

ANNEXURE: ERP / LMS / REPORT CARD DATA UPLOAD & PARENT ACCESS

1. General Information

Field	Details
Academic Session	
ERP/LMS Platform Name	
Data Upload Start Date	
Data Upload Completion Date	
Prepared By	
Approved By (Principal)	

2. Data Upload Status (Academic & Examination)

Class	Section	Marks Uploaded	Verified	Uploaded By	Date
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		

3. Report Card Upload Status

Class	Section	Report Cards Generated	Uploaded (Y/N)	Verified
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Data Accuracy & Verification

Parameter	Status
Marks Cross-Checked	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Details Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attendance Updated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks Added	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Parent Login Credentials Distribution

Class	Section	Credentials Shared (Y/N)	Mode (SMS/Email/ERP)	Date	Remarks
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			

6. Parent Access Instructions

Parameter	Status
Login Instructions Prepared	<input type="checkbox"/> Yes <input type="checkbox"/> No
Step-by-Step Guide Shared	<input type="checkbox"/> Yes <input type="checkbox"/> No
Helpdesk Contact Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No
Demo/Support Session Conducted	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. System Functionality Check

Parameter	Status
ERP/LMS Accessible	<input type="checkbox"/> Yes <input type="checkbox"/> No
Report Cards Opening Properly	<input type="checkbox"/> Yes <input type="checkbox"/> No
Server Performance Stable	<input type="checkbox"/> Yes <input type="checkbox"/> No
Backup Maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Issue Log & Resolution

Issue	Action Taken	Responsible Person	Status

9. Compliance Checklist

Parameter	Status
Data Uploaded	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified & Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Report Cards Generated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent Access Enabled	<input type="checkbox"/> Yes <input type="checkbox"/> No

10. Challenges Faced

- _____
- _____

11. Suggestions / Improvements

1. _____
2. _____

12. Final Remarks

13. Signatures

Role	Name & Signature	Date
IT/ERP Incharge		
Examination Incharge		
Academic Coordinator		
Principal		