**School Office System**

by Theta Discoveries, Inc.

**WEB BASED**

**\*Save Time \* Save Money \* Professional Reports \* Extensive Networkability\***

**\*Easy to Learn & Easy to Teach\***

**STUDENT LISTS**

Alphabetical lists- choice of additional listing; parents, emergency contact, home phone/cell phone, addresses, etc.

Total student listings - all grades or selected grades with choice of additional listings; parents, emergency contact, phone numbers, addresses, etc.

Summary student reports; school districts, ethnic background, print out of numbers for BEDS report

School District lists of students, including options for parents’ names, addresses, phone numbers, date of birth and grade. Ability to separate by grade or entire listing of school population.

Mailing Labels; all children, oldest child, new children in school.

Rolodex cards listing parents, emergency information.

Emergency Cards

**CLASS LISTS**

Current grades or grades next year; all grades, listed grades or one grade.

Class lists of special classes, i.e. Choir, Altar servers, Chapter I, etc.

Option to indicate oldest and/or new students in school.

Options to separate boys and girls, listing parents, phone, emergency information, school district, lined. non-lined, or grid reports.

Bus lists

**FAMILY LISTS**

Total and summary family lists with ability to list current families, next year’s families and families that have not registered their children for the following school year.

Listing of families with new students in the school.

All listings are cross-referenced (last names of parents and students differ) for easy access.

Re-registration forms.

Mailing labels; all families, families with new children.

Rolodex cards listing emergency information and students in family in school

Family summary report listing Contributing families, Non-Contributing, etc. for 1, 2 3, etc. children in family.

**TEACHER REPORTS**

Organizational sheet of program listing teachers grades and sections with totals.

Teacher fact sheet; years in school, courses taken, etc.

**SACRAMENTAL INFORMATION**

Natural parents and religion.

Church of reception of each of the sacraments with location and date.

Confirmation cards

**FINANCIAL CAPABILITIES**

Automatically assigns fees to families based on selected criteria; number of children in the family, grades the students are in, affiliation of the family, etc.

Bills are generated by the program; includes a summary of the billing and a billing stub.

Bills are self-addressed and fit conveniently into a dual window envelope.

Multiple reports available; arrears, payment record, billing ledger, etc.

Ability to generate a late fee if desired.

Ability to add a fee for a bounced check.

**OTHER OPTIONS**

Automatic promotion of students - advancing students to next grade level and putting 8th grade students into an alumnae file.

Ability to assign room numbers or sections to a particular grade prior to or after promotion. Ability to print all the reports for the current as well as the next school year. Ability to print birthday reports for the entire school for each month; includes date, student and grade.

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