About the No Longer in School (NLS) facility:

- 1. This is a temporary status for learner who left school but not yet confirmed if transferred or dropped out. Learner that moved to school abroad/private school/ALS program will be temporarily tagged as NLS until such time that policy/facility takes place to track movement of learner outside public/formal school.
- 2. NLS implies that learner who attended classes in the past but as of current date, he/she is no longer reporting in the school. Technically – "imaginary learner" or learner wrongfully included in the enrolment list but never reported in school even a single day since the opening of classes, is not considered as NLS and need to be reported to the division office immediately.
- 3. NLS learner will be reflected in a list separated from the masterlist but still available in downloadable SF 1 with status code of "NLS and effective date" and SF 3 for books of accountability.
- 4. By the end of school year learners that are still in NLS list will be by default, considered dropout. Learner who left formal school and enrolled to ALS Program will be considered dropout.

<u>Important:</u> NLS is not applicable to learner with pending issue of Multiple Enrollment. Multiple enrollment issue will be handled in a separate facility.

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4. Input/pick the effective date (date after the last day of "actual" attendance in school) then click the update status

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Important: Not applicable to Learner with pending multiple enrollment issue.

Department of Education



6. Click the Filter icon to display selection for list of learners that are No Longer in School

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NOTE: re-admission function is available by selecting the profile button to display the readmit option

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