

How to add/Edit student's record?

Step 1: Login into your account (Check part I of the manual for login procedure) and click "Student" tab.

The screenshot shows the Skool Admission website interface. The navigation menu at the top includes 'SCHOOL Options', 'STUDENT Data', 'EMPLOYEE Data', 'FINANCE Data', and 'LOGOUT Log Out'. The 'STUDENT Data' tab is circled in red. A red arrow points from a 'Click here' box to this tab. Below the navigation menu, there is a banner image of a school building and a sidebar with details for 'Lord Ganesha English School, Jamner', including admission levels (Nursery to 9th), contact number, email, and address.

Step 2: Click on current students.

The screenshot shows the 'Received Applications' page on the Skool Admission website. The navigation menu at the top includes 'SCHOOL Options', 'STUDENT Data', 'EMPLOYEE Data', 'FINANCE Data', and 'LOGOUT Log Out'. The 'Current Students' tab is circled in red. A red arrow points from a 'Click here' box to this tab. Below the navigation menu, there are tabs for 'Received Applications', 'Export', 'Transfer', 'Search', 'Current Students', 'Past Students', and 'Document Settings'. The 'Current Students' tab is selected. Below these tabs, there are filters for 'ADMISSION STATUS' (Open, Nurs, 9th) and a search bar for 'Search by Student Name'. A table of received applications is displayed below, with one student listed.

#	STUDENT NAME	APPLICATION	STANDARD	STATUS	ENTRANCE TEST	INTERVIEW	REMARKS	USER ACC	USER CONTACT
1	Aditya Vijay Patil View Profile	A0091101 (27-11-2016) Delete	Play Group	Pending	Not Set	Not Set	Not Set	A0091101 Pass - dipali	9503318920

Step 3: Click on the class tab. E.g. You want to add students to class 3rd. Click on class 3rd

The screenshot shows a web browser window with the URL https://www.skooladmission.com/current_students.php. The page features a navigation menu with options: SCHOOL (Options), STUDENT (Data), EMPLOYEE (Data), FINANCE (Data), and LOGOUT (Log Out). Below the menu, there are tabs for 'Received Applications', 'Export', 'Transfer', 'Search', 'Current Students', 'Past Students', and 'Document Settings'. The 'Current Students' tab is active. The current session is set to '2017-2018'. Under the heading 'Select the Standard (All)', there is a grid of class tabs: PLAY GROUP, NURSERY, JUNIOR KG, SENIOR KG, 1ST, 2ND, 3RD, 4TH, 5TH, 6TH, 7TH, 8TH, 9TH, and 10TH. The '3RD' tab is circled in red. A red arrow points from a box labeled 'Click here' to the '3RD' tab. At the bottom, there is a form with 'Add a Class' (Standard), a 'Section' dropdown, an 'ADD' button, and a 'DELETE' button.

Step 4: Select section where you want to add the student.

The screenshot shows the same web browser window as in Step 3. The 'Current Students' page is displayed. The 'Go back' link is visible. Under the heading 'Select the Section (All)', there are two section tabs: 'SECTION A' and 'SECTION B'. The 'SECTION A' tab is circled in red. A red arrow points from a box labeled 'Click on section tab' to the 'SECTION A' tab. The 'ADD' and 'DELETE' buttons are still visible at the bottom.

Step 5: Click on add/ edit tab

Received Applications Export Transfer Search **Current Students** Past Students Document Settings

Class - 3rd A

View **Add / Edit** COPY TO LAST SESSION MARK LEFT MARK/UNMARK DETAINED MARK/UNMARK SPECIAL CHANGE CLASS

CHANGE NUMBERS SEND MESSAGE ID CARD

- Detained

#	ID	DETAILS	NAME	MESSAGE NO.	DOCUMENTS
1	SID : A0090404	Roll No :	Bamb Devyani Rajendrakumar		

Step 6: Fill the following details: Student's Saral ID, Old GR, Roll No, Student Name and House. At least student name should be there to save the changes.

View **Edit**

#	STUDENT ID	OLD GR	GR	ROLL NO	STUDENT NAME	HOUSE
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Bamb Devyani Rajendrakumar	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Bankar Aditee Krishna	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Bardiya Jigyasa Vikaskumar	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	245	<input type="text"/>	Bavaskar Rasika Gajanan	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	382	<input type="text"/>	Bavaskar Unnati Nivrutti	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Bedmutha Aachal Amit	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Bhadane Praniti Hansraj	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Bhavare Shradha Nitin	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Bhurat Samruddhi Sandeep	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Bhurat Samruddhi Dipak	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	264	<input type="text"/>	Bohara Manthan Mukesh	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	338	<input type="text"/>	Borse Mahalaxmi Rameshwar	<input type="text"/>

In case of poor internet connection add 10 students at once to avoid data loss and click on save.

Then again add 10 students and save
So on...

120					Sisodiya Saksham Mahavir	
126					Somkumar Gaurav Amit	
127			304		Sonar Akshara Avinash	
128			456		Sonawane Sushant Vinay	
129					Sonne Ganesh Yogesh	
130			378		Suryavanshi Vaishnavi Dipak	
131			430		Tayade Harsh Pravin	
132			329		Teli Shivraj Mukesh	
133					Wani Aditi Rahul	
134			453		Wani Utakarsh Chandrashekhar	
135					Wani Utkarsh Shekar	
136			419		Wasankar Vaidehi Sharad	

SAVE

+ ADD STUDENT

Click on add student to add more rows

135					Wani Utkarsh Shekar	
136			419		Wasankar Vaidehi Sharad	
137						
138						

SAVE


+ ADD STUDENT

Complete the student listing and click on save.

SID	Roll No	Student Name	U	P	Actions
110	A0090408	Patil Yash Vijay			Add Profile
111	A0090443	Popalghat Saurabh Santosh	U - A0090443	P - 10052008	Edit Profile View Profile Upload
112	A0090415	Porwar Siya Mayur	U - A0090415	P - 18092008	Edit Profile View Profile Upload
113	A0090137	Rathod Medhaksha Yash	U - A0090137	P - 10032009	Edit Profile View Profile Upload
114	A0090131	Saitwal Aarnavi Swapnil	U - A0090131	P - 02112008	Edit Profile View Profile Upload
115	B0090025	Salunkhe Viraj Abasaheb	U - B0090025		Upload

For every new student, add profile tab will appear.

Click the tab to complete the student's data



SCHOOL Options
STUDENT Data
EMPLOYEE Data
FINANCE Data
USER Roles
LOGOUT Log Out

REGISTER NOW

ALREADY REGISTERED

USEFUL LINKS

- ABOUT SKOOLADMISSION
- PRIVACY POLICY
- TERMS OF USE
- BUSINESS INFO
- CAREERS @ SKOOLADMISSION

REACH US

SKOOLADMISSION INC.
 61, Unity Chambers, Ganesh Colony
 Jalgaon - 425001
 Maharashtra, India
 Tel: +91-8511679718 +91-8600119004
 Email: support@skooladmission.com

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SKOOLADMISSION STATS

Website Visits : 192651

For new registration click on register now

Skool Admission x
Secure | https://www.skooladmission.com/apply_reverse.php

1 PERSONAL INFO. 2 RESIDENTIAL INFO. 3 PRE-CLASS INFO. 4 ATTACHING DOCUMENTS

Student Information

* STUDENT NAME: Rathod Medhaksha Yash

* GENDER: Male Female

* NATIONALITY: Indian Other

* PLACE OF BIRTH: Jamner

* DATE OF BIRTH (STRICTLY DD-MM-YYYY): 10-03-2009 Age (as on 01-06-2017) : 7 Years 2 Months 22 Days

* RELIGION: Hindu

CASTE, SUB-CASTE (IF APPLICABLE): Brahmin

* CATEGORY: DT(A)

* MOTHER TONGUE: Banjara

OTHER LANGUAGES SPOKEN / WRITTEN:

BLOOD GROUP:

STUDENT AADHAAR CARD: 3256 4064 5698

* BPL CARD AVAILABLE: No

PERMANENT DISEASE:

(If any, upload medical certificate in section 4 of this form)

Start filling the form

Skool Admission x
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FULL NAME: Full Name

OCCUPATION: Teacher / Doctor

CONTACT NUMBER: 10-digit number

RELATION WITH STUDENT: Uncle

ANNUAL INCOME:

Emergency Contact Details Same as : Father Mother Guardian

* FULL NAME: Rathod Yash Rohidas

* OCCUPATION: Doctor

* CONTACT NUMBER: 9604742501

* RELATION WITH STUDENT: Father

Please SAVE your form at every stage to avoid losing data.

SAVE **NEXT**

Saved Successfully

Click on save. Once saved successfully, "next" button will appear. Click on next to proceed

Skool Admission x
Secure | https://www.skooladmission.com/apply_reverse.php

1 PERSONAL INFO. 2 RESIDENTIAL INFO. 3 PRE-CLASS INFO. 4 ATTACHING DOCUMENTS

Local / Correspondence Address

* ADDRESS LINE 1
Madhuban Colony,Jalgaon Rd.

ADDRESS LINE 2
Jamner

* CITY Jamner * STATE Maharashtra * PINCODE 424206

* RESIDENTIAL PHONE NUMBER
9604742501

Permanent Address Same as Above (Click Here if Both Addresses are same)

* ADDRESS LINE 1
Madhuban Colony,Jalgaon Rd.

ADDRESS LINE 2

Fill the residential info

Skool Admission x
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9604742501

Permanent Address Same as Above (Click Here if Both Addresses are same)

* ADDRESS LINE 1
Madhuban Colony,Jalgaon Rd.

ADDRESS LINE 2
Jamner

* CITY Jamner * STATE Maharashtra * PINCODE 424206

* RESIDENTIAL PHONE NUMBER
9604742501

Please SAVE your form at every stage to avoid losing data.

PREVIOUS SAVE NEXT

Saved Successfully

Click here if the local and permanent address is same

Click on save to proceed further

Skool Admission x
Secure | https://www.skooladmission.com/apply_reverse.php

1 PERSONAL INFO. 2 RESIDENTIAL INFO. 3 PRE-CLASS INFO. 4 ATTACHING DOCUMENTS

Result of Previous Class Not Applicable (Click Here if NOT Applicable)

* LAST STANDARD PASSED	* CURRICULAM / BOARD	* PERCENTAGE / GRADE
<input type="text"/>	<input type="text"/>	96.50
* NAME OF SCHOOL	* YEAR OF PASSING	
School Name	2015	
* CITY	* STATE	* COUNTRY
City	<input type="text"/>	<input type="text"/>
* REASON FOR CHANGE OF SCHOOL	STANDARDS REPEATED (IF ANY)	
Transfer of parents	<input type="text"/>	

Please SAVE your form at every stage to avoid losing data.

PREVIOUS SAVE

If the student has come from other school, fill the pre class info and click on save to proceed

Skool Admission x
Secure | https://www.skooladmission.com/apply_reverse.php

1 PERSONAL INFO. 2 RESIDENTIAL INFO. 3 PRE-CLASS INFO. 4 ATTACHING DOCUMENTS

Result of Previous Class Not Applicable (Click Here if NOT Applicable)

* LAST STANDARD PASSED	* CURRICULAM / BOARD	* PERCENTAGE / GRADE
<input type="text"/>	<input type="text"/>	96.50
* NAME OF SCHOOL	* YEAR OF PASSING	
School Name	2015	
* CITY	* STATE	* COUNTRY
City	<input type="text"/>	<input type="text"/>
* REASON FOR CHANGE OF SCHOOL	STANDARDS REPEATED (IF ANY)	
Transfer of parents	<input type="text"/>	

Please SAVE your form at every stage to avoid losing data.

PREVIOUS NEXT

If the result of pre class info is not available, click on "not applicable" to proceed further

Click on next

* If any attachment is uploaded again, then the older file will be automatically replaced.

Photo - JPG / PNG Files only
Others - JPG / PNG / PDF Files only

STUDENT PHOTO No file chosen

BIRTH PROOF No file chosen

CASTE CERTIFICATE (IF APPLICABLE) No file chosen

TC. / LEAVING CERTIFICATE (IF APPLICABLE) No file chosen

MARKSHEET No file chosen

AADHAAR CARD No file chosen

FATHER'S PHOTO No file chosen

MOTHER'S PHOTO No file chosen

OTHER DOCUMENTS (MEDICAL FITNESS CERTIFICATE ETC) No file chosen

I have read & Agree with the [Terms & Conditions](#) .

Upload relevant docs and images and click on save and submit.

107	SID : A0090656 Add Profile	Roll No : GR No :	Patil Vedant Pravin Remarks			<input type="checkbox"/>
108	SID : B0090040 Edit Profile View Profile	Roll No : GR No :	Patil Vedashree Deepak Remarks Bonafide Certificate	U - B0090040 P - 29102007	Upload	<input type="checkbox"/>
109	SID : A0090453 Edit Profile View Profile	Roll No : GR No : 358	Patil Yash Anil Remarks Bonafide Certificate	U - A0090453 P - 27112008	Upload	<input type="checkbox"/>
110	SID : A0090137 Edit Profile View Profile	Roll No : GR No :	Patil Yash Vijay Remarks Bonafide Certificate	U - A0090137 P - 10032000	Upload	<input type="checkbox"/>
111	SID : A0090443 Edit Profile View Profile	Roll No : GR No :	Popalghat Saurabh Santosh Remarks Bonafide Certificate	U - A0090443 P - 10052008	Upload	<input type="checkbox"/>
112	SID : A0090415 Edit Profile	Roll No : GR No :	Ponwar Siya Mayur Remarks	U - A0090415 P - 10002000	Upload	<input type="checkbox"/>


Once the profile is submitted successfully, two tabs will appear edit and view profile.


Click on "view" to check the student profile



Or

Click on "edit profile" to change information.

The World School Auran x
Not secure | www.theworldschoolaurangabad.com

 SCHOOL Options | STUDENT Data | EMPLOYEE Data | FINANCE Data | USER Roles | LOGOUT Log Out

 (Student)

  (Parents)

SID : A0090137
[DOWNLOAD APPLICATION](#)

Student Information

NAME Rathod Medhaksha Yash	GENDER Male	NATIONALITY Indian
PLACE OF BIRTH -	DATE OF BIRTH 10-03-2009	AGE (AS ON 1st JUNE) 8Y 2M 22D
RELIGION	CASTE	CATEGORY

Scroll down to check the complete profile

Tutorial Complete