

## 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:**

1. 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”.

1 <sup>st</sup> semester	2 <sup>nd</sup> semester	EOSY once finalized
Completer	No Status	Completer – Regular
Completer	Completer	Completer – Regular

2. Learner with “Incomplete” or “No longer in School” status either 1<sup>st</sup> or 2<sup>nd</sup> semester would require to update the 2<sup>nd</sup> semester status and Program Status.
2. All classes must be finalized before a semester can be finalize.
3. The 1<sup>st</sup> semester must be finalized first before the 2<sup>nd</sup> 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 your LIS user account.

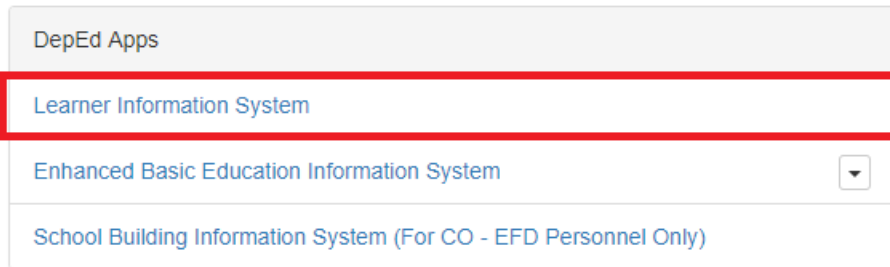
Please sign in



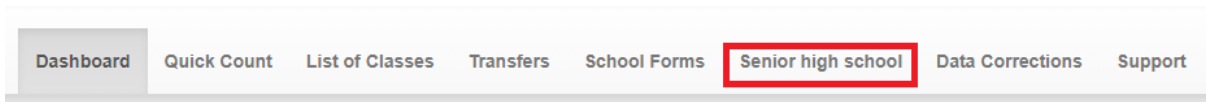

Forgot password?

For class advisers, request School Head or designated school system administrator to reset password. For school heads, request Division Planning Officer to reset password.

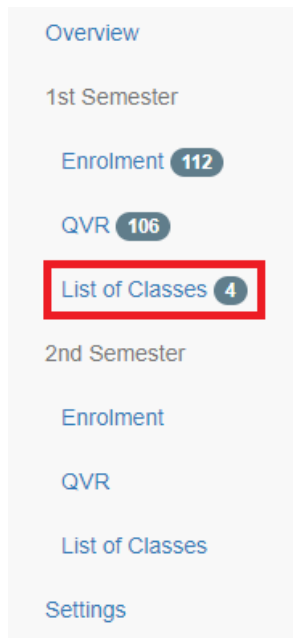
2. Once login, click the Learner Information System link.



3. Click the Senior High School tab.



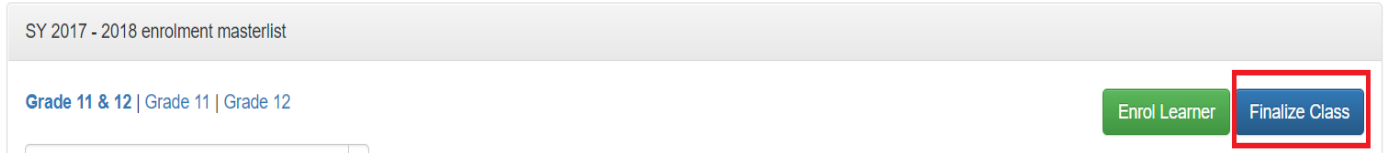
4. Under 1<sup>st</sup> Semester, click the List of Classes.



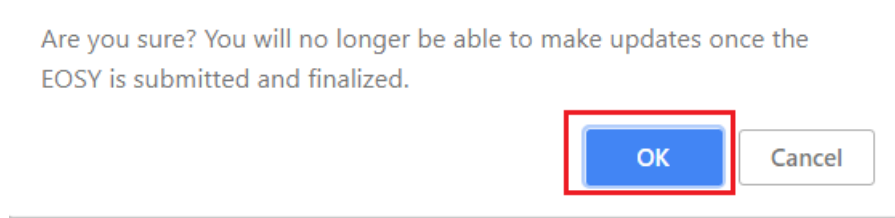
5. Search the class need to finalize. Then, click the Review & Finalize link.

3	Academic Track General Academic Strand	11		24	31	55	Enrol	<a href="#">Review &amp; Finalize</a>	<a href="#">Edit</a>	School Form ▾
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6. Click the Finalize Class button.



7. Click the Ok button.




A notification will be displayed once the class is 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 <a href="#">Unfinalize</a>	School Form ▾
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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.

Senior high school

**Overview**

1st Semester

Enrolment **44**

List of Classes **1**

2nd Semester

Enrolment

List of Classes

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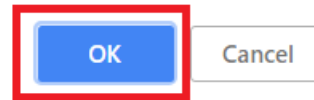
Support

2. Click the Finalize & Submit button.

	Grade 11			Grade 12		
	M	F	T	M	F	T
<b>1st semester</b>						<b>Finalize &amp; Submit</b>
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.



A notification will be displayed once the 1<sup>st</sup> semester is finalized.

1st semester finalized.

**Note:**

Follow the same steps in finalizing the 2<sup>nd</sup> semester.