

Adding Student Details

Personal Details

Add the personal details as shown in the image.

User has to fill the mandatory fields. Other fields can be filled by user if they have information.

Student ID is the auto generated number.

Joining Class is from which class the student is studying in your school.

Class is the current class in which the student has joined.

Select the **Fee slab** and **Transport slab** if you have defined Fee structure in School Admin. Else User need not select Fee and Transport slab.

After defining Fee structure in SchoolAdmin Lite you can assign slabs to all students in **Student Slab section**. S lab is defined for grouping and collecting fees for all the student.

Student Photo should be in jpg, gif, png, bmp format . jpeg format is not supported.

Student Photo file size must be less than 25KB.

Click on **Add** button inside Add student photo. Select the photo where you saved all the student photo in a folder.

Click on upload. You can be able to see the photo of the student.

Add/Edit Student

First Name* Priya Student ID
Last Name Patil Section* A
Class* I Std Admission Date (dd/mm/yyyy) 10/05/2012
Admission Number 103 Application Date (dd/mm/yyyy) 16/02/2012
Application Number 456 Joining Class* I Std

Fee Slab Test Fee Transport Slab Buss Fee

Personal Details* Address* Demography Fee Payment's Student History Grade History Help

Student Number* 103 Date Of Birth (dd/mm/yyyy)* 19/07/2007
Sex* Girl Blood Group A+ Add Student Photo
Father's Name Prabhugouda Mother's Name Ganga
Guardian's Name UID
Single Girl Child ☐ Identification Marks

images.jpg

Add Close

Address Details

Fill the Address details as shown in the image.

User can select the State and City from the list. If you do not find state or city in the list, please enter manually.

Add/Edit Student

First Name*	Priya	Student ID	
Last Name	Patil	Section*	A
Class*	I Std	Admission Date (dd/mm/yyyy)	10/05/2012
Admission Number	103	Application Date (dd/mm/yyyy)	16/02/2012
Application Number	456	Joining Class*	I Std

Fee Slab

Test Fee

Transport Slab

Buss Fee

Personal Details*

Address*

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Address*	#384 19G main, Rajajinagar	Telephone NO	23322321
State	Karnataka	Father's Mobile Number	9741448445
ZIP Code	560010	Mother's Mobile Number	
Mobile No	9741448445	Email Id	info@marvelsoft.co.in
		City*	Bangalore

Add
Close



Demography Details

Fill the Demography details has shown in the image.

User can fill these details if they have the information, else later they can collect the information from the student and update the demography.

Add/Edit Student

First Name*	Priya	Student ID	
Last Name	Patil	Section*	A
Class*	I Std	Admission Date (dd/mm/yyyy)	10/05/2012
Admission Number	103	Application Date (dd/mm/yyyy)	16/02/2012
Application Number	456	Joining Class*	I Std

Fee Slab

Test Fee

Transport Slab

Buss Fee

Personal Details*

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Help

Religion	Hindu	Place Of Birth	Bangalore
Parent's Occupation	Bank Manager	Birth District	Bangalore
Parent's Income	500000	Birth State	Karnataka
Family Members	4	Nationality	Indian
Caste	Lingayat	Mother Tongue	Kannada

Add
Close



Fee Payment Details

Fee payment details tab shows all the Fee payment made for that student.

When the student is added, fee payment details tab will be empty.

Add/Edit Student

First Name*

Priya

Last Name

Patil

Class*

I Std

Admission Number

103

Application Number

456

Student ID

3

Section*

A

Admission Date (dd/mm/yyyy)


10/05/2012

Application Date (dd/mm/yyyy)

16/02/2012

Joining Class*

I Std



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Fee Payment's

Receipt No	Date Paid ↕	Fee Group ↕	Total Amount	Amount Paid
1	Jul 20, 2012	Admission Fee	5000.0	5000.0

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Update

Close

Student History Details

We are adding the student to I Std in the **student add** example as shown in the figure.

In the student history tab, for the columns Previous Leaving Date (Previous School), Previous School Name and Previous School TC No, Enter the Previous School details of the Student.

Current School Leaving Date, Current School TCNo, Has furnished Certificate,Has Student Transferred details you can update when this particular student leaves your School. While Adding a new students you can leave these columns Blank.

Add/Edit Student

First Name*	Priya	Student ID	3
Last Name	Patil	Section*	A
Class*	I Std	Admission Date (dd/mm/yyyy)	10/05/2012
Admission Number	103	Application Date (dd/mm/yyyy)	16/02/2012
Application Number	456	Joining Class*	I Std

Fee Slab
--Select--
Transport Slab
--Select--

Personal Details*
Address*
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Previous Leaving Date (dd/mm/yyyy)
30/04/2012

Previous School
English Public High School

Previous School TcNo
KY-29102

Joining School Name
MarvelSoft High Schoc

Current School Leaving Date (dd/mm/yyyy)

Current School TcNo

Has Furnished Certificates
☐

Has Student Transferred
☐

Add
Close

When a student Leaves your School and Request for a Transfer Certificate, you can record the students leaving details in the Student history Tab by filling the below information.

- Enter the School leaving date.
- Enter the Student School TcNo - Tranfer Certificate number being issued to this student.
- Once the School has given the TC certificate to the student , click on the Has furnished Certificate,Has Student Transferred check box.
- Click on update. Once we update these details. The SchoolAdmin will not promote the students who have left the school, when we create a next Academic Year and Promote the Students. And the students who have marked as TC Transferred will not be visible in the Next Academic Year.

Note

In SchoolAdmin Lite 6.0 Edition, You will not be able generate Transfer Certificate Report as it is a Limited Edition.

To Generate the Transfer Certificate you must upgrade to the Higher Version of SchoolAdmin. Contact MarvelSoft for more details.

Grade History Details

When you first time add students to SchoolAdmin, there will not be any entries in the Grade History Tab. Grade history gets created when we promote students to the next class in next academic year. Grade history record is system generated entry. For the Student Priya there is no Grade History entry.

The reason can be -Your School (You) started using the SchoolAdmin Lite from this Academic Year or This is a newly admitted Student for the current year.

Add/Edit Student

First Name*
Priya

Last Name
Patil

Class*
I Std

Admission Number
103

Application Number
456


Student ID
3

Section*
A

Admission Date (dd/mm/yyyy)
10/05/2012

Application Date (dd/mm/yyyy)
16/02/2012

Joining Class*
I Std



Fee Slab
Test Fee
Transport Slab
Buss Fee

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Grade History Details

Academic Year	Grade	Section	Transport Slab	Action
<div> <div> </div> <div> </div> <div> </div> <div> </div> <div> </div> <div> </div> </div>				

Add
Close

Add/Edit Student

First Name*
Kruthi

Last Name
Shetty

Class*
I Std

Admission Number
101

Application Number
101

Student ID
1

Section*
A

Admission Date (dd/mm/yyyy)

Application Date (dd/mm/yyyy)

Joining Class*
UKG

Fee Slab
Test Fee
Transport Slab
Buss Fee

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Grade History Details

Academic Year	Grade	Section	Transport Slab	Action
2011-2012	UKG	A	Buss Fee	
2012-2013	I Std	A	Buss Fee	✖

Update
Close

Grade History tab is useful to find out how the student has been promoted across academic years. If a student is studying in your institution for more than one academic year, then you will have records for every promoted academic year in the Grade history table as shown in the above figure for student Kruthi. In the example shown, Kruthi student was in UKG in 2011-2012 academic year and in 2012-13 Kruthi is in I STD.


Grade History is also helps in deleting a student record in the present academic year, when you issue TC to the student for Last Academic Year **after Promotions**. You may get into this situation during the beginning of the Academic Year, where you may not have the details of who will be

| leaving the School before promotion and switching to next year..

Help

The details given in help, helps the user to add student following a proper procedure.

Add/Edit Student

First Name*	<input type="text" value="Priya"/>	Student ID	<input type="text" value="3"/>	
Last Name	<input type="text" value="Patil"/>	Section*	<input type="text" value="A"/>	
Class*	<input type="text" value="I Std"/>	Admission Date (dd/mm/yyyy)	<input type="text" value="10/05/2012"/>	
Admission Number	<input type="text" value="103"/>	Application Date (dd/mm/yyyy)	<input type="text" value="16/02/2012"/>	
Application Number	<input type="text" value="456"/>	Joining Class*	<input type="text" value="I Std"/>	

Fee Slab

Transport Slab

Personal Details*

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* Student Date of birth*-should be less than 2.6 years from the current date.

* Joining class*- it is from which class that particular student has joined your school.

* Student Photo should be in jpg, gif, png, bmp format .jpeg format is not supported.

* Student Photo file size must be less than 25KB

* If Student leaves the school select 'TC Transferred' and 'Has Furnished Certificatesin Student' History tab.

Add

Close