

# **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.