



## PREREQUISITIES OF ONLINE REGISTRATION

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Website: \_\_\_\_\_

### REQUIREMENT GATHERING DETAILS

GATHERED DATE:

GATHERED BY :

REQUIREMENTS GIVEN BY:

### GENERAL QUESTIONS ABOUT ONLINE ADMISSION

1-Mention the class for which admission will open?

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2-Online Photo uploading field required or not? (Y/N).

If Yes, then select from the given options. Or mention if some other requirement. Also, mention the **dimensions and format** (jpg, jpeg, png etc.) of photo.

- a) Student photo
- b) Student photo with parents
- c) Both

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3-Online payment required or not, if required, what amount will be taken during the payment?

If payment is required then provide the merchant ID and Merchant key.





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4- Which Payment gateway is currently running in the school?

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5- Amount will reflect in the single account or in multiple accounts? Provide us the details of Account (Classwise).

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6- Form was running online last year? If yes, please provide the registration link and Admin credentials.

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7- Mention **Opening and closing date of Online registration with time.**

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8- Admission form number setting -: Admission no. will start from? Is there any prefix, suffix or padding character required? E.g. Reg001,Reg002,Reg003.....

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9- Is there any limit of the registration? If yes, kindly mention.

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10-Is there any criteria of the class-wise school board, kindly describe for the same.

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11-What will be the age criteria of the student for the registration? E.g. Child age must be between 3 Years 3 months 30 days 0 days- 4 years 4 months 30 days till 31<sup>st</sup> April 2019.

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12-Mention the required documents (with the format type) which has to be uploaded online.

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13- Mention the subject details according to class.

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14- Is there is any class stream? If yes, mention it.

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15- Mention the Compulsory/optional subject name (If any)?

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16- Mention the fields that have to be shown on the form. Also, mention the mandatory fields on form.

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17- Slot time tab required on the Admin panel for the Interaction date, Interaction time and Venue For the students Interview? If yes, please mention the Slot details.

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18- On the successful submission of form any SMS and Email has to be sent to the Applicant  
? If yes, provide us the format of that.

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19- Acknowledgement receipt required on the Parent panel? If yes, provide the Sample.

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20- Provide the school mail ID and password by which mail will be sent to the applicants.

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21- Any additional requirements? Provide with proper process flow.

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**Note:-** Provide us the proper process flow of the online registration as per your requirements step by step.

**Also provide us the following things which are required for the Online registration process.**

1. Registration form sample
2. Acknowledgement receipt sample
3. SMS and E-mail Sample
4. Declaration part which has to be shown on the main form
5. Terms & Conditions which will be shown before the main form
6. Mandatory fields on the registration form



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### Remarks

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**Signature**

**(Designated Authority of School)**

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