

## **1. Student Personal Information**

- Full Name (First, Middle, Last)
- Date of Birth
- Gender
- Social Security Number (if applicable)
- Student ID Number (automatically generated by the system)
- Grade Level
- Ethnicity and Race (optional for demographic reporting)
- Home Language(s)
- Citizenship Status (if relevant)

## **2. Contact Information**

- Home Address (Current and Permanent)
- Mailing Address (if different)
- Phone Numbers (Home, Mobile)
- Email Addresses (Personal, School-issued)

## **3. Parent/Guardian Information**

- Parent/Guardian Name(s)
- Relationship to Student
- Contact Information (Phone, Email)
- Emergency Contact Information (Primary and Secondary)
- Custody Information (if relevant)

## **4. Enrollment Information**

- Enrollment Date
- Previous School(s) Attended
- Enrollment Status (New, Returning, Transferred, Graduated)
- Expected Graduation Year
- School of Attendance (if the district has multiple schools)
- School Calendar (Track/Program enrollment, if applicable)

## **5. Academic Records**

- Current and Previous Grades/Courses
- GPA
- Test Scores

## **6. Health and Medical Information**

- Immunization Records
- Allergies and Medical Conditions
- Medication Authorization and Records
- Emergency Medical Authorization Forms

## **7. Attendance Records**

- Daily Attendance Logs
- Absence/Tardy Records
- Excused/Unexcused Absence Documentation
- Early Dismissal Records

## **8. Disciplinary Records**

- Behavior Incidents
- Disciplinary Actions (Suspensions, Expulsions)
- Notes on Counseling Sessions (if applicable)

## **9. Transportation Information**

- Bus Route Assignments
- Pick-up/Drop-off Locations

## **10. Extracurricular Activities**

- Clubs, Sports, and Organizations Memberships
- Leadership Roles
- Extracurricular Awards and Achievements

## **1. Book Information**

- **Book ID/ISBN**
- **Title.**
- **Author(s).**
- **Publisher.**
- **Publication Date.**
- **Edition.**
- **Genre**
- **Book Description**
- **Cover Image**
- **Shelf Location**

## **2. Inventory and Availability**

- **Total Copies.**
- **Available Copies**
- **Reserved Copies**
- **Checked Out Status.**
- **Condition.**
- **Acquisition Date**
- **Donor Information**

## **3. Customer (Library Patron) Information**

- **Patron ID**
- **Full Name**
- **Address**
- **Contact Information**
- **Date of Birth**
- **Membership Type**
- **Registration Date**
- **Library Card Number**
- **Borrowing History**
- **Fines and Fees**
- **Account Status**

## **4. Transaction Records**

- **Transaction ID**
- **Book ID/ISBN**
- **Patron ID**
- **Borrow Date**
- **Due Date**

- **Return Date**
- **Renewal History**
- **Overdue Fines**
- **Reservation Requests**

## **5. Library Staff Information**

- **Staff ID**
- **Full Name**
- **Role/Position.**
- **Contact Information**
- **Work Schedule**
- **User Credentials.**
- **Transaction Authorization**

## **7. Digital and Multimedia Resources**

- **Digital Resource Information**
- **Access Links**
- **Licensing Information**
- **Streaming/Download History**