

Online Admission Process in School Management Software

1. Student Registration

- Parents/students visit the school's admission portal.
- Fill out the registration form with basic details such as:
 - Student's name
 - Date of birth
 - Parent/guardian details
 - Contact number & email
- Submit the registration form.
- Receive a confirmation email/SMS with login credentials.

2. Online Application Form Submission

- Log in to the admission portal.
- Fill out the detailed application form, including:
 - Personal details
 - Previous school information (if applicable)
 - Address details
 - Upload necessary documents (Birth Certificate, ID Proof, Previous Marksheets, etc.)
- Select the preferred grade/class.
- Pay the application fee online (if applicable).
- Submit the application.

3. Application Review & Document Verification

- The school administration reviews the application.
- Verified applications move to the next stage.
- Incomplete applications are sent back for corrections via email/SMS.

4. Admission Test / Interview (If Required)

- If the school conducts an entrance test or interview:
 - Students appear for the test/interview via the software or in person.
 - Results are communicated through the portal.

5. Admission Confirmation & Fee Payment

- Selected candidates receive admission confirmation.
- Parents log in to the portal and complete the admission process.
- Pay the admission fee online.
- Download the fee receipt.

6. Enrollment & Student Portal Activation

- Upon successful fee payment, the student is enrolled in the system.
- The school issues an admission number and class details.
- Login credentials for the student portal are shared.