Correction of Grade Level/EOSY Facility

Please be advised that all Correction of Grade Level requests are subject for approval of the Division Planning Office.

To correct the grade level of a learner, 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. Then, click the View Enrolment button of the learner's section.

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

List of Classes

Kinder	Grade 1	Grade 2	Grade 3
ONE — 6	ONE — 7	ONE — 6	ONE — 4
View Enrolment ▾	View Enrolment ▾	View Enrolment ▾	View Enrolment ▾

Grade 4	Grade 5	Grade 6
ONE — 10	ONE — 11	ONE — 13
View Enrolment ▾	View Enrolment ▾	View Enrolment ▾

4. Look for the learner's name. Then, click the Profile button on the opposite side of the learner's name.

Enrolment

#	Learner	Gender	Date of first Attendance	Status	
1		M	06/05/17	✏ No status	Profile
2		M	06/05/17	✏ No status ℹ	Profile
3		M	06/05/17	✏ No status	Profile
4		M	06/05/17	✏ No status	Profile

5. Click the Correction of Grade level button on the right side pane.

Enrolment   [Correction of Grade Level]

Date of first attendance
06/05/2017

[⇄ Section]   [View History]

6. Select the correct Grade level and section where the learner should be enrolled by clicking the Enrol learner button.

List of Classes

You are about to request correction of grade level for ▮▮▮▮▮▮▮▮▮▮▮▮▮, kindly select Grade/Class below then click **Enrol Learner**

Grade 2	Grade 3	Grade 5	Grade 6
▮▮▮ 20	▮▮▮ 21	▮▮▮ 12	▮▮▮ 23
👤 Enrol Learner	Enrol Learner	Enrol Learner	Enrol Learner
	▮▮ 1		
	👤 Enrol Learner		

7. Complete the Reason for Correction of Grade Level data field. Then, click the Continue button.

Learner

Last name	▮▮▮
First name	
Middle name	
Birthdate	
Gender	

Enrolment

Date of first attendance 2017-06-05

Refers to the actual date of learner's first attendance in his/her classes during the present school year. Please check with SF2 Learner's Daily Attendance.

Reason for Correction of Grade Level

[ ]

Cancel   Continue

8. On the Enrolment section:
   a. Tick the Revise EOSY 2016-2017 grade and status option.
   b. Click the dropdown list to select the last Grade level.
   c. For EOSY status, click the dropdown list to select appropriate status.

9. Update the other learner's information, if applicable.

10.   Click the Enrol button.