

## 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

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

- 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	[Redacted]	M	06/05/17	No status	<a href="#">Profile</a>
2	[Redacted]	M	06/05/17	No status	<a href="#">Profile</a>
3	[Redacted]	M	06/05/17	No status	<a href="#">Profile</a>
4	[Redacted]	M	06/05/17	No status	<a href="#">Profile</a>

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

- 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 [redacted], kindly select Grade/Class below then click **Enrol Learner**

<b>Grade 2</b> [redacted] 20 [person icon] <input type="button" value="Enrol Learner"/>	<b>Grade 3</b> [redacted] 21 [person icon] <input type="button" value="Enrol Learner"/>	<b>Grade 5</b> [redacted] 12 [person icon] <input type="button" value="Enrol Learner"/>	<b>Grade 6</b> [redacted] 23 [person icon] <input type="button" value="Enrol Learner"/>
<b>Grade 1</b> [redacted] 1 [person icon] <input type="button" value="Enrol Learner"/>			

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

<b>Learner</b> Last name [redacted] First name [redacted] Middle name [redacted] Birthdate [redacted] Gender [redacted]	<b>Enrolment</b> Date of first attendance 2017-06-05 <small>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.</small>
<b>Reason for Correction of Grade Level</b> [text area]	
<input type="button" value="Cancel"/>	<input type="button" value="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.

Enrolment

**School year** 2017 - 2018  
**Grade & Section** Grade 5 - SUNFLOWER  
**Date of first Attendance** 2017-06-05

**EOSY 2016-2017**  
 Grade 3 - Promoted

Revise EOSY 2016-2017 grade and status

**Last Grade Level**

--select--  
 --select--  
 Non-Graded  
 Grade 5  
 Grade 4  
 Grade 3  
 Grade 2  
 Grade 1  
 Kinder

Enrolment

**School year** 2017 - 2018  
**Grade & Section** Grade 5 - SUNFLOWER  
**Date of first Attendance** 2017-06-05

**EOSY 2016-2017**  
 Grade 3 - Promoted

Revise EOSY 2016-2017 grade and status

**Last Grade Level**

Grade 4

**EOSY status**

-- select --  
 -- select --  
 Promoted  
 Conditionally Promoted  
 Retained  
 Dropped out  
 Arabic Language and Islamic Values Education

Alternative delivery mode

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

10. Click the Enrol button.

Alternative Delivery Mode

Distance Education (DistEd) for SPED  
 Enhanced-Instructional Management by Parents, Community and Teachers (e-IMPACT)  
 Modified In-School Off-School Approach (MISOSA)  
 Other School-initiated Intervention

Not Applicable

Cancel

Enrol