

Enrolment of 2nd Semester for SHS

To enrol a SHS learner for 2nd semester, here are the steps:

1. Go to LIS website <http://lis.deped.gov.ph/> and login using your LIS user account.

Please sign in

Username

Password

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

2. Once login, click the Learner Information System link.

DepEd Apps

- Learner Information System**
- Enhanced Basic Education Information System
- School Building Information System (For CO - EFD Personnel Only)

3. Click the Senior high school tab. Then, click the View Enrolment button of the learner's section.

Dashboard Early Registration Quick Count List of Classes Transfers 65 School Forms **Senior high school** Data Corrections Support

4. On the left side pane, click List of Classes to create class.

- Senior high school
- Overview
- 1st Semester
- Enrolment **54**
- List of Classes **2**
- 2nd Semester
- Enrolment
- List of Classes
- Support

Note:

For private SHS schools, school calendar for 2nd semester must be set first.

To do this:

1. Click the Settings.

2. Click the Update button.

SY 2017 - 2018 settings

| School Calendar | | |
|-----------------|--------------------|--------------------|
| | Opening of classes | Closing of classes |
| 1st semester | Jun 5, 2017 | Oct 20, 2017 |
| 2nd semester | not set | not set |

3. Set the date. Then, click the Update button again.

SY 2017 - 2018 settings

| School Calendar | | |
|--|--------------------|---------------------------------------|
| | Opening of classes | Closing of classes |
| 1st semester <small>Enrolment record exist. Parameters are read-only.</small> | Jun 5, 2017 | Oct 20, 2017 |
| 2nd semester | Nov ▾ 6 ▾ 2017 ▾ | Mar ▾ 23 ▾ 2018 ▾ |
| <input type="button" value="Cancel"/> | | <input type="button" value="Update"/> |

A notification message will be received once the date had been successfully updated.



You can start creating class.

5. Click the Add Class button.

Senior high school class list 2nd semester

| SY 2017 - 2018 class list | <small>2nd Semester</small> |
|---------------------------|--|
| | <input type="button" value="Add class"/> |

6. Complete the required fields. Then, click the Add class button.

Senior high school

| Add class | <small>2nd Semester</small> |
|--|---|
| Grade level -- select -- | |
| Program -- select -- | |
| Section Name | |
| <input type="button" value="Add class"/> | <input type="button" value="Back to list"/> |

- To start enrolling the learner/s, look for the Class. Then, click the Enrol or Enrolment link.

| # | Program | Grade level | Section name | Enrolment | | | |
|---|--|-------------|--------------|-----------|---|---|--|
| | | | | M | F | T | |
| 1 | Academic Track Humanities and Social Sciences | 12 | ABC | 1 | 0 | 1 | Enrol Enrolment Edit |

- Follow the same process in enrolling a learner.
- A notification message will be displayed once the learner has been successfully enrolled in the 2nd semester.

Learner enrolment saved.

The learner's name will reflect in the masterlist.