**IMPLEMENTATION CHECKLIST& UNDERTAKING- STUDENT INFORMATION SYSTEM\***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of In-Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation & Contact No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Training Attended (Yes/No): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My User id is working (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have checked the software functionality with sample/live Data (Yes/No):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: All the points to be verified by Module In-charge/School Authority.**

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| --- | --- | --- | --- | --- |
| **Check list** | **Status (Y/N)** | | | **Implementation Consultant’s Remarks** |
| Student Data Import for current session |  | | |  |
| Fee Applicable date, Student Type and Admission for First Academic Year Setting |  | | |  |
| Student Photographs |  | | |  |
| User Defined Fields for Student Data |  | | |  |
| School Calendarupdation for current academic year |  | | |  |
| Student Groups |  | | |  |
| Daily Remarks Category |  | | |  |
| Communication Category |  | | |  |
| Roll No Assignment |  | | |  |
| Transfer Certificate Format Approval |  | | |  |
| Student Documents |  | | |  |
| Download Category |  | | |  |
| Achievement Master |  | | |  |
| Student Data verified by school |  | | |  |
| Student ID card |  | | |  |
| **Customized Documents like**  Transfer Certificate  Bonafide Certificate  Character Certificate  Tuition Fee Certificate |  | | |  |
| **TRAINING POINTS** | | | | |
|
| **Student Profile** Understanding of student profile  How to update student profile  How to update guardian | |  | Excellent Very Good Good Average | |
| **Student Information Dashboard/Dashboad**  Understanding of student information Dashboard and Only dashboard.  Explained difference between student information dashboard and dashboard. | |  | Excellent Very Good Good Average | |
| **Student Management** Understanding of section change, student type, promotion, de-registration, transfer certificate, bulk edit etc. | |  | Excellent Very Good Good Average | |
| **Student Galleries/Achievements**  Understanding of activity level, activity group, activities, student achievement and download categories. | |  | Excellent Very Good Good Average | |
| **Customized Documents**  Understanding of customized documents and ID card generation. | |  | Excellent Very Good Good Average | |
| **Reports**  Understanding of all kind of reports generation related to student information | |  | Excellent Very Good Good Average | |
| **Data Porting**  Understanding of student data import | |  | Excellent Very Good Good Average | |
| **Student Information Statistics**  Understanding of student information statistics | |  | Excellent Very Good Good Average | |

**Remarks by Module in charge (also mention if issue/requirements):**

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**Remarks by Implementation Consultant:**

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**DISCUSSION POINTS**

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**Signature of Implementation Consultant School Seal**