

Batch Enrolment Additional Data

Date of first attendance * yyyy-mm-dd

2014-06-04

Continue

Figure 4.2-2 Enter Date of First Attendance

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.

Batch Enrol Grade 3 - 1

Review selected learners for batch enrolment.

Date of first attendance yyyy-mm-dd

2014-06-04

Batch Enrol Selected Cancel

| # | LRN | NAME | Gender | SY | Class | Status |
|---|--------------|------------------------------|--------|-------------|-------------|----------|
| 1 | 120897110001 | ABAD, ALYSSA LAHER | F | 2013 - 2014 | Grade 2 - 1 | Promoted |
| 2 | 120897100001 | ABAD, ROCHELLE LAHER | F | 2013 - 2014 | Grade 3 - 1 | Promoted |
| 3 | 120912100005 | AGAPAY, VICTOR JAMES CAGASAN | M | 2013 - 2014 | Grade 3 - 1 | Promoted |
| 4 | 120897100003 | ALFARO, BENJAMEN LAYSON | M | 2013 - 2014 | Grade 2 - 1 | Promoted |
| 6 | 120897110004 | APDO, MARIELLA BAUTISTA | F | 2013 - 2014 | Grade 2 - 1 | Promoted |
| 7 | 120897100004 | APDO, MARK MARVIN BAUTISTA | M | 2013 - 2014 | Grade 3 - 1 | Promoted |
| 8 | 120897120025 | APDO, RITCHELLO ENTENDEZ | M | 2013 - 2014 | Grade 2 - 1 | Promoted |
| 9 | 120897110005 | BARBALINO, MYLA FELIZARTA | F | 2013 - 2014 | Grade 2 - 1 | Promoted |

Figure 4.2-3 Batch enrolment preview

The system displays a notification on the number of learners that were enrolled.

Masterlist Grade 3 - 1 / SY 2014-2015

Grade 3 - 1 × ▼

Enrol Learner

| No of learners | 9 | Male | Female | Male | Female | | |
|----------------|-----------------|---------------|--------|------|------------|---|---|
| Class Adviser | FORTALIZA, LUNA | CCT Recipient | 0 | 0 | Balik-aral | 0 | 0 |
| | | ALIVE | 1 | 0 | | | |
| | | Repeater | 0 | 0 | | | |

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)

Masterlist Grade 3 - 1 / SY 2014-2015

Grade 3 - 1 [Enrol Learner](#)

| No of learners | | Male | | Female | |
|-----------------|---|------|--|--------|--|
| Class Adviser | | | | | |
| FONTALIZA, LUNA | | | | | |
| CCT Recipient | 0 | 0 | | | |
| ALIVE | 1 | 0 | | | |
| Repeater | 0 | 0 | | | |

| Girls | | | | | |
|-------|--------------|---------------------------|--------------------------|-------------|-------------------------|
| # | LRN | NAME | Date of first Attendance | Status | |
| 1 | 120897110001 | ABAD, ALYSSA LAHER | 06/04/14 | No status ▼ | Profile |
| 2 | 120897110001 | ABAD, ROCHELLE LAHER | 06/04/14 | No status ▼ | Profile |
| 3 | 120897110004 | APDO, MARIELLA BAUTISTA | 06/04/14 | No status ▼ | Profile |
| 4 | 120897110005 | BARBALINO, MYLA FELIZARTA | 06/04/14 | No status ▼ | Profile |
| 5 | 120897120028 | DELMONTE, JADE LAGUMBAY | 06/04/14 | No status ▼ | Profile |

Figure 4.2-4 View Enrolment - List of Enrolees 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.

Masterlist / Grade 3 - 1 / Learner Profile

Profile

[Update](#)

Enrolment

| | |
|---|--|
| <p>LRN 120897110001</p> <p>Full name ABAD, ALYSSA LAHER</p> <p>Gender F</p> <p>Birthdate 2006-01-28</p> <p>Mother's MECHIL LAHER</p> <p>Maiden name</p> <p>Current Residence</p> <p>Guardian Relationship MECHIL LAHER ABAD Parent</p> <p>Father</p> <p>Religion Catholic</p> <p>Mother Tongue Waray</p> <p>Dialects</p> <p>Ethnicities</p> | <p>Date of first attendance 06/04/14</p> <p>View History</p> |
|---|--|

Figure 4.2-5 Learner profile and enrolment history

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 4.3-1: Enrol By Learner*)

Masterlist / Grade 3 - 1 / 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 4.3-1: 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.

Candidates Enrol By Learner

Record matched. Click preview to continue to matched record.

First name * Middle name Last name * Ext name

RIGGS UNTALAN ANDAYA

Birth date *

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

Search Preview Matched New Record

Figure 4.3-2 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 4.3-3: Search Learner Result*)

Masterlist / Grade1 - 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 4.3-3: 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.

Masterlist / Grade1 - SECTION I / Search

Candidates Enrol By Learner

New Learner Record

First name LUCK
Middle name TALOY
Last name HALLI

Cancel Complete Enrolment Record

Figure 4.3-4: 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.

Learner 120897120028 Enrol Cancel

| | | | |
|-----------------------------|--|--|----------------------|
| First name * JADE | Middle name * LAGUMBAY | Last name * DELMONTE | Ext name |
| Gender * Female | Birth date * yyyy-mm-dd 2005-07-10 | Mother's maiden name * MAILYN LAGUMBAY | Residence |

first middlelast

| | |
|--|---|
| Enrolment | Guardian |
| Date of first attendance * yyyy-mm-dd <input type="text"/> | Name * MAILYN DELMONTE <small>first middlelast</small> |
| <input type="checkbox"/> CCT Recipient <input type="checkbox"/> Repeater <input type="checkbox"/> ALIVE | Relationship * Parent |

Father

First name

Middle name

Last name

Ext name

Religion

Religion
Catholic

| | |
|--------------------|-------------------------------|
| Ethnicities | Mother Tongue/Dialects |
| --select-- | Mother Tongue |
| --select-- | Waray |
| --select-- | --select-- |
| | --select-- |

Figure 4.3-5: Update Learner Profile

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 4.3-6: 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).

Learner enrolled.

Masterlist Grade 3 - 1 / SY 2014-2015

Grade 3 - 1 Enrol Learner

| No of learners | 10 | Male | Female | Male | Female |
|----------------|-----------------|------|--------|------------|--------|
| Class Adviser | FORTALIZA, LUNA | | | | |
| CCT Recipient | | 0 | 0 | Balik-aral | 0 |
| ALIVE | | 1 | 0 | | |
| Repeater | | 0 | 0 | | |

| Girls | | | | | |
|-------|--------------|---------------------------|--------------------------|-------------|---------|
| # | LRN | NAME | Date of first Attendance | Status | |
| 1 | 120897110001 | ABAD, ALYSSA LAHER | 06/04/14 | No status ▼ | Profile |
| 2 | 120897100001 | ABAD, ROCHELLE LAHER | 06/04/14 | No status ▼ | Profile |
| 3 | 120897110004 | APDO, MARIELLA BAUTISTA | 06/04/14 | No status ▼ | Profile |
| 4 | 120897110005 | BARBALINO, MYLA FELIZARTA | 06/04/14 | No status ▼ | Profile |
| 5 | 120897120028 | DELMONTE, JADE LAGUMBAY | 06/04/14 | No status ▼ | Profile |

Figure 4.3-6: Learner creation confirmed

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*.

Masterlist Dashboard Masterlist List of Classes School Forms ▼ Support

301617 - Balugo NHS

Masterlist

Select a Class ▼

No enrolment found.

Enrol Learner ▼ SY 2013 - 2014 ▼

Select the class to enrol

- Grade 9 (Year III)
- Grade 9 (Year III) - Chrysanthemum
- Grade 9 (Year III) - Daisy
- Grade 9 (Year III) - Daisy
- Grade 9 (Year III) - Sampaguita
- Grade 7 (Year I)
- Grade 7 (Year I) - Aguinaldo

Figure 4.4-1: Select class to enrol a learner