ORIC

EDUTRACK PRO PROPOSAL

by Oric Network Limited

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Academic & Financial Management System (EduTrack Pro) Proposal Plan

1. Executive Summary

Efficient management of school finances, student records, and academic reporting is essential for the smooth operation of any educational institution. However, many schools still rely on manual record keeping using notebooks, files, or spreadsheets. These methods often lead to calculation errors, misplaced records, delays in generating student reports, and difficulty tracking school income and expenses.

EduTrack Pro is a modern digital management system designed to help schools manage their financial and academic activities in a more organized, accurate, and efficient way. The system integrates student management, fee tracking, expense monitoring, terminal report generation, and communication with parents into one easy-to-use platform.

The system is suitable for schools from **Crèche, Nursery, Kindergarten, Primary, and Junior High School levels**. Each school using the system will receive its own secure online portal where administrators and authorized staff can manage school operations digitally.

By implementing **EduTrack Pro**, schools can significantly reduce paperwork, improve financial transparency, save administrative time, and generate professional student report cards quickly and accurately.

2. Goal and Objectives

Goal

The goal of **EduTrack Pro** is to provide schools with a reliable digital platform that simplifies financial management, improves student record keeping, and enhances academic reporting.

Objectives

The system is designed to achieve the following objectives:

• Improve the management and organization of student information
• Provide accurate tracking of school fee payments
• Simplify the recording and monitoring of school expenses
• Automate the preparation of professional terminal report cards
• Improve communication between schools and parents
• Reduce administrative workload and paperwork
• Provide school management with clear financial insights for better decision-making

Through these objectives, the system helps schools operate in a more efficient, transparent, and professional manner.

3. Scope of Work

The implementation of EduTrack Pro will support several key operational areas within the school.

Student Management

The system provides a structured and organized way to manage student records. Schools can register new students, update student information, upload student photographs, and maintain class and section records.

Each student profile contains essential information such as student identification number, class details, and parent or guardian contact information. Administrators can easily search for students and view their academic reports and payment history.

School Fee Management

EduTrack Pro provides a flexible and organized system for managing school fees.

Schools can define different types of fees such as tuition, feeding, transportation, uniforms, and books. Payments can be recorded using different methods including cash, mobile money, bank transfers, or cheque.

The system automatically tracks payment status for each student, allowing administrators to easily monitor paid fees, partial payments, and outstanding balances. Payment receipts can also be generated for proper documentation.

Expense Management

The system enables schools to record and monitor operational expenses. Expenses can be categorized into areas such as staff salaries, utility bills, school supplies, maintenance, transportation, feeding costs, and other operational expenditures.

This help school management maintain clear financial records and monitor how funds are being utilized.

Financial Dashboard

The system provides a central dashboard that gives school administrators a quick overview of key information including:

• Total number of active students
• Total fees collected
• Total expenses recorded
• Students with outstanding payments

This allows school management to easily monitor the financial status of the school.

Terminal Report Generation

EduTrack Pro includes a comprehensive report card generation module. Teachers can enter student scores for each subject based on class assessments and examinations.

The system automatically calculates totals, grades, and class rankings. Each report card includes the school logo and information, student details, subject scores, attendance records, conduct assessment, and teacher remarks.

Reports can be printed directly or downloaded as professionally formatted PDF documents, making the preparation of terminal reports faster and more efficient.

Communication with Parents

The system includes a messaging feature that allow schools to send notifications directly to parents.

Schools can send SMS or email messages for important updates such as fee payment confirmations, payment reminders, and general school announcements. Messages can be sent to individual parents or entire classes.

This improves communication between the school and parents and ensures that important information reaches parents quickly.

4. Benefits to the School

By implementing EduTrack Pro, schools will benefit from:

• Accurate and organized financial records
• Faster preparation of student report cards
• Efficient tracking of school fee payments
• Improved management of student information
• Reduced paperwork and administrative workload
• Better communication with parents
• Professional academic reporting
• Improved financial transparency and accountability

Overall, the system helps schools operate more efficiently while maintaining a high level of professionalism in their administrative processes.

5. Implementation and Support

The implementation process is simple and designed to ensure a smooth transition for the school.

The process includes system setup, configuration of the school portal, entry of basic school information, and training for school staff on how to use the system effectively.

Continuous technical support will also be provided to ensure that the system operates smoothly and meets the needs of the school.

Conclusion

EduTrack Pro provides schools with a reliable and efficient digital solution for managing finances, student records, and academic reports.

By adopting this system, schools will improve administrative efficiency, maintain accurate records, and enhance communication with parents while generating professional terminal reports with ease.

For further information or to request a system demonstration, please contact:

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