RECORDS MANAGEMENT: TEACHERS’ TASK ASIDE FROM TEACHING, MADE EASY!

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A good teacher is a good manager. In addition to making lesson plans and actual teaching, lots of reports and paper works are needed to be submitted that is why teachers must come up with an effective technique on how to manage their records.

Reports, Reports, Reports! Most of the teachers always complain about these. Some says, “We will not be able to prepare lesson plans because of paper works.”, “How can we do all of this? We are only human.”

I know how they feel about this and suddenly I found a solution on how to lessen their burdens. By means of sharing on how to use the LIS or Learners Information System.

Learners Information System or LIS was designed to trace the current school and year level of a student. But it is not the only use of that system. By the help of LIS, teachers report preparation can become easier.

Here are the following forms/reports needed every school year that a teacher must provide and how often they provide this forms/reports:

1. Form 1- (Beginning of the S.Y)
2. Form 2- (Monthly)
3. Examination Questions- (Every Quarter)
4. Statistics/Analysis after Exams- (Every Quarter)
5. Form137- (Every Quarter)
6. Form138- (Every Quarter)
7. Form 5- (At the end of the S.Y.)
8. Form 6- (At the end of the S.Y.)
So let’s go back to LIS. In the 8 forms/reports listed above, 4 of those can be generated through LIS. Once all of your students are already enrolled/encoded to LIS, it will automatically provide forms such as Form 1 (Students Basic Information), Form 2 (Students Report on Attendance), Form 5 (Students Final Average) and Form 6 (Summary of Students Passed/Failed). No need for manual typing job, overwriting last school year’s report and most of all it can saves a lot of time which teachers can be use in other matters. All this report can be found and generate if a teacher was oriented and has enough knowledge to use the said system. It’s a win-win situation between the teachers and the LIS coordinator/Registrar.

That’s why teachers must always remember the LIS is not just a system. It is also a set of words Like I Said to all the teachers I’ve served, Learning Is Sharing which leads to Life that Is Simple, happy and stress free.

References:
http://google.com/formspreparedbyteachers