

How To Add A Student

You need to click onto the option of “ADD STUDENT” in the left hand side menu bar of the Parent Dashboard page.

SUMBODIUM

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shreya ghosh
Parent

REGISTER SON/DAUGHTER

1 Step 1 Personal Detail | **2 Step 2** Choose Relation | **3 Step 3** Parents Detail | **4 Step 4** Previous Education | **5 Step 5** Medical Detail

1. Personal Detail

Please enter your child's relevant details in the spaces provided below.

SEEKING ADMISSION IN: SEEKING STREAM IN:

FIRST NAME: MIDDLE NAME: LAST NAME:

DATE OF BIRTH: BIRTH PLACE: BLOOD GROUP:

GENDER: CASTE: NATIONALITY:

RELIGION: LANGUAGE: HAVE ANY SIBLINGS?

CONTACT DETAIL

ADDRESS LINE 1: ADDRESS LINE 2: CITY:

STATE: COUNTRY: PIN CODE:

PHONE NO: MOBILE NO: EMAIL:

PHOTO DATA: USER NAME: PASSWORD:

Step 1- After clicking on the ADD STUDENT option, a page will be displayed on the screen stating “REGISTER SON/DAUGHTER” where you

need to fill up all the 5 steps reflecting in the page one by one. The same has been explained below:

PERSONAL DETAILS:- (STEP 1 PAGE)

- 1. SEEKING ADMISSION IN-** Enter in which class you want to admit your child.
- 2. SEEKING STREAM IN-** Enter the appropriate stream you want to choose for your child. (Only applicable for class 11 and 12 students).
- 3. FIRST NAME-** Enter the first name of the student.
- 4. MIDDLE NAME-** Enter the middle name of the student.
- 5. LAST NAME-** Enter the last name of the student.
- 6. DATE OF BIRTH-** Enter the date of birth of the student.
- 7. BIRTH PLACE-** Enter the birth place of the student.
- 8. BLOOD GROUP-** Enter the blood group of the student.
- 9. GENDER-** Enter the gender of the student (Male/Female).
- 10. CASTE-** Select the appropriate caste which the student belongs to from the given options.
- 11. NATIONALITY-** Enter the nationality of the student.
- 12. RELIGION-** Enter the religion which the student belongs to.
- 13. LANGUAGE-** Enter the mother tongue language of the student.
- 14. HAVE YOU ANY SIBLINGS-** If you have any siblings do tick on the given box beside the option, and also note if you do not have any siblings then filling up the given box is not required.

CONTACT DETAILS:-

- 1. ADDRESS LINE 1-** Enter the address of the students permanent residence.
- 2. ADDRESS LINE 2-** Enter the extended address here.
- 3. CITY-** Enter the name of the city where the student is residing.
- 4. STATE-** Enter the name of the state as well.
- 5. COUNTRY-** Choose the name of the country of students residence from the given options.
- 6. PHONE NUMBER-** Enter the phone number of student (if any) otherwise of the residence.
- 7. MOBILE NUMBER-** Enter a valid mobile number for contact purpose.
- 8. EMAIL-** Enter a valid email id for verification and communication purpose.
- 9. PHOTO DATA-** You can browse the photon of the student and upload the same in the profile.
- 10. USER NAME-** Enter a user name for the student.
- 11. PASSWORD-** Choose a password for login purpose in the students profile.

Once all the details for the STEP 1 (PERSONAL DETAILS PAGE) has been filled up click on “NEXT” option at the bottom of the page and the next page will appear on the screen.

STEP - 2

CHOOSE RELATIONSHIP WITH STUDENT:- (STEP 2 PAGE)

In this particular page there is only one option:

The screenshot shows the 'REGISTER SON/DAUGHTER' interface. The top right corner displays the user's name 'shreya ghosh' and the role 'Parent'. The main content area is titled 'REGISTER SON/DAUGHTER' and features a progress bar with five steps: Step 1 (Personal Detail), Step 2 (Choose Relation), Step 3 (Parents Detail), Step 4 (Previous Education), and Step 5 (Medical Detail). Step 2 is the current step. Below the progress bar, the text reads '2. Choose Relation with Student' and 'Please choose your relationship with the child.' There are four radio button options: 'I am Father', 'I am Mother', 'I am Family Member', and 'I am Other'. The 'I am Father' option is selected, indicated by a checked box. At the bottom right, there are three buttons: 'Previous', 'Next', and 'Finish'. The 'Next' button is highlighted with a blue circle.

“PLEASE CHOOSE YOUR RELATIONSHIP WITH THE CHILD” and 4 options are given below with a box on the right hand side of each option. You need to click on the correct option box to justify your relation with the student and then click on NEXT option at the bottom of the page and again another page will appear on the screen.

STEP – 3

If you choose the option “**I AM A FATHER**” then after clicking on to the next option another page will appear stating “**PLEASE GIVE PARENTS DETAIL**” and the below mentioned options will appear on the screen:

The screenshot displays the 'REGISTER SON/DAUGHTER' form on the Sumbodium website. The user is logged in as 'shreya ghosh' (Parent). The form is currently on 'Step 3: Parents Detail'. The navigation bar shows five steps: 1 Step 1 (Personal Detail), 2 Step 2 (Choose Relation), 3 Step 3 (Parents Detail), 4 Step 4 (Previous Education), and 5 Step 5 (Medical Detail). The main content area is titled '3. Please Give Parents Detail' and contains the following sections:

- FATHER'S DETAIL**
 - FIRST NAME: Sourav
 - LAST NAME: Ghosh
 - DATE OF BIRTH: 1988-11-01
 - EMAIL: e.g. example@example.com
 - PHONE: e.g. 08026993996
 - MOBILE: e.g. 9876598765
 - EDUCATION: e.g. BCOM
 - VEHICLE DETAIL: e.g. Two wheeler
- FATHER'S OCCUPATION**
 - Working:
 - Not Working:
- MOTHER'S DETAIL**
 - FIRST NAME: shreya
 - LAST NAME: ghosh
 - DATE OF BIRTH: 1982-10-02
 - EMAIL: shreya.ghosh.nbrk@gmail.com
 - PHONE: 09874283418
 - MOBILE: 8420687333
 - EDUCATION: e.g. BA
 - VEHICLE DETAIL: e.g. Two wheeler
- MOTHER'S OCCUPATION**
 - Working:
 - Housewife:
- PARENT'S ADDRESS**
 - Same as Student: (highlighted with a red circle)
 - Other:
 - ADDRESS LINE1: BD-555
 - ADDRESS LINE2: Salt Lake
 - CITY: Kolkata
 - STATE: West Bengal
 - COUNTRY: India
 - PIN NO: 700064

At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a red circle), and 'Finish'.

FATHER'S DETAIL- (It will automatically get updated in the given space).

FATHER'S OCCUPATION- It will give you two options one is Working and the other one is Not Working except the below mentioned points:

1. **EDUCATION-** Enter your educational qualification.
2. **VEHICLE DETAIL-** Enter the vehicle detail that you own (e.g., two wheeler, four wheeler, etc).

If you select the option as Working then the below mentioned categories will appear:

1. **OCCUPATION-** Enter your occupation.
2. **INDUSTRY-** Enter the particular industry where you are working
3. **INCOME-** Enter the approximate annual income.

If you select the option as Not Working then none of the working information will be required.

MOTHER'S DETAIL:

1. **FIRST NAME-** Enter the first name of the mother.
2. **LAST NAME-** Enter the last name of the mother.
3. **DATE OF BIRTH-** Enter the mother's date of birth.
4. **EMAIL-** Enter the valid email id of the mother.
5. **PHONE NUMBER-** Enter the contact number of the mother.
6. **MOBILE NUMBER-** Enter the mobile number of the mother.
7. **EDUCATION-** Enter the mother's education qualification.
8. **VEHICLE DETAIL-** Enter the vehicle detail that you own (e.g., two wheeler, four wheeler, etc).

MOTHER'S OCCUPATION:

There are two categories under this option. They are mentioned and elaborated below.

- 1. WORKING-** If the mother is working then you have to select the box given beside the option and the required information needs to be filled up.
 - a) Occupation-** Enter the mother's occupation.
 - b) Industry-** Enter the particular industry where the mother is working in.
- 2. HOUSEWIFE-** If the mother is a housewife then select the respective box and no further working information will be required.

PARENT'S ADDRESS: There are two options under this category mentioned below..

- 1. Same as Student-** If the parent's address is same as that of the student then you need to select the option box given aside and the address details will automatically get updated in the provided fields.
- 2. Other-** If the address of the parent's is different from the student then the below fields needs to filled up..
 - a) Address Line 1-** Mention the address of the parents.
 - b) Address line 2-** Mention the extended address here.
 - c) City-** Mention the city location.
 - d) State-** Mention the state where are parents are residing.
 - e) Country-** Mention the country name.
 - f) Pin Code-** Mention the appropriate pin code number and then click on to next option.

STEP – 4

A new page with **PREVIOUS EDUCATIONAL DETAILS** will appear in the screen.

The screenshot shows a web application interface for registering a child. The main heading is 'REGISTER SON/DAUGHTER'. At the top, there are five steps: Step 1 (Personal Detail), Step 2 (Choose Relation), Step 3 (Parents Detail), Step 4 (Previous Education), and Step 5 (Medical Detail). Step 4 is currently active and highlighted in orange. Below the steps, the title '4.Previous Educational Details' is displayed. A instruction box says 'Please enter your child's relevant educational details in the spaces provided below.' The form contains several input fields: 'LAST EDUCATION:' with a text box containing 'e.g. UKG'; 'INSTITUTION:' with a text box containing 'e.g. X Memorial School'; 'YEAR:' with a text box containing 'e.g. 2013-14'; 'STREAM:' with a dropdown menu showing 'Select'; 'TOTAL MARK:' with a text box containing 'e.g. 884'; and several 'Browse...' buttons for uploading documents: 'LAST EDUCATION MARKSHEET:', 'LAST EDUCATION CERTIFICATE:', 'MIGRATION CERTIFICATE:', 'BIRTH CERTIFICATE:', 'CAST CERTIFICATE:', 'RATION CARD:', 'VOTER IDENTITY CARD:', 'PAN CARD:', 'FATHER'S INCOME STATEMENT:', and 'MOTHER'S INCOME STATEMENT:'. At the bottom right, there are three buttons: 'Previous', 'Next' (which is circled in blue), and 'Finish'.

Here in this particular page you need to enter your child's relevant educational details in the spaces provided.

You will have to upload your child's necessary certificates and documents. The scan copy of the original documents should be saved in your computer in PDF format and then you need to browse and upload the same in the relevant spaces provided to you. Once all the required documents are uploaded click on NEXT option.

STEP – 5

Another page will appear on the screen asking for the medical details of your Son/Daughter.

In the relevant spaces provided in the page, you need to share your child's medical issues if any with all the doctors prescribed certificates.

REGISTER SON/DAUGHTER

1 Step 1 Personal Detail | 2 Step 2 Choose Relation | 3 Step 3 Parents Detail | 4 Step 4 Previous Education | **5 Step 5 Medical Detail**

5. Medical Form

Please enter students relevant details in the spaces provided below.

VISION

DOES YOUR CHILD WEAR SPECTACLES/CONTACTS Yes NO

IF YES, PLEASE ATTACH DOCTOR'S PRESCRIPTION. No file selected.

HEARING

DOES YOUR CHILD HAVE ANY TYPE OF HEARING PROBLEM Yes NO

IF YES, PLEASE ATTACH DOCTOR'S PRESCRIPTION. No file selected.

DENTAL

HAS YOUR CHILD RECENTLY CHECKED BY A DENTAL SURGEON Yes NO

IF YES, PLEASE FURNISH DETAILS AND ADVICE.

OTHER INFORMATION

ANY OTHER INFORMATION RELATING TO HEALTH OF YOUR CHILD THAT YOU WISH TO PUT ON RECORD

Also note if your child is suffering from any such disease which is not mentioned in the given form, then you need to provide all the details of the same in the box "OTHER INFORMATION".

Then click the FINISH button and you will get a message on the screen stating that "CONGRATULATION, THE STUDENT HAS BEEN REGISTERED SUCCESSFULLY.. STUDENT CODE: eg., STU11".