Dear Sir,

It is our pleasure to introduce, user friendly software which can act as an effective assistant to you by reducing your school work loads

We take the responsibility to build or create your company website and online school system. We will help you broaden your target market. Design your website and create your school system exactly the way you want without a second delayed. We use every mode necessary to make your website look sophisticated and professional, target the right customers and deliver the right messages with smooth and automation system.

Whether it’s software development, web development, web design, domain and hosting, graphics design. Just name it and we will do it for you. We combine creativity, innovation, and service, with a thrust for knowledge to stay current in the ever changing world of technology. We have the resources to handle all your IT needs, providing the peace of mind you need to concentrate on running your business.

Attached is a description of our project methods – System Portal and System Module including how the project will be developed, a proposed timeline of events, and reasons for why we suggest developing the project as described.

We hope that this proposal will merit your approval and will forge a business relationship with you.

Very truly yours,

Jay dela Rosa, Mikhail Neri and Lorenzo Turrecha

**System Module Details**

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| --- | --- |
| **STUDENT** | **The system has user friendly Student Module that will enable School Administrators and other key users to do the following functions:**Admissions Dashboard and Admission Management  Create student Categories.  All Students list with default filters and custom filtering that can be saved. Add, View and Manage student and guardian details Generate PDF reports of Student profiles. |
| **EMPLOYEES** | **School Management System also has user friendly Employees Module that will enable School Administrators and other key users to do the following functions:**Create employees and Manage Employee details.  Employee Leaves and Leave-types management Employee attendance management  Set subject association for trainers/teachers.  Manage and Assign employee Category, Department, Positions and Grades |
| **SUBJECT & COURSES** | **School Management System also has user friendly Course Module that will enable School Administrators and other key users to do the following functions:**  Create and manage Courses, Batches and Subjects (including electives)  Assign Weekdays, batch start & end dates, Class-teacher etc.  Set Course-Batch-Subject associations.  Limited management of Attendance, Timetable and Exams |
| **FEES** | **School Management System also has user friendly Free Module that will enable School Administrators and other key users to do the following functions:** Create and manage Fee-Category and Particulars  Create Fee-Collection schedule and enter collected fees  Manage Paid and Payable fees per student, per batch etc |
| **EXAMINATION** | **School Management System also has user friendly Examination Module that will enable School Administrators and other key users to do the following functions:** Create and manage Exams  Enter scores of exams  View Assessment dashboard and set grading levels Generate PDFs of report cards.  |
| **ATTENDANCE** | **School Management System also has user friendly Attendance Module that will enable School Administrators and other key users to do the following functions:** Create and monitor various employee and student attendance records Create and View the Detail and Reason for availed leaves  |
| **REPORTS** | **The System also has user friendly Reports Module that will enable School Administrators and other key users to do the following functions:** Create Comprehensive reports per student  Generate Batch and student wise assessment/progress reports  Generate Reports for Employee and Student attendance. |
| **LIBRARY** | **The System also has user friendly Library Module that will enable School Administrators and other key users to do the following functions:**  Search and List all books  Add book details  Manage the Lending and Returning of books  Create Book-Categories and Author lists. |
| **DOWNLOADS** | **School Management System also has user friendly Downloads Module that will enable School Administrators and other key users to do the following functions:** Upload Videos, Pictures and Documents for learning content  Materials are automatically filtered by batch and course  Create File categories to further fine tune and limit the uploaded content privacy. |
| **IMPORT** | **School Management System also has user friendly Import Module that will enable School Administrators and other key users to do the following functions:**  Import existing Student and Employee details from Excel sheets and CSV files. |
| **EXPORT** | **School Management System also has user friendly Export Module that will enable School Administrators and other key users to do the following functions:** Export the Student and Employee details from Open School to CSV Excel files.  |

**System Module Details**

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| --- | --- |
| **ADMIN** | **The SMS will enable School Administrators to login and perform various functions and duties and will be able to :**Recruit new Students and Teachers and create their login details  Create School Time Tables and Track Attendance of Students and School Employees  Send and Receive electronic messages to Parents, Teachers and Students Via Email and SMS integrated within the School System  Create Subject / Courses and Teachers responsible for individual tasks  Create and manage Tests / Exams and Generate Reports for students and parents |
| **TEACHERS** | **SMS will enable School Teachers to login and access various privileges such as:**View own Attendance, leaves etc. and mark Student Attendance (class-teacher only).  View Timetable, and enter marks (class-teacher only) for Exams.  Send and receive messages.  View News, Events and Events calendar.  Download notices, forms etc.  View and verify own profile. |
| **STUDENTS** | **The SMS will enable Enrolled Students to login with their personal details and have access to various privileges such as:**  View and verify own profile  Send and receive messages  Download notices, forms etc.  View Attendance, Time-table, Fee details, exam dates etc.  View and search books lent and available in the school library.  |
| **PARENTS** | **The SMS will enable Enrolled Students to login with their personal details and have access to various privileges such as:**  View and verify own profile  Send and receive messages  Download notices, forms etc.  View Attendance, Time-table, Fee details, exam dates etc.  View and search books lent and available in the school library.  |