# Finalization of Classes and Semesters (SHS)

**Please be advised of the following:**

1. A class cannot be finalized if there are any pending change requests.

    **Note:**

    - Learner with "No status" will be converted to "Completer" once the class is finalized. This will only apply if both semester has either "No Status" or "Completer" status.

        The Program Status will be automatically converted to "Regular".

        | 1st semester | 2nd semester | EOSY once finalized |
        |---|---|---|
        | Completer | No Status | Completer – Regular |
        | Completer | Completer | Completer – Regular |

    - Learner with "Incomplete" status either 1st or 2nd semester would require to update the 2nd semester status and Program Status.

2. All classes must be finalized before a semester can be finalize.

3. The 1st semester must be finalized first before the 2nd semester can be finalize.

**To finalize a class, here are the steps:**

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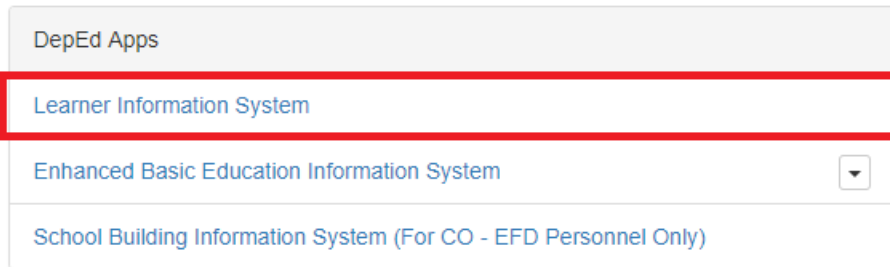
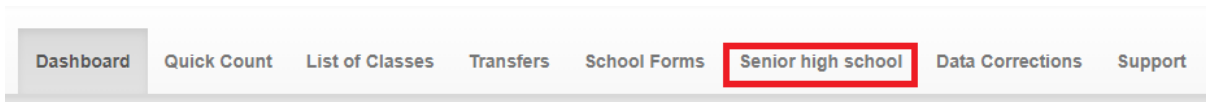Please sign in

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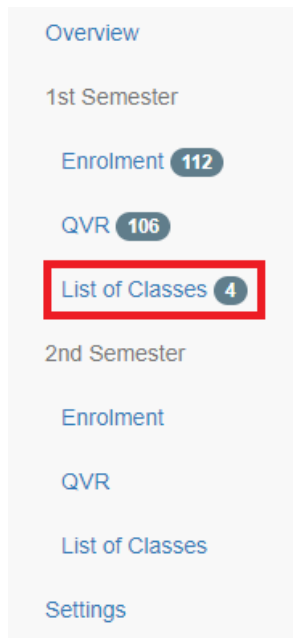
2. Once login, click the Learner Information System link.



3. Click the Senior High School tab.



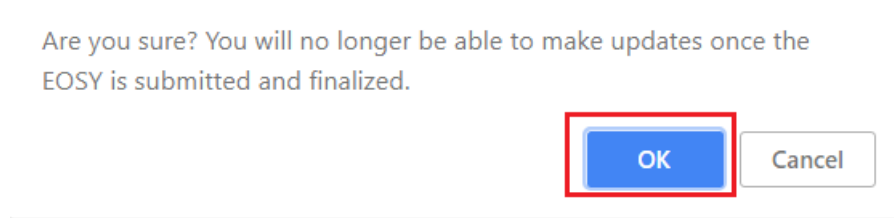4. Under 1st Semester, click the List of Classes.



5. Search the class need to finalize. Then, click the Review & Finalize link.

| 3 | Academic Track General Academic Strand | 11 | | 24 | 31 | 55 | Enrol Review & Finalize Edit | School Form ▾ |
|---|---|---|---|---|---|---|---|---|

6. Click the Finalize Class button.

| SY 2017 - 2018 enrolment masterlist | |
|---|---|
| **Grade 11 & 12** \| Grade 11 \| Grade 12 | Enrol Learner    Finalize Class |

7. Click the Ok button.

Are you sure? You will no longer be able to make updates once the EOSY is submitted and finalized.

OK        Cancel

A notification will be displayed once the class is finalized.

Class finalized.

**To unfinalize a class, here are the steps:**

1. Click the List of Classes.

2. Search the class need to unfinalize. Then, click the Unfinalize link.

| Academic Track General Academic Strand | 11 | ▬▬▬▬ | 24 | 31 | 55 | Enrolment Finalized 05/02/2018 Unfinalize | School Form ▾ |
|---|---|---|---|---|---|---|---|

A notification will be displayed once the class is unfinalized.

Class unfinalized.

**To finalize a semester, here are the steps:**

1. Click the Overview link.

2. Click the Finalize & Submit button.

| | Grade 11 | | | Grade 12 | | |
|---|---|---|---|---|---|---|
| | M | F | T | M | F | T |
| 1st semester | | | | | | Finalize & Submit |
| No status | 0 | 0 | 0 | 0 | 0 | 0 |
| Completer | 24 | 20 | 44 | 0 | 0 | 0 |
| Incomplete | 0 | 0 | 0 | 0 | 0 | 0 |
| No longer in school | 0 | 0 | 0 | 0 | 0 | 0 |
| Transferred-out | 0 | 0 | 0 | 0 | 0 | 0 |

3. Click the Ok button.

Are you sure? You will no longer be able to make updates once submitted and finalized.

OK    Cancel
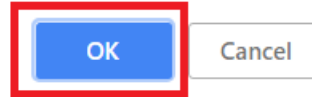
A notification will be displayed once the 1st semester is finalized.

1st semester finalized.

**Note:**

Follow the same steps in finalizing the 2nd semester.