Student Records Setup Checklist

Know which student and guardian details to prepare before setting up your records.

1. Confirm the student’s full name and unique school identifier.

2. Review enrollment status, academic year, class, and section.

3. Check guardian names, relationships, and current contact details.

4. Look for an existing record before adding a new profile.

5. Confirm staff permissions for personal details, academic progress, attendance, and fees.

6. Keep documents organized and share student information only with authorized people.