

## The Blueprint English Academy (BEA)

### Student Identification System

#### 1. Student ID Policy

The Blueprint English Academy (BEA) assigns a unique Student Identification Number (Student ID) to every enrolled learner for academic, administrative, and accreditation purposes. The Student ID is used for student records, attendance tracking, examinations, certificates, and official correspondence.

##### **Student ID Structure:**

**BEA-ST-[Program Acronym]-[DDMMYY]-[Term Index Number]-[Serial Number]**

BEA identifies the institution

Program Acronym identifies the enrolled program

DDMMYY represents the official enrollment date

Term Index Number identifies the intake group (e.g., T01, T02)

Serial Number identifies student number in the batch (e.g., 101, 102)

Student IDs are issued upon successful completion of admission requirements and remain valid throughout enrollment at BEA.

**N.B. ST stands for Students meaning all IDs starting with ST are student IDs**

**TC stands for Teachers meaning all IDs Starting with TC are Teacher IDs**

### 1.1. Sample Student Names & ID Structures

No.	Student Names	Program Acronyms	Term Index NOs	Student IDs
1	Ahmed Hassan	GEP	T01	BEA-ST-GEP-180126-T01-101
2	Amina Yusuf	ESP	T02	BEA-ST-ESP-180126-T02-101
3	Mohamed Ali	IELTOEF	T03	BEA-ST-IELTOEF-180126-T03-101
4	Fatima Noor	SSWTP	T01	BEA-ST-SSWTP-180126-T01-101
5	Abdirahman Omar	AWP	T02	BEA-ST-AWP-180126-T02-101
6	Layla Ahmed	DLVCS	T03	BEA-ST-DLVCS-180126-T03-101

### 1.2. Student ID Card Layout (Sample)

Blueprint English Academy (BEA)	Student Photo
Student Name	Ahmed Hassan
Student ID	BEA-ST-GEP-180126-T01-101
Program	General English Program (GEP)
Class	GEP-INT A
Shift	Evening Classes
Expiry Date	01/01/2027