GUIDELINES FOR CORRECTION OF DATA ISSUES IN LIS BOSY SY 2014-2015

1. Review of learner and enrolment data in the LIS revealed that there are data quality issues that need to be fixed before these are used for reporting purposes. The following data issues require resolution at the school level:
   a) ***Learners with invalid date of birth***. The date of birth is used to compute the age that likewise feeds into the reporting of age profile and performance indicators.
   b) ***Multiple enrolment of same LRN within June 2-6 but in different schools***. In the case of transfer from one school to another, the school where learner is enrolled as of June 6 will keep the enrolment and the other school should "un-enrol" the learner from its Masterlist.
   c) ***Multiple LRNs for one learner.***
      c.1 Consistent with the policy on multiple LRNs, the LRN that was used in the SY 2013 enrolment must be used. In cases where there was no enrolment in SY 2013, the oldest LRN issued must be used.
      c.2 In the case of erroneously issued LRN, the school should "un-enrol" these learners from the Masterlist.

2. As of August 11, 2014, the LIS enrolment data of June 2-6 have been locked for editing. However, a list of these abovementioned data issues is displayed in the school dashboard. A facility to fix these issues is also provided. These data issues must be fixed on or before August 15. Unresolved data issue after August 15 will not be included in the EBEIS BOSY enrolment count. A detailed report on these data issues will be disseminated to all divisions of affected schools.

3. Learners with invalid date of birth.
   3.1. In the box labeled BOSY Enrolment with Issues, click on the LRN to display learner profile. Edit and correct the Birthdate, then click Update to save changes.

3.2. A successful data correction is indicated by an "Updated" in the Remarks/Status column of the List in the dashboard.

4. Multiple enrolment of same LRN within June 2-6 but in different schools.
   4.1. These records are identified as "Duplicate enrolment" in the list.

   4.2. Verify if enrolment is valid.
      4.2.1. In the case of transfer from one school to another, the school where learner is enrolled as of June 6 will keep the enrolment and the other school should "un-enrol" the learner from its Masterlist.
      4.2.2. In the case of erroneously issued LRN, the school should "un-enrol" these learners from the Masterlist.
   4.3. Click on the drop-down list. If enrolment is valid, click on Confirm Valid; otherwise, "Un-enrol".

5. Multiple LRNs of one learner.
   5.1. These records are identified as "Duplicate learner" in the list.
   5.2. Verify if enrolment under the given LRN is valid.
      5.2.1. Consistent with the policy on multiple LRNs, the LRN that was used in the SY 2013 enrolment must be used. In cases where there was no enrolment in SY 2013, the oldest LRN issued must be used.
      5.2.2. In the case of erroneously issued LRN, the school should "un-enrol" these learners from the Masterlist.
   5.3. Click on the drop-down list. If enrolment is valid, click on Confirm Valid; otherwise, "Un-enrol".