**Student**(All students of school)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Index | Name with initials | Full Name | Gender | DoB | Grade | Address | Nationality | Guardian | Emergency Contact number |

**Guardian**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | NIC No | Address | Contact Numbers |

**Monetary Side**

|  |  |  |  |
| --- | --- | --- | --- |
| Index of Student | NIC of Guardian | 600 | 60 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index | Year 1 | Year 2 | Year 3 | Year 4 | ------------ |

**Progress Evaluation** (All students in grade 10 & 11 are listed)

**Monthly (**For 1 Subject, All = 1\*6**)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Index | 10.Jan | 10.Feb | 10.Mar | 10.Apr | 10.May | 10.Jun | 10.Jul | 10.Aug | 10.Sep | 10.Oct | 10.Nov | 10.Dec | 11.Jan | 11.Feb | 11.Mar | 11.Apr | 11.May | 11.Jun | 11.Jul | 11.Aug | 11.Sep | 11.Oct | 11.Nov | 11.Dec |

**Term by Term** (1\*9)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Index | 10.Term 1 | 10.Term 2 | 10.Term 3 | 11.Term 1 | 11.Term 2 | 11.Term 3 |

**School Based**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Index | 10.Term1.1 | 10.Term1.2 |  |  | 10.Term2.1 | 10.Term2.2 |  |  |  |  |  |  | 11.Term1.1 |  |  |  |  |  |  |  |

**Attendance (Student)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Index | Term 1 | Term 2 | Term 3 | Last Update Date |

**Academic Staff**

**Teacher**

|  |  |  |
| --- | --- | --- |
| Given Details….. | Subject 1 | Subject 2 |

**Leaves**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | ID | Sick | Personnel | Official |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Name | ID | Start Date | End Date | # Dates | Description |

**Academic Work**

**Daily Update (Only who did the subject)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Date | 1.sub | 2.sub |  |  |  | 8.sub | 1.clz | 2.clz |  |  |  |  |  |  |  | 8.clz |

**Relief Cover**

**Records**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | 10.A | 10.B | 11.A | 11.B | Relief |