

## Student Management and Academic Reporting Tool

### Goals

- 1) **S**tudent **M**anagement (From Application to Graduation...and beyond)
  - a. Current students (regular grades 8-12) and future (Adult Programs – Sewing, Cooking)
  - b. Applicants are separate from Accepted (Enrolled) Students
  - c. Applicant Information Collected (separate from Accepted Students)
    - i. Full Name
    - ii. Application Questions (DOB, and a lot more from form)
    - iii. Application Status (Active, Waitlisted, Accepted, Rejected)
    - iv. Public School Level (will change each year) or Adult Program
    - viii. Address (GPS coordinates)
    - ix. Other Contact (if available) – like phone, email, etc.
    - x. Guardian(s) – this could be parents, grandparents, siblings
  - d. Enrolled/Accepted Student Demographics
    - i. Date of Admission
    - ii. Status (Active, Graduated, Removed from Program)
    - iii. Photograph
    - iv. USA Sponsor(s)
  - e. Student English / IT Level (may change each year) – N/A adult programs
  - f. Student Schedule (integrated with Public School schedule) – different each term
- 2) **A**cademic **R**eporting
  - a. Three Academic Terms per year
  - b. English and IT program – approximately 3 assessments each subject, each term
    - i. Record/Report Assessment Results (as % and status – pass fail) /

### Notes

- c. Attendance
  - d. Certificate Management (changes the English / IT Level)
    - i. Date Award
- 3) **T**ool for
    - a. Admin (Local)
      - i. Manage Students (CRUD)
      - ii. Approve/Review Student Applications
      - iii. Manage Instructors (CRUD)
      - iv. Manage Social Workers (CRUD)
      - v. Feedback
    - b. Instructors
      - i. Record / Edit Attendance (CRUD)
      - ii. Manage Assessment Results / Notes (CRUD)
      - iii. Manage Certificates (CRUD) and Print
      - iv. Attach Student Assets for Sponsors to View

- c. Social Workers
  - i. Receive notifications of non-attendance (and follow up)
  - ii. Manage Social History / Notes (CRUD)
  - iii. Manage Student Schedule (CRUD) including Print
- d. Owners / Board of Directors
  - i. Report: Current Student and Academic Performance with Social Notes / History
  - ii. Statistics including Breakdown English Levels, IT Levels
- e. USA Sponsors
  - i. FILTERED Report: Current Student and Academic Performance with Social Notes / History + Student Assets