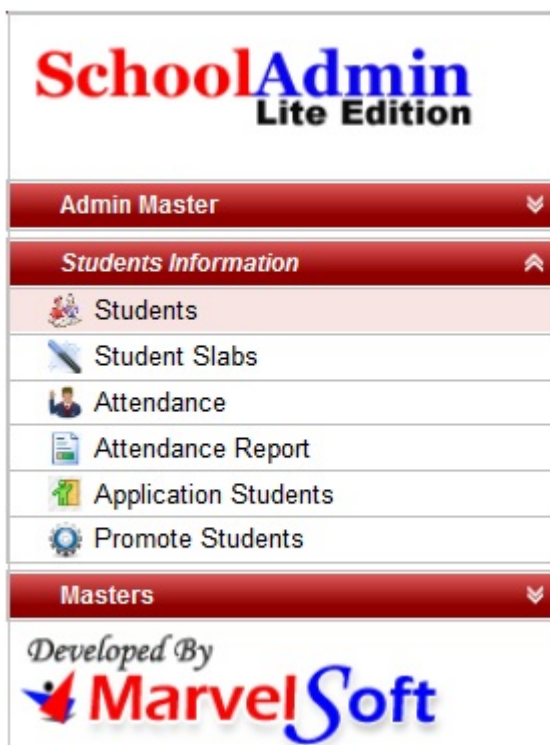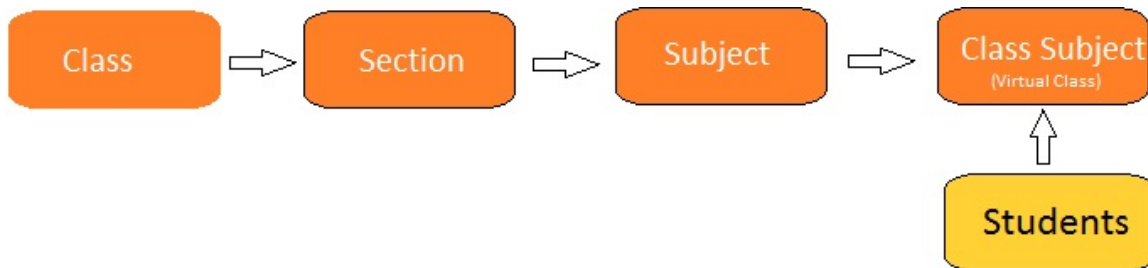# Creating Student Record

Step 1: Goto Student Info , Click on Students menu

Declaration of student is required to specify which class the student belongs.

To Add **Students** in a *Virtual Class* (**Class Subjects**), You must first create Class Subject. Once you create a virtual class ie class subject then you can add students into respective classes.

Step 2: Once you click on Students menu in the masters, student master will be opened as shown below.

click on **Add** button to add new student. In the Student table it will show all the students previously added.

Step 3: Once you click on ⊕ Add, Add/Edit Students window will be shown as below

In the Add / Edit student dialog, you need to provide the details as show in the screen.

- Add the details of the student.
- **(*)**mark in front of any label means that field is mandatory , user has to enter the information for that label.
- Have a note that Date of birth should be above two and half years for a student to join to the School.
- Fill all the required details and mandatory details of the student.

Finally, Click on **Add** button to create a student. Once the data is saved you will see a *Student Successfully added message*. Repeat the above steps to add all the students in your School. Once all the students are added click on **Close** button to close the Add/Edit window.

- Adding Student Details
- Searching Student details
- Generating Student Report

The Student Master will look as shown below.

Find Student

Class [I Std ▼] Section [A ▼] Student* [--Select-- ▼]

Search Student by* [StudentID ▼] [   ] [Find] [Reset]

📗 **Export**

Student Master

SI.No.	Adm.No ⬍	Student Name ⬍	Sex	Father Name	Mother Name	Action
1	111	Arnav	Boy	Prakash	Tejaswini	📝✖
2	235	Aryan	Boy	Dev	Mega	📝✖
3	237	Kanasu	Girl	Prakayath	Rani	📝✖
4	333	Keerthi	Girl	Balachandra	Pavani	📝✖
5	125	Kishore	Boy	Amar	Shravanthi	📝✖
6	101	Kruthi Shetty	Girl	Ramesh	Anuragha	📝✖
7	222	Manasa	Girl	Prajwal	Deepa	📝✖
8	103	Priya Patil	Girl	Prabhugouda	Ganga	📝✖
9	126	Ramakanth	Boy	Ram	Reshma	📝✖
10	114	Ramya	Girl	Satish	Aruna	📝✖
11	123	Ravish	Boy	Ravish	Shruthi	📝✖

⊕ **Add** «« « [1 | 2] » »»

ℹ **Note**

User cannot / should not delete student once Fee payment is done for the student or attendance is given for the student. As delete of student may cause loss of data.

User should cross check once all the students are added by filtering on class and section. As they can confirm number of students present in respective class-section by last Serial no or by Exporting report.