

WBS Transcript and Recommendation Tracker

A Modern Digital Solution for Wolmer's Boys' School

Executive Summary

The **WBS Transcript and Recommendation Tracker** is a comprehensive, web-based management system designed specifically for Wolmer's Boys' School. This modern platform digitizes and streamlines the entire process of requesting, processing, and delivering academic transcripts and recommendation letters—reducing administrative burden, eliminating paperwork, and providing real-time visibility to all stakeholders.

"Age Quod Agis" — Whatever you do, do it to the best of your ability. This system embodies that motto by providing excellence in administrative efficiency.

The Problem We Solve

Current Challenges:

- **Paper-based requests** get lost or delayed
- **No tracking visibility** — students don't know their request status
- **Manual coordination** between staff members is time-consuming
- **No centralized system** to manage workload distribution
- **Difficulty generating reports** on request volumes and processing times
- **Multiple trips to school** for students to check on their requests

Our Solution:

A **24/7 accessible online portal** where students submit requests, staff process them efficiently, and administrators have complete oversight with powerful analytics.

Key Features

■ For Students (Current, Graduates & Alumni)

Feature	Description
Self-Service Registration	Students create their own accounts securely

Feature	Description
Dual Request Types	Request either Academic Transcripts or Recommendation Letters
Comprehensive Request Forms	All necessary information collected upfront
Real-Time Status Tracking	See exactly where your request is in the process
Timeline View	Complete history of all actions taken on a request
In-App Notifications	Instant updates when status changes
Edit Pending Requests	Make changes before processing begins
Multiple Delivery Options	Pickup at school, email to institution, or physical delivery
Dashboard Overview	At-a-glance view of all requests and their statuses

Transcript Request Form Captures:

- Full name (First, Middle, Last)
- School ID Number (optional)
- Enrollment Status (Currently Enrolled, Graduate, Withdrawn)
- Academic Years (supports multiple year ranges)
- Contact Information (Wolmer's email optional, personal email, phone)
- Last Form Class
- Reason for Request (University Application, Employment, Scholarship, Transfer, Personal Records, Other)
- Date Needed By
- Collection Method
- Destination Institution Details (Name, Address, Phone, Email)

Recommendation Letter Request Form Captures:

- Full name and contact details
- Years Attended at Wolmer's (supports multiple periods)
- Last Form Class
- Current Enrollment Status
- Positions of Responsibility/Co-curricular Activities
- Reason for Request
- Destination Institution and Program Details
- Whom the letter should be directed to
- Date Needed By
- Collection Method

Feature	Description
Assigned Requests Dashboard	View only requests assigned to you
Status Update Workflow	Progress requests through: Pending → In Progress → Processing → Ready → Completed
Custom Status Notes	Add notes explaining each status change
Document Upload	Attach completed transcripts or letters to requests
Reject with Reason	Properly document why a request cannot be fulfilled
Notification System	Get notified of new assignments
Search & Filter	Quickly find specific requests
Institution Details	Full destination information always visible

Status Workflow:

Pending → In Progress → Processing → Ready → Completed

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Rejected (with documented reason)

■ For Administrators

Feature	Description
Comprehensive Analytics Dashboard	Visual charts and statistics
User Management	Create staff/admin accounts, manage all users
Staff Assignment	Assign requests to specific staff members
Workload Monitoring	See how many requests each staff member has
Overdue Tracking	Automatic flagging of requests past their needed-by date
Advanced Filtering	Filter by status, staff member, date range, and more
Sortable Request Lists	Sort by any column for easy organization
Export Reports	Download data in Excel, PDF, or Word format
Data Management	Clear system data with export backup option
Notification Management	View all system notifications

Analytics Dashboard Charts:

- Request Status Distribution (Pie Chart) — Pending, In Progress, Completed, Rejected breakdown
- Transcripts by Enrollment Status (Pie Chart) — Currently Enrolled vs. Graduates vs. Withdrawn
- Collection Methods Comparison (Bar Chart) — Pickup vs. Email vs. Physical Delivery

Overdue Requests (Bar Chart) — Transcripts vs. Recommendations overdue counts

Staff Workload Distribution (Bar Chart) — Requests per staff member

Monthly Request Trends (Bar Chart) — Volume over time

Summary Tiles (*Clickable for instant filtering*):

- Total Requests
 - Pending
 - Completed
 - Rejected
 - Overdue (highlighted in warning color)
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Three Dedicated Portals

1. Student Portal

- Clean, intuitive interface
- Service selection: Transcript or Recommendation Letter
- Step-by-step request forms
- Dashboard with status cards and request history
- Notification center

2. Staff Portal

- Focused view of assigned work
- Streamlined status update interface
- Document management
- Quick actions for common tasks

3. Admin Portal

- Full system oversight
 - Analytics and reporting
 - User administration
 - Complete request management
 - Data export and maintenance tools
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Security & Privacy

Security Feature	Implementation
Secure Authentication	JWT (JSON Web Token) based login
Password Protection	Industry-standard bcrypt encryption
Role-Based Access	Students only see their own requests
Session Management	Automatic timeout for inactive sessions
Password Reset	Secure token-based password recovery
Data Privacy	Each user's data is isolated and protected

Technical Specifications

Component	Technology
Frontend	React.js with Tailwind CSS
Backend	FastAPI (Python)
Database	MongoDB
Authentication	JWT with bcrypt hashing
Charts	Recharts library
UI Components	Shadcn/UI design system
Responsive Design	Mobile-friendly on all devices

Benefits by Stakeholder

For the School Administration:

- ✓ **Reduced Administrative Overhead** — Less paper handling, fewer manual tracking spreadsheets
- ✓ **Better Resource Allocation** — See staff workload at a glance
- ✓ **Data-Driven Decisions** — Analytics reveal patterns and bottlenecks
- ✓ **Professional Image** — Modern system reflects well on the institution
- ✓ **Audit Trail** — Complete history of every request and action

For Staff Members:

- ✓ **Clear Task Assignment** — Know exactly what you're responsible for
- ✓ **Streamlined Workflow** — One-click status updates with notes
- ✓ **No Lost Paperwork** — Everything is digital and searchable
- ✓ **Better Communication** — Notes and timeline keep everyone informed

For Students & Alumni:

- ✓ **24/7 Access** — Submit requests anytime, from anywhere
- ✓ **No More Waiting** — Real-time status updates
- ✓ **Complete Transparency** — See exactly where your request is
- ✓ **Convenient Options** — Choose pickup, email, or delivery
- ✓ **Historical Record** — Access past requests anytime

For Parents:

- ✓ **Peace of Mind** — Students can track their own requests
 - ✓ **Reduced School Visits** — Everything handled online
 - ✓ **Professional Service** — Institution using modern technology
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Sample Use Cases

Use Case 1: University Application

Scenario: John, a recent graduate, needs his transcript sent to UWI for his university application.

Process:

1. John logs into the Student Portal
2. Clicks "New Request" → Selects "Academic Transcript"
3. Fills in his details, selects "University Application" as reason
4. Enters UWI's admissions office details
5. Chooses "Email to Institution" delivery
6. Sets his deadline date
7. Submits and receives confirmation
8. Gets notifications as staff processes his request
9. Receives final notification when transcript is sent to UWI

Use Case 2: Scholarship Recommendation

Scenario: Sarah needs a recommendation letter for a scholarship application.

Process:

1. Sarah logs in and selects "Recommendation Letter"
2. Enters her co-curricular activities (Head Girl, Debate Team Captain)
3. Provides scholarship organization details
4. Specifies who the letter should address
5. Sets deadline and delivery preference
6. Tracks progress through her dashboard
7. Receives notification when letter is ready

Use Case 3: Staff Processing

Scenario: Mrs. Smith receives 5 new transcript requests.

Process:

1. Logs into Staff Portal, sees new assignments
2. Opens first request, reviews student details
3. Updates status to "In Progress" with note "Retrieving records"
4. Completes transcript, uploads document
5. Updates status to "Ready for Collection"
6. Student automatically notified
7. Moves to next request

Implementation & Support

Getting Started:

Admin Account Pre-configured — System comes with default admin access

Staff Account Creation — Admin creates accounts for all staff members

Student Self-Registration — Students create their own accounts

Immediate Use — No complex setup required

Default Admin Credentials:

- **Email:** admin@wolmers.org

- **Password:** Admin123!

(Should be changed upon first login)

Why Choose This System?

Traditional Process	WBS Tracker
Paper forms get lost	Digital records are permanent
No status visibility	Real-time tracking
Manual staff coordination	Automated assignment & notifications
No analytics	Comprehensive reporting
Multiple school visits	24/7 online access
Scattered records	Centralized database
Time-consuming reporting	One-click exports

Summary

The **WBS Transcript and Recommendation Tracker** transforms how Wolmer's Boys' School handles document requests. By digitizing the entire workflow, the school gains:

- **Efficiency** — Faster processing, less administrative burden
- **Transparency** — Everyone knows the status at all times
- **Accountability** — Complete audit trail of all actions
- **Professionalism** — Modern system befitting a prestigious institution
- **Data Insights** — Analytics to improve processes continuously

This system positions Wolmer's Boys' School at the forefront of educational administration technology, demonstrating commitment to excellence in every aspect of school operations.

"Age Quod Agis" — Excellence in everything we do, including administration.

For questions or demonstrations, please contact the IT department.