

School Management Portal

1. Student Admission & Enrollment Management

Purpose

Manage the complete admission process from application submission to student registration.

Actors

- Applicant
- Parent/Guardian
- Admission Officer
- School Administrator

Functional Workflow

Application Submission

- Parent creates an account.
- Completes admission application form.
- Uploads required documents:
 - Birth certificate
 - Previous school reports
 - Passport photo
 - Medical records
- Pays application fee (if applicable).

Application Review

- Admission officer reviews submitted information.
- System validates completeness.
- Officer can:
 - Approve
 - Reject
 - Request additional information

Enrollment

- Approved applicant is converted into a student.
- System automatically:
 - Generates Student ID
 - Creates student profile
 - Assigns admission number
 - Creates portal login credentials

Outputs

- Admission letter
- Student registration number
- Enrollment confirmation

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2. Student Information Management

Purpose

Maintain a complete digital profile of every student.

Functional Components

Personal Information

Stores:

- Full name
- Date of birth
- Gender
- Nationality
- Address
- Contact information

Parent Information

Stores:

- Father details
- Mother details
- Guardian details
- Emergency contacts

Academic Information

Stores:

- Current grade
- Subjects
- Academic history
- Performance records

Medical Information

Stores:

- Allergies
- Disabilities
- Medications
- Health conditions

System Functions

- Update records

- View history
- Generate student profile reports

3. Academic Structure Management

Purpose

Configure the educational structure of the institution.

Functional Components

Academic Year Setup

Administrator defines:

- Academic year
- Terms
- Semesters
- Holidays

Grade Management

Create:

- Nursery
- Primary grades
- Secondary grades

Class Management

Create:

- Classes
- Sections
- Streams

Subject Management

Configure:

- Subject codes
- Subject teachers
- Credit hours
- Subject categories

Outputs

- Academic calendar
- Class structures
- Subject allocations

4. Attendance Management

Purpose

Track and monitor attendance of students and staff.

Student Attendance Workflow

Daily Attendance

Teacher selects:

- Class
- Date

System displays student list.

Teacher marks:

- Present
- Absent
- Late
- Excused

Automated Processing

System calculates:

- Daily attendance
- Monthly attendance
- Annual attendance percentages

Notifications

Automatically sends alerts to parents for:

- Absence
- Late arrival
- Continuous absenteeism

Reports

- Daily reports
- Monthly summaries
- Attendance analytics

5. Timetable Management

Purpose

Automate scheduling of classes, teachers, and rooms.

Timetable Creation

Inputs

- Subjects

- Teachers
- Classrooms
- Periods

Processing

System checks:

- Teacher conflicts
- Room conflicts
- Subject distribution rules

Outputs

- Teacher timetable
- Student timetable
- Classroom timetable

Notifications

Users receive updated schedules instantly.

6. Learning Management System (LMS)

Purpose

Provide digital learning and teaching tools.

Teacher Functions

Course Creation

Teacher can:

- Create course pages
- Upload learning materials
- Organize modules

Content Types

- PDFs
- Videos
- Presentations
- External links

Assessments

Create:

- Assignments
- Quizzes
- Exams

Student Functions

Learning Access

Students can:

- View content
- Download resources
- Watch videos

Submission

Students submit:

- Assignments
- Projects
- Quizzes

Tracking

System records:

- Progress
- Completion rates
- Scores

7. Examination Management

Purpose

Manage the entire examination lifecycle.

Exam Setup

Administrator creates:

- Exam type
- Exam period
- Subjects
- Marks allocation

Examination Process

Assessment Entry

Teachers enter:

- Test marks
- Assignment marks
- Exam marks

Processing

System calculates:

- Total marks
- Percentages

- GPA
- Grades
- Rankings

Results Publication

Students and parents receive:

- Results
- Report cards
- Performance analysis

8. Assignment Management

Purpose

Digitize assignment creation and submission.

Teacher Functions

Create Assignment

Specify:

- Subject
- Description
- Due date
- Attachments

Grading

Teacher:

- Reviews submissions
- Awards marks
- Adds comments

Student Functions

Submission

Students:

- Upload files
- Submit before deadline

Tracking

View:

- Submission status
- Grades
- Feedback

9. Teacher Management

Purpose

Manage teacher records and responsibilities.

Teacher Profile

Stores:

- Qualifications
- Certifications
- Employment details
- Teaching experience

Work Allocation

Assign:

- Subjects
- Classes
- Timetables

Performance Tracking

Monitor:

- Attendance
- Student performance
- Evaluation reports

10. Parent Portal

Purpose

Enable parent engagement and transparency.

Functional Features

Academic Monitoring

Parents view:

- Grades
- Assignments
- Attendance

Financial Monitoring

Parents view:

- Fee balances
- Payment history
- Receipts

Communication

Parents:

- Send messages
- Schedule meetings
- Receive alerts

11. Fee Management

Purpose

Automate school financial collections.

Fee Configuration

Create:

- Tuition fees
- Examination fees
- Bus fees
- Hostel fees

Billing

System automatically:

- Generates invoices
- Calculates balances
- Applies discounts

Payment Processing

Supports:

- Cash
- Bank transfer
- Card payments
- Mobile payments

Reports

Generate:

- Collection reports
- Outstanding balances
- Revenue reports

12. Communication & Notification Center

Purpose

Provide centralized communication.

Academic Notifications

- Exam schedules
- Assignment reminders
- Results publication

Administrative Notifications

- School announcements
- Emergency alerts

Financial Notifications

- Fee reminders
- Payment confirmations

Delivery Channels

- Email
- SMS
- Mobile push notifications
- In-app notifications

13. Library Management

Purpose

Automate library operations.

Catalog Management

Store:

- Book information
- ISBN
- Authors
- Categories

Lending Process

- Book Issue
- Book Return
- Fine Management

Fine Processing

Automatically calculates:

- Late return penalties
- Lost book charges

14. Transport Management

Purpose

Manage school transportation.

Vehicle Management

Track:

- Buses
- Drivers
- Maintenance

Route Management

Configure:

- Routes
- Stops
- Pick-up times

Student Allocation

Assign students to:

- Vehicles
- Routes
- Stops

GPS Tracking

Parents can:

- Track buses
- Receive arrival notifications

15. Hostel Management

Purpose

Manage boarding facilities.

Accommodation Allocation

Assign:

- Buildings
- Rooms
- Beds

Student Residency

Track:

- Occupancy

- Transfers
- Vacancies

Hostel Attendance

Record:

- Check-in
- Check-out
- Night attendance

16. Human Resource & Payroll

Purpose

Manage all employees.

Employee Records

Store:

- Personal information
- Employment contracts
- Qualifications

Leave Management

Employees:

- Apply for leave
- Track balances

Managers:

- Approve or reject requests

Payroll

System calculates:

- Salaries
- Allowances
- Deductions
- Taxes

Generates:

- Payslips
- Payroll reports

17. Inventory & Asset Management

Purpose

Track all school assets.

Asset Registration

Record:

- Computers
- Furniture
- Laboratory equipment

Inventory Tracking

Monitor:

- Stock levels
- Consumption
- Reorder points

Maintenance

Schedule:

- Repairs
- Servicing
- Replacements

18. Reports & Analytics

Purpose

Provide operational intelligence.

Academic Analytics

Analyze:

- Student performance
- Pass rates
- Subject performance

Attendance Analytics

Analyze:

- Attendance trends
- Chronic absenteeism

Financial Analytics

Analyze:

- Revenue
- Expenses
- Fee collection rates

Executive Dashboard

Provides KPIs such as:

- Total students
- Attendance percentage

- Revenue collected
- Staff count

19. Security & Access Control

Purpose

Protect system data.

Authentication

Supports:

- Username/password
- Two-factor authentication
- Single sign-on

Authorization

Role-based permissions for:

- Principal
- Teacher
- Parent
- Student
- Administrative Staff

Audit Logs

Track:

- Login activities
- Data changes
- User actions

20. System Administration

Purpose

Provide complete control of system configuration.

Institution Setup

Configure:

- School details
- Branding
- Academic structure

User Administration

Manage:

- Users
- Roles

- Permissions

Integration Management

Connect:

- Payment gateways
- SMS providers
- Email servers
- Biometric devices

Backup & Recovery

Automated:

- Daily backups
- Disaster recovery
- Data restoration

Enterprise-Level Additional Modules

- Own website
- About School teachers, campus and comparisons
- Talent portal
- Online Admissions Portal
- Alumni Management
- Student Discipline Management
- Counseling Management
- Clinic/Health Center Management
- School Canteen Management
- E-Library
- Visitor Management
- Procurement Management
- Multi-Campus Management
- AI Student Performance Prediction
- Government Reporting & Compliance

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