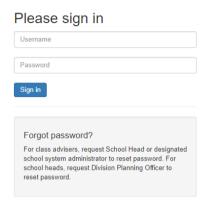




Enrolment of Grade 11 with GAP (Irregularities)

Here are the steps:

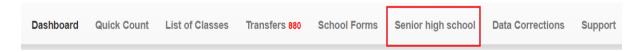
1. Go to LIS website http://lis.deped.gov.ph/ and login using your LIS user account.



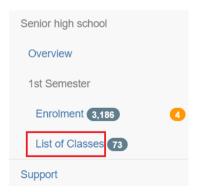
2. Once login, click the Learner Information System link.



3. Click the Senior high school tab.



4. On the left side pane, click the List of Classes link.



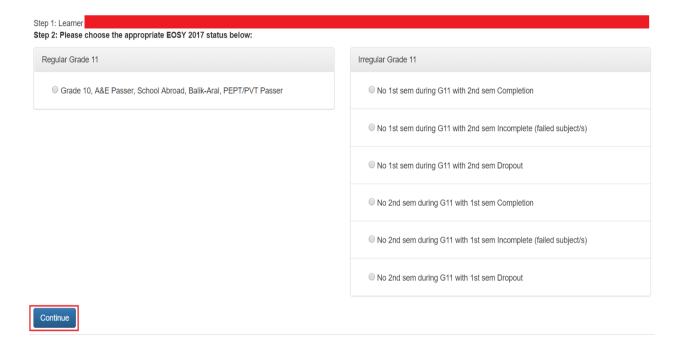




5. Look for the Class Name. Then, click the Enrol link.

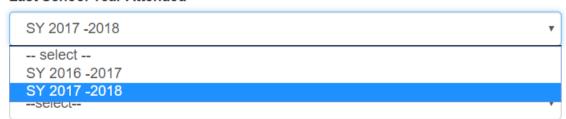
				Enrolment			
#	Program	Grade level	Section name	М	F	Т	
1	Academic Track Humanities and Social Sciences	11	11-JADE	21	14	35	Enrol School Form ▼ Enrolment Edit

- 6. Follow the same process in enrolling the learner.
- 7. Click the appropriate EOSY 2017 status. Then, click the Continue button.



- 8. Complete the Date of First Attendance. Then, click the Continue button.
- 9. Under the Enrolment panel, complete the required fields.
 - a. Last School Year Attended

Last School Year Attended



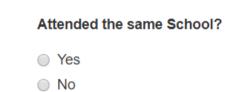




b. Last Semester



c. Attended the Same School



If No, complete the Last School Attended.



- 10. Complete/update secondary information (if necessary).
- 11. Click the Enrol button.

A notification message will be displayed once the learner's enrolment is saved.

Learner's name will be reflected in the masterlist with tagged as with Pending Enrolment and for approval of the Division Planning Officer.