Finalization of Class and School (K-10)

Please be advised of the following:

1. **A class cannot be finalized if there are any pending change requests.**
2. **All classes must be finalized before a school can finalize and submit their EOSY.**

To finalize a class, 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
>
> **Sign in**
>
> ---
>
> **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 List of Classes tab on the Dashboard.

> **Dashboard**   Dashboard   Early Registration   Quick Count   **List of Classes**   Transfers 2   School Forms ▾   Data Corrections   Support

4. Then, click the Class Section name or Review & Finalize button of the grade level to be finalize.
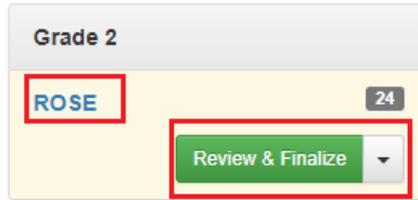
5. Click the Finalize button.
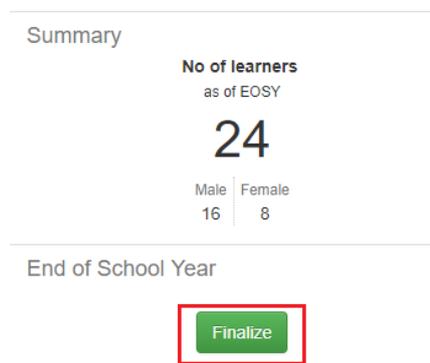
6. Read the important reminder. Then, click the Finalize button.
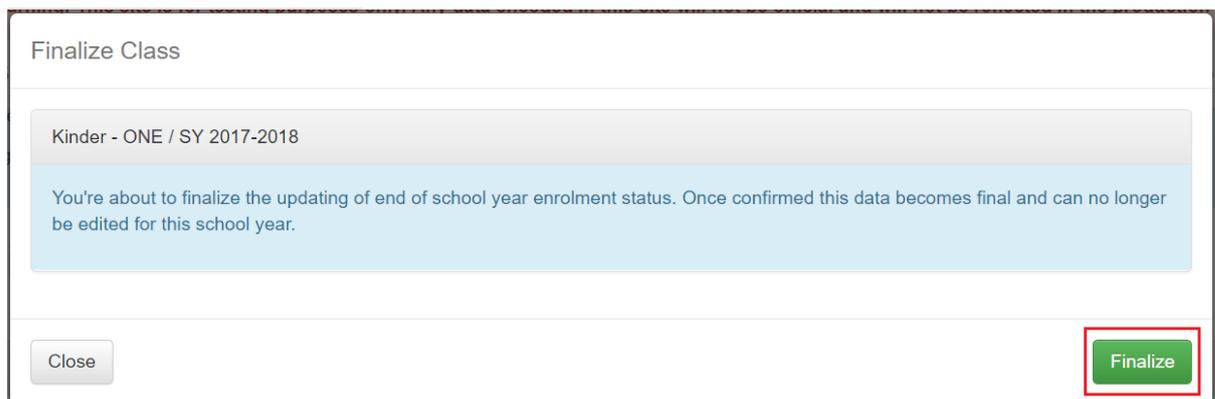
7. Click the OK button to confirm.

A notification will be displayed once the class is finalized.

Class finalized.

To finalize a school, here are the steps:

1. Go to LIS website http://lis.deped.gov.ph/ and login using the LIS School Head account.

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

3. Click the List of Classes tab on the Dashboard.

4. Click the Finalize & Submit EOSY button.

5. Click the Finalize button.

Finalize End of School Year

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Close   Finalize

6. Click the OK button.

Are you sure you want to finalize EOSY enrolment?

OK   Cancel

A notification will be displayed once the school is finalized.

School finalized.