

# Module Name: Attendance Management

## 1. Problem Statement

Manual attendance registers are slow to fill, prone to human errors, and difficult to consolidate for reports. Teachers spend significant time marking attendance, and parents lack real-time awareness of absences or low attendance.

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## 2. Module Description

This module allows teachers to digitally record daily student attendance and view historical records. It provides tools for bulk marking, automated calculations, and absence alerts to parents. Admins can monitor attendance trends and generate reports.

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## 3. Users

Teachers

Admin

Principal (view only)

Parents/Students (view only)

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## 4. Features

Mark daily attendance for each class/section

Bulk attendance marking (present-all, absent-all, or CSV import)

View historical attendance per student or class

Auto-calculate attendance percentage for selected date ranges

Automatic absence or low-attendance notifications to parents

Export attendance reports (class-wise, student-wise, date-wise)

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## 5. Inputs / Outputs

Inputs:

Daily attendance status (present/absent/leave)

Bulk upload file (CSV, optional)

Date and class/section selection

**Outputs:**

Attendance records and summaries

Attendance percentage reports

Absence alerts sent to parents

Exported attendance sheets

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## **6. User Time & Workload**

**Teachers:** Heavy daily usage → primary user

**Admin:** Occasional (reviews and reports)

**Parents/Students:** Frequent viewing of attendance status

→ Overall: **High-priority module** due to daily operations.

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