**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 CertificateBonafide CertificateCharacter Certificate Tuition Fee Certificate  |   |   |
| **TRAINING POINTS** |
|
| **Student Profile**Understanding of student profileHow to update student profileHow 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**