

Guidance Office

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Guidance Office

Student Information

Student information ensures efficient record-keeping, quick access, secure storage.

Family Information

In order to provide better counseling and more suitable solutions, the guidance office uses family information to better understand a student's background, support network, and difficulties.

Attendance

The guidance office can better understand absences patterns, manage possible problems, and offer assistance to enhance students' academic performance and general well-being by using attendance data.

Academic Records

The guidance office uses academic records to monitor students' progress, identify problems, and offer specific advice for academic achievement.

Counseling Session

Counseling sessions assist the guidance office in addressing issues, boosting students' mental health, and assisting them with their academic, professional, and personal growth.

Disciplinary Actions

Disciplinary actions help the Guidance Office address behavioral issues, promote accountability, and support student growth through corrective measures and counseling.

Student Information:

- Student Number
- Last Name
- First Name
- Middle Initial
- Date of Birth
- Gender
- Year Level
- Contact Number
- Address

Family Information:

- Student Number
- Parent or Guardian's Name
- Contact Number
- Occupation

Attendance:

- Student Number
- Date
- Attendance Status (Present, Absent, Late)
- Reason for Absence

Academic Records:

- Student Number
- Subject Code
- Grade and Term (Prelim, Midterm, Finals)
- School Year

Conseling Session:

- Session ID
- Student Number
- Session Date
- Topic Discussed
- Notes

Disciplinary Actions:

- Incident ID
- Student Number
- Date of Incident
- Description of Incident
- Disciplinary Action Taken

Data Collection:

Data information that we need to collect.

Student Information:

1. Student Number
2. Last Name
3. First Name
4. Middle Initial
5. Date of Birth
6. Gender
7. Year Level
8. Contact Number
9. Address

Family Information:

1. Student Number
2. Parent or Guardian's Name
3. Contact Number
4. Occupation (Optional)

Attendance:

1. Student Number
2. Date
3. Attendance Status (Present, Absent, Late)
4. Reason for Absence (if the student provides a reason)

Academic Records:

1. Student
2. Subject Code
3. Grade and Term (Prelim, Midterm, Finals)
4. School Year

Counseling Session:

1. Session ID
2. Student Number
3. Session Date
4. Topic Discussed
5. Notes

Disciplinary Actions:

1. Incident ID
2. Student Number
3. Date of Incident
4. Description of Incident
5. Disciplinary Action Taken

Data Storage:

Where and how will the data be stored?

- MS Access (For Database)
- Local Server or File Server



Data Processing:

How will the data be processed and analyzed?

- The data of the Guidance office will be processed and analyzed when the student needs emotional support, advise for there academic studies and the student that has misbehavior too have counseling or disciplinary action.

Data Dissemination:

How will the information be shared within the organization?

- The guidance office database will use a centralized system that authorized faculty members may use to safely communicate information within the school. Accuracy and confidentiality will be guaranteed by organizing the data for convenient retrieval. Communication will be improved via automatic notifications and reports, and role-based access will regulate who may read or alter records. Regular backups and encryption for security will guarantee data integrity whether stored on a local server or in the cloud.



Strength

Easy access and management of student records in one place.

Weakness

Can be slower with high data traffic or large-scale institutions.

Real-World applicability of the Guidance Office Database

The idea of the Guidance Office Database is very applicable in the real world, improving the effectiveness of administrative and student counseling duties. By digitizing records, it reduces paperwork and human error while streamlining progress monitoring, appointment scheduling, and student tracking.

THANK YOU!