



Functional Requirements Document
(Guide S50 Version 1.0)
for
Student Attendance Management System
Version 0.1

Prepared for
CSIT 327 – INFORMATION MANAGEMENT 2

Submitted to
MR. FREDERICK REVILLEZA



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Prepared by
Harvey Mata
Harold Vince Mata
Jenette M. Ephan

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1. DOCUMENT REVISION LOG

Table 1 Document Revision Log

Date	Author	Version	Reason for Change

2. DOCUMENT REVIEWERS

Table 2 Document Reviewers

Name & Title	Role	Approval Date	Version

3. APPROVER & SIGNOFF

Table 3 Client Acceptor (Project Sponsor)

Name & Title	Role	Approval Date	Version
Signature:			

4. FUNCTIONAL REQUIREMENTS (Product Capabilities & Behaviour)

4.1 INTRODUCTION

This document describes the key features and functions of the Student Attendance Management System (SAMS). It details what the system will do to meet the needs of users, making sure the product works as intended. This guide helps developers and stakeholders understand what the system will include in its initial version.

4.2 PURPOSE

The purpose of creating Student Attendance Management System (SAMS) is to make attendance management simple and convenient for both teachers and students. A unique aspect of the app is its ability to automatically mark a student as absent after they have accumulated 3 late arrivals. This feature helps ensure accurate attendance tracking and management.

4.3 SCOPE

The scope includes the main features needed for SAMS to operate effectively. This covers:

- User Authentication: Sign-up, login, logout, and password recovery.
- Class Management: Create, edit, delete class schedules, assign students, and manage notifications.
- Student Management: Add, update, and remove student profiles; search and organize records.
- Data Import/Backup: Import data from CSV/Excel files, regular data backups.
- Attendance Reporting: Generate and export reports on attendance, late arrivals, and absences.
- Real-time Tracking: Monitor and update attendance in real-time, send notifications for lateness and absences.
- Account Settings: Update personal information, manage notifications, and deactivate/delete accounts.

FUNCTIONAL REQUIREMENTS

User Authentication (Registration, Log in/Log out)

The users will be able to sign up by providing their personal details and creating a password. Once registered, they can log in to the system using their credentials and log out when they are done. The system will verify login information and provide a password recovery option in case users forget their passwords.

Class Management

The users will have the ability to create, edit, and delete class schedules, including setting class times and managing instructor details. They can also assign students to specific classes and view class rosters. The system will automatically notify students about their class schedules and any changes that occur.

Student Management

The users will be able to add, update, and remove student profiles, which include personal and contact information. The system will facilitate searching and organizing student records efficiently. Each student's attendance history will be linked to their profile for easy tracking.

Import/Export Data

The users will have the option to import data for students and classes from CSV or Excel files. The system will perform regular data backups to safeguard against data loss and ensure that information can be recovered if needed. The import and backup processes will be straightforward to maintain data integrity.

Attendance Report

The system will generate detailed reports that include student attendance, late arrivals, and absences. Users will be able to filter these reports by date, class, and student for customized views. Additionally, reports can be exported in PDF or Excel formats for further analysis or record-keeping.

Real-time Tracking

The system will track student attendance in real-time during each class session. It will send notifications to both students and administrators if a student is marked late or absent. Attendance data will be updated immediately in reports and class summaries to reflect status.

Account Settings

The users will have the ability to update their personal information, such as their email address and password, through the account settings. The system will also allow users to manage their notification preferences and privacy settings.

