**Change Request Approval in the Learner Information System Form**

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| --- | --- | --- | --- | --- |
| Date: | | | |  |
| Requesting Person: | | | |  |
| School ID/School Name: | | | |  |
| E-mail Address: | | | |  |
| Contact Number: | | | |  |
|  | | | | |
| **Instructions:**   1. Fill out the Form below. Ensure that all details are accurate and correct then, submit to the School’s Division of Imus City office with a Request Letter addressed to the Schools Division Superintendent. 2. Attach the photocopy of the following:    1. Proof of Grade Level (any of the following)       1. School Form (SF10) of School Year Last Attended       2. Form 138/Report Card of School Year Last Attended       3. Certificate of Completion of Last Grade Level Completed       4. PEPT Result       5. Affidavit of Undertaking (D.O. No. 3, s. 2018)       6. A&E Result    2. Tick the box of the appropriate Change Request. | | | | |
|  | Enrolment |  | Enrolment with Gap | |
|  |  | of Ineligible | |
|  |  | Correction of Grade Level | |

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| **LRN** | **Learner's Name** | | | | **Level (Elem / Secondary)** |
| **Last name** | **First Name** | **Middle Name** | **Extension Name** |
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| Prepared by: |  | Processed by: |
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|  |  |  |
| *Signature Over printed Name* |  | *Planning Officer III* |
| *School Representative* |  | *SGOD-Planning and Research Unit* |