iJRASET
International Journal For Research in Applied Science and Engineering Technology



INTERNATIONAL JOURNAL FOR RESEARCH

IN APPLIED SCIENCE & ENGINEERING TECHNOLOGY

Volume: 11 **Issue:** IV **Month of publication:** April 2023

DOI: https://doi.org/10.22214/ijraset.2023.50179

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International Journal for Research in Applied Science & Engineering Technology (IJRASET)
ISSN: 2321-9653; IC Value: 45.98; SJ Impact Factor: 7.538
Volume 11 Issue IV Apr 2023- Available at www.ijraset.com

Office Administration System

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Abstract: ***Office administration system is a software application designed to help schools and educational institutions. It manages day-to-day operations more efficiently. It typically includes various modules that handle tasks such as admission management, employee management, accounts department, resource management, student, student performance management, performance analysis of student, course content.***
There are various contents included regarding class details, classroom attendance for each grade, management of student attendance, subject details, exam details, automatic timetable generation, report, download timetable. The system can be a powerful tool for school administration management, streamlining processes, improving efficiency, and enhancing communication between staff, students, and parents.
Keywords: Office Administration, Management, Security and Privacy, Communication and Educational institutions.

I. INTRODUCTION

School office administration system is a software tool designed to manage various administrative tasks and operations within a school.

It aims to streamline administrative processes and enhance the overall efficiency of school management by providing a centralized platform for staff to access and manage important information, records, and reports. Some of the key features of school administration system include student information management, attendance tracking, grade reporting, scheduling, and communication with parents and teachers.

The system may also include financial management tools for budgeting and payment processing. Staff members can access and update student records in real time, monitor attendance, and generate reports for teachers, administrators, and parents. This helps to improve communication between teachers and parents, leading to better collaboration and support for students.

II. LITERATURE SURVEY

"Ahuja, N.(2018).a comparison of office management systems in small and large enterprises".A comparison of office management s ystems are available, including paper-based, computer-based, and cloud-based systems. These systems offer benefits such as improved efficiency, security, and accessibility, but also present challenges related to implementation, cost, and user adoption. Case studies illustrate the benefits of using office management systems in different industries and contexts. Comparative analysis of key features, pricing, and user satisfaction can help organizations make an informed decision when choosing an office management system.[1]

"Bhatia, M. (2017). The role of technology in modern office administration systems "It highlights the importance of technology in modern office administration systems and its impact on organizational efficiency and productivity. Literature on the adoption and use of technology in office administration suggests that it can improve communication, collaboration, document management, and task delegation. Studies also indicate that technology adoption can lead to changes in work culture, including increased job satisfaction and flexibility. However, challenges related to cost, training, and user resistance may also arise when implementing new technology in the workplace.[2]

"Burroughs, S. M. (2019). Improving office administration systems with automation and AI" It discusses the potential benefits of automation and artificial intelligence (AI) in improving office administration systems. Literature on automation and AI in the workplace suggests that it can increase efficiency, accuracy, and speed in tasks such as data entry, scheduling, and document management.

Studies also indicate that automation and AI can lead to cost savings and better utilization of human resources. However, concerns related to job displacement, data privacy, and ethical considerations must also be addressed when implementing these technologies in the workplace.[3]

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III. PROPSED SYSTEM

The system under consideration is a web-based programme that intends to automate a school's administrative duties and procedures. The system will be accessible to school staff, administrators, and parents via a secure login.



Fig.1.Flowchart

Student information management allows the creation and management of student records, including personal information, academic records, and attendance records. Attendance tracking will allow for the tracking of student attendance, including the ability to mark absence and tardiness. Grade reporting will allow for the creation and management of great reports, including the ability to enter grades for individual assignments, exams, and overall grades for courses. Scheduling allows for the creation and management of schedules for classes, exams, and other school activities. Communication provides a platform for communication between school staff, administrators, and parents, including the ability to send and receive messages and notification. Financial management will make it possible to track payments and create invoices, as well as handle financial data.

IV. METHODOLOGY

Gathering needs from stakeholders, such as school employees, administrators, and parents, is the first stage in building the system. To determine the main characteristics and capabilities of the system, this may entail conducting focus groups, surveys, and interviews. Based on the requirements gathered the system can be designed, including the database schema, user interface, and system architecture. With the right frameworks and programming languages, this system may be created. This may involve iterative development where features are added and tested in small increments. To make sure the system satisfies the requirements and is free of defects and mistakes, it should be carefully tested once it has been constructed. Both human and automated testing may be necessary for this. The system may be deployed to a production environment once it has been tested and approved. This may involve setting up servers, configuring databases, and installing the software. Parents, administrators, and staff should receive training on how to use the system after deployment. Once it has been tried and approved, the system can be put into a production environment. Stakeholder input may be gathered, and data on system usage may be examined. The system can be updated and improved as necessary based on the comments.

V. SYSTEM ANALYSIS

A. Flowchart

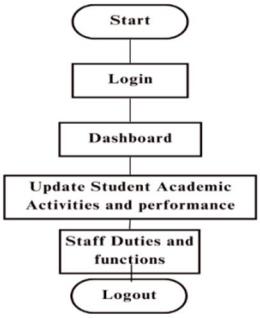


Fig.2.Flowchart

B. Use case diagram

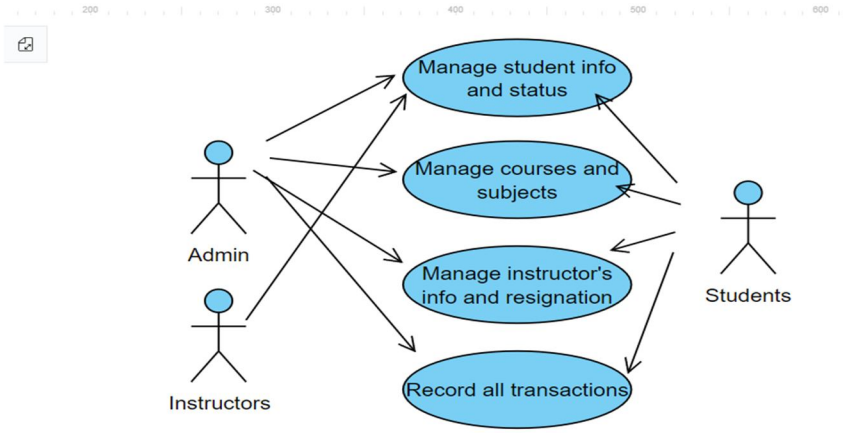


Fig.3.Use case diagram

C. Dataflow diagram



Fig.4.Dataflow diagram

VI. IMPLEMENTATIONS

A. Academic Management

In our school administration system project paper, we have included a section called "Manage Academics" that comprises several useful features. These features include an inquiry category, a list of inquiries, school club management, and circular and syllabus management. The inquiry category allows students, teachers, or parents to submit academic inquiries that can be sorted based on their nature. This feature streamlines the inquiry process, ensuring that all inquiries are handled efficiently and in a timely fashion. The list of inquiries feature keeps a record of all inquiries submitted, including the date of submission, the inquiry category, and its status (e.g., "in progress" or "resolved"). Administrators can use this tool to track all queries and guarantee that they are properly addressed. The school club management feature empowers administrators to manage the school's various clubs. This includes creating new clubs, managing membership, and scheduling meetings or events. By promoting student involvement and engagement in extracurricular activities, this feature enhances the overall school experience. The circular and syllabus management feature enables administrators to handle the distribution and tracking of vital academic documents such as circulars and syllabi. This feature ensures that these documents are easily accessible to students, parents, and teachers, keeping everyone informed and up-to-date.

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B. Employee Management

The "Manage Employees" category is a crucial part of the system, encompassing several subcategories, including Teacher Activities, Librarian Activities, Accountants, Hostel Manager, and Human Resources. In this article, we will delve into each of these subcategories to better understand their functions. Teacher Activities is the first subcategory of "Manage Employees," allowing school administrators to oversee teacher-related tasks. This includes scheduling classes, assigning teaching duties, and tracking teacher attendance. This feature ensures that the workload of teachers is balanced, and they are effectively carrying out their responsibilities. The Librarian Activities subcategory is another part of "Manage Employees," enabling administrators to manage library-related tasks. It includes book inventory, borrowing and returning books, and tracking overdue books. This function makes sure that the library functions properly and that students can get to the materials they require.

The Accountants subcategory is the third subcategory of "Manage Employees," which allows school administrators to oversee financial-related tasks. This includes tracking expenses, generating financial reports, and managing payroll. This feature ensures that financial operations run efficiently, and all transactions are accurately recorded. Hostel Manager is the fourth subcategory of "Manage Employees," allowing administrators to manage hostel-related tasks. It includes assigning rooms, tracking hostel expenses, and managing hostel staff. This feature ensures that hostel facilities run smoothly, and students are provided with a safe and comfortable living environment. Lastly, the Human Resources subcategory is within "Manage Employees," enabling administrators to manage various HR-related tasks. This includes hiring, onboarding, training, and managing employee records. This feature ensures that employees are effectively managed, and all necessary HR-related tasks are carried out efficiently.

C. Student Management

Any school must manage its students effectively, and an efficient system of school administration is necessary for this. The "Manage Students" portion of this system, which has several subcategories, is one of the most significant sections. In this essay, we shall discuss each of these subcategories in great detail. The "Manage Students" portion of this system, which has several subcategories, is one of the most significant aspects. We will go into great depth about each of these subcategories in this essay. The Student Admission Form is the first subcategory under the heading "Manage Students. “This feature allows school administrators to handle student admissions by offering a comprehensive form for students to fill out when applying to the school. This form includes personal information, educational background, and other relevant details required for admission.

Another essential subcategory within "Manage Students" is List Students. This feature enables school administrators to access a list of all enrolled students in the school, including their names, classes, and other relevant information. This list assists administrators in keeping track of all students and their activities. The third subcategory within "Manage Students" is Student Categories. This feature permits school administrators to categorize students based on their characteristics or abilities, such as academic performance, extracurricular activities, or behavior. This categorization assists administrators in identifying students who need special attention or support. The fourth subcategory within "Manage Students" is Student House. This feature enables school administrators to manage the housing facilities for students residing on campus. This includes assigning rooms, managing roommates, and keeping track of housing expenses. The fifth subcategory within "Manage Students" is Student Activity. This feature enables school administrators to manage student activities such as sports, clubs, and other extracurricular activities. This feature helps administrators keep track of student participation and encourages them to engage in activities that foster their personal growth and development. The sixth subcategory within "Manage Students" is Social Category. This feature allows school administrators to identify students who require special social support, such as students from disadvantaged backgrounds, students with disabilities, or students who have experienced trauma. Administrators can better guarantee that every kid gets the assistance they require to achieve thanks to this.

Finally, the Student ID Card subcategory within "Manage Students" allows school administrators to issue identification cards to students, which they can use for various purposes such as library access, campus security, and other administrative tasks.

D. Attendance Management

The "Manage Attendance" tool in the school administration system is a key component in handling tasks associated with attendance. The two subcategories of this category are marking attendance and admin viewing attendance. Teachers can simply and swiftly record their pupils' attendance using the first subcategory, marking of attendance. Teachers may easily register each student's attendance in their class with few clicks, and the system will save the information for them. School administrators can view attendance records for each class and student under the second section, Viewing of Attendance by the Admin. The system's simple and accessible presentation of the attendance data makes it easier to quickly identify any attendance-related concerns and take the necessary corrective action.

Schools can automate attendance-related processes by using the "Manage Attendance" category, which lessens the workload on instructors and administrators. Also, the tool aids schools in quickly identifying and resolving attendance-related concerns. For instance, the system offers a way for administrators to look into the matter and take the necessary action if a kid has been missing for an extended length of time.

E. Download Page

In the modern era of digital technology, educational institutions have a responsibility to offer their students convenient and efficient access to course materials and assignments. To facilitate this, the "Download Page" category in the school administration system plays a critical role. It consists of two subcategories: Assignments and Study Materials. The Assignments subcategory allows teachers to upload assignment files for each class, which students can easily access and download from the school's website. The system includes a feature that lets teachers specify the assignment deadline, which helps students manage their time effectively and submit their work on time. In addition, students can submit their assignments electronically, eliminating the need for physical submissions. The Study Materials subcategory is another crucial feature of the Download Page. It enables teachers to upload a variety of materials, such as lecture notes, PowerPoint presentations, and other relevant documents for each class. Students can access these materials from the school's website, allowing them to review the materials at their convenience. This feature is particularly useful for students who miss a class or need to revisit the material before an exam. By implementing the Download Page category, schools can offer their students easy access to course materials and assignments, which is essential for academic success. This feature also helps reduce paper usage, which is a significant step towards environmental sustainability.

F. Alumni and Parent's Management

The effectiveness of a school administration system largely depends on its ability to manage various stakeholders, including parents and alumni. This article will discuss two crucial categories within the system, namely Manage Parents and Manage Alumni. Manage Parents is a critical feature that facilitates communication between schools and parents. This category encompasses several subcategories, such as Parent Information, Parent-Teacher Meetings, and Parent Portal.

Parent Information is a subcategory that allows schools to maintain current information about parents, including their contact details, occupation, and other relevant data. This feature helps schools keep parents informed about school events, updates, and announcements.

Another subcategory, Parent-Teacher Meetings, enables schools to schedule and manage meetings between parents and teachers. This feature creates open communication channels between parents and teachers, which is necessary for monitoring student progress and addressing concerns.

The Parent Portal subcategory is an essential tool that allows parents to access their child's academic progress, attendance records, and other relevant information online. This feature ensures that parents can monitor their child's progress and remain informed about their education, even if they cannot attend school events in person. Manage Alumni is another critical feature that enables schools to maintain connections with former students. This category includes subcategories such as Alumni Information, Alumni Events, and Alumni Portal. 1 school can keep track of their alumni's contact information, work status, and other pertinent data by using the Alumni Information subcategory. This feature helps schools maintain contact with their alumni and establish a network of support and resources for current students. Alumni Events is a subcategory that allows schools to organize events and activities for their alumni, such as reunions, networking events, and career fairs. These events help schools maintain relationships with their alumni and provide opportunities for current students to learn from their experiences. Last but not least, the section for alumni portals is a useful tool for keeping alumni in touch with their institution and other alums. This function gives alumni a forum to keep in touch with the school and communicate news, updates, and other pertinent information.

G. Managing Class Information

The important aspects of school administration are handling student information. The school administration system has a number of features that aid in efficiently managing class information. The "Manage Classes" category is one of the sections under Class Information, which includes various features such as managing class sections, adding timetables, and listing timetables. The first feature in "Manage Classes" is managing class sections, which enables administrators to create, modify or delete class sections based on requirements. A user-friendly interface is offered by the feature, which also offers crucial information like the number of pupils in each part, the name of the section, and the designated class teacher. The second feature in "Manage Classes" is adding timetables, which enables administrators to create timetables for each class section.

The system provides a user-friendly interface to schedule classes, including details such as the day, time, subject, and teacher for each class. This feature ensures that classes are scheduled efficiently, and students can attend all their classes on time. The third feature in "Manage Classes" is listing timetables, which allows school administrators to view a list of timetables for each class section. The system displays the timetable data in a straightforward format, which helps administrators to identify any scheduling conflicts and take necessary action to resolve them.

H. Subject and Exam Management

In our extensive research paper, we have developed a robust subject management system that enables educational administrators to efficiently organize and handle multiple subjects offered in their school. Moreover, our platform provides a user-friendly exam management feature that includes a seamless process for generating and distributing exam papers, as well as adding exams to students' portal pages. Our state-of-the-art technology enables academic institutions to simplify their operations and improve the overall learning experience for their students.

I. Fees Management

Our fee management system introduces an innovative solution that aims to simplify the fee collection process and improve user experience. Our platform is equipped with powerful tools that merge fee collection and invoice management into the administrative, student, and parent portals. This feature offers a level of convenience and accessibility that is unparalleled. The administrative portal serves as a hub for managing fees and invoices, providing school administrators with a centralized location to track payments and manage outstanding balances with ease. Meanwhile, the student portal offers a user-friendly interface that allows students to monitor their current fees and payment history. On the other hand, the parent portal enables parents to monitor their child's fee status and make payments on their behalf. Our unique approach not only simplifies the process for all parties involved but also establishes a level of transparency and accountability that is essential in today's modern education systems. Our school administration system offers an efficient way of handling fee collection and management, making it more accessible and effortless than ever before.

J. Computer Based Test Management

Innovative technology has been integrated into our school administration system to facilitate computer-based assessments. This new feature allows online exams to be included, making it easier for students to access their assessments directly from their personalized student page. With this cutting-edge addition, we anticipate a revolutionary change in the way we conduct evaluations in the academic world, providing unparalleled convenience and ease-of-use for both students and educators.

K. Human Resources

The module designed for school departments provides a complete solution for managing academic departments. It covers everything from scheduling courses and assigning teachers to evaluating curriculum and tracking performance metrics. Our system's Leave Request functionality streamlines the process for employees to request time off, using an automated and intuitive approval workflow that emphasizes transparency and accountability. In addition, our Payroll Management tool incorporates cutting-edge technology to simplify payroll processing, minimize errors, and ensure accuracy. The Awards Management system is another key feature of our system. This system motivates and rewards excellent performance by allowing administrators to track and recognize outstanding achievements. It also provides a platform for employees to showcase their accomplishments. These comprehensive tools in our School Administration System enable HR professionals to manage their workforce efficiently and support their staff with the most advanced technology available.

L. Expense Management

Our school administration system boasts an all-encompassing expense section that covers everything from routine operational costs to one-time exceptional expenses. This section has been intricately designed to provide a transparent and comprehensive overview of the school's financials, allowing administrators to track, analyze and plan expenses with unparalleled precision and efficiency. Our Expense section presents a user-friendly and insightful breakdown of expenses, providing the utmost clarity and precision to the school's financials. Administrators have the flexibility to customize and fine-tune their expense tracking to suit the unique needs of their institution. With our sophisticated expense platform, schools can manage their finances with ease and gain an unparalleled level of insight and control over their budgeting and planning. Whether it is a routine or exceptional expense, our system can handle it all with utmost efficiency and ease, ensuring that schools have the tools they need to manage their finances effectively.

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M. Library Management

Our school administration system has implemented several crucial categories within the realm of library management. Each of these categories serves a unique purpose and is essential to the efficient operation of our library. The first category is the master data category, which offers a comprehensive overview of all the books in our library. This includes details such as availability and location, allowing students to locate books easily. We also have a book publisher category that provides information on the various publishing houses that produce the books in our collection. This category is helpful for monitoring the caliber and dependability of the resources we provide. Another significant category is the book category, which organizes our collection into different genres and subject areas. This classification system enables students to locate materials that align with their interests and academic pursuits. Additionally, we have a book author category that offers a comprehensive list of all the authors represented in our library. This information is beneficial for research purposes and for identifying materials by specific writers. Lastly, we have a request book category that allows students and staff to submit requests for new materials to be added to our collection. This category ensures that our library stays current and relevant, reflecting the evolving needs and interests of our community.

N. Hostel Management

We prioritize effective management of various aspects such as hostel facilities, room allocation, and the enforcement of hostel rules to ensure student comfort and security. Our hostel management system is designed to streamline the whole process, from categorizing hostels based on their location, occupancy rate, and amenities to providing customers with easy access to vital information like hostel availability, price, and booking restrictions. Furthermore, we enforce a set of well-defined hostel rules to promote discipline and ensure a safe and harmonious environment for students. We provide a platform for students to report any issues or concerns they may have, and our dedicated staff are always available to aid and support.

O. Transportation Management

Our educational institution has a comprehensive school administration system that includes several essential elements such as travel modes, pathways, and effective management of vehicular resources. Our main goal is to optimize the way our students and faculty navigate around the campus, whether on foot, bike, or by car. To achieve this, we have carefully curated transportation routes that prioritize safety, efficiency, and accessibility for everyone in our educational community. Additionally, we understand the significance of managing our vehicles in a way that is financially sustainable and environmentally friendly. Our system provides a vast array of data and analytics on transportation resource usage, allowing us to make informed decisions regarding maintenance, repairs, and replacements. With this approach, we strive to minimize our carbon footprint and reduce wastage while ensuring that our students and faculty have access to reliable and efficient transportation options.

VII. RESULT

The design of the School Administration System is a web-based operation that makes use of vibrant technologies like PHP, AJAX, XML, HTML, CSS, JavaScript, and JSON. As computer wisdom scholars, you may be familiar with these technologies and their operations in web development.

The system is designed to streamline colorful academy executive tasks and make them more effective. It begins with the creation of an academy website, which acts as the main point of contact for student users. The website is designed using HTML and CSS, while the backend is erected using PHP and AJAX to handle colorful tasks similar as stoner authentication and data operation. The dashboard runner is developed using AJAX, which enables it to load data stoutly, without reloading the entire runner. This makes the dashboard more responsive and stoner-friendly. also, XML and JSON are used to format and transfer data between the frontend and backend, making data operation more effective. The system includes colorful modules that handle different academy executive tasks similar as academic planning, library operation, report generation, attendance monitoring, and more. These modules are developed using PHP and JavaScript, making them dynamic and interactive. The mortal coffers module is developed using PHP and handles colorful tasks similar as payroll operation, leave requests, awards operation, and expenditure orders. also, the system includes a hotel operation module developed using PHP and MySQL, which handles colorful hotel executive tasks similar as room allocation, conservation, and food operation. The communication module is developed using JavaScript and enables different stakeholders to communicate with each other seamlessly. This module uses WebSocket technology, which enables real- time communication between students and parents.

As computer wisdom scholars, you may find this design intriguing as it involves developing a web- grounded operation that utilizes colorful technologies and handles different tasks.

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The design provides an excellent occasion to exercise your web development chops and learn new technologies. In summary, the School Administration System design is a web- grounded operation developed using colorful technologies similar as PHP, AJAX, XML, HTML, CSS, JS, and JSON. The design involves developing different modules that handle colorful academy executive tasks, making them more effective and stoner-friendly. As computer wisdom scholars, you may find this design intriguing as it provides an excellent occasion to exercise your web development chops and learn new technologies.

Admin page

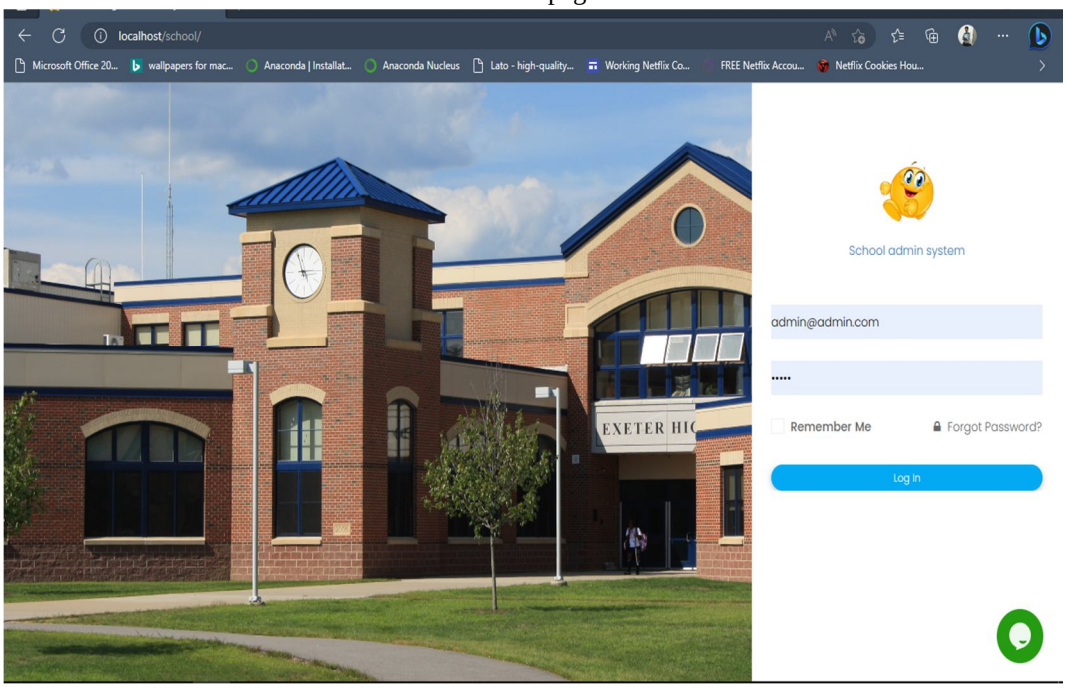


Fig.5.Admin Page

Database entry page

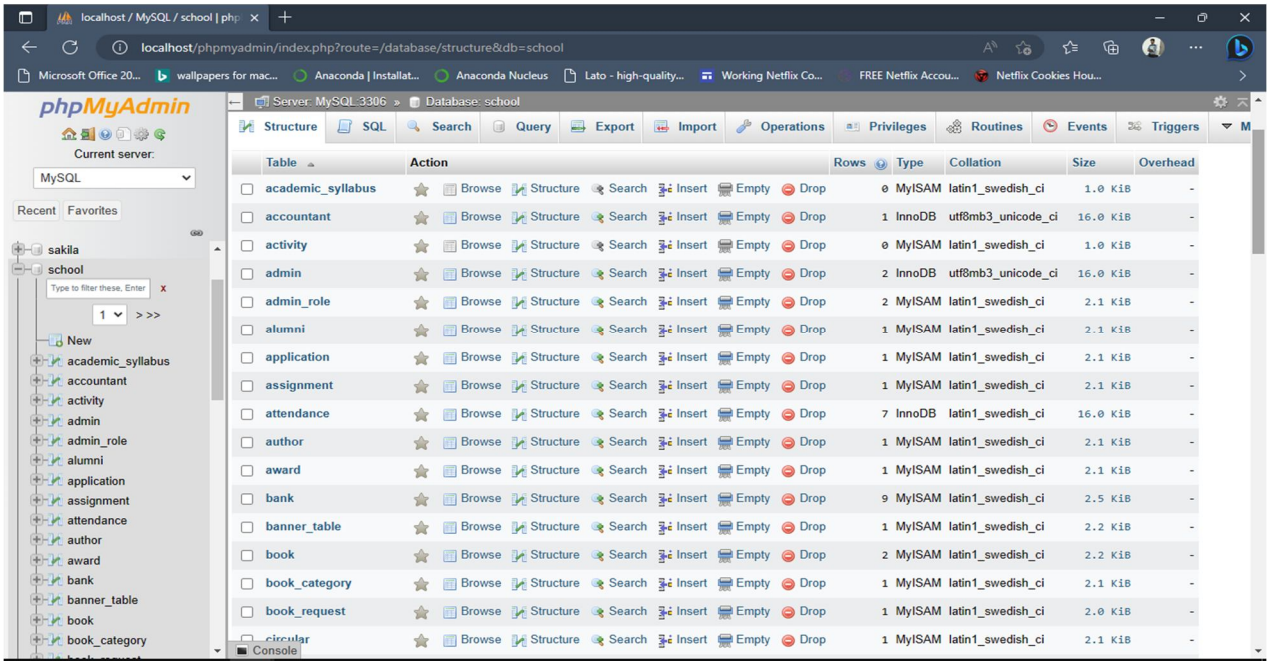


Fig.6. Database entry page

Administration and features for School Office Administration

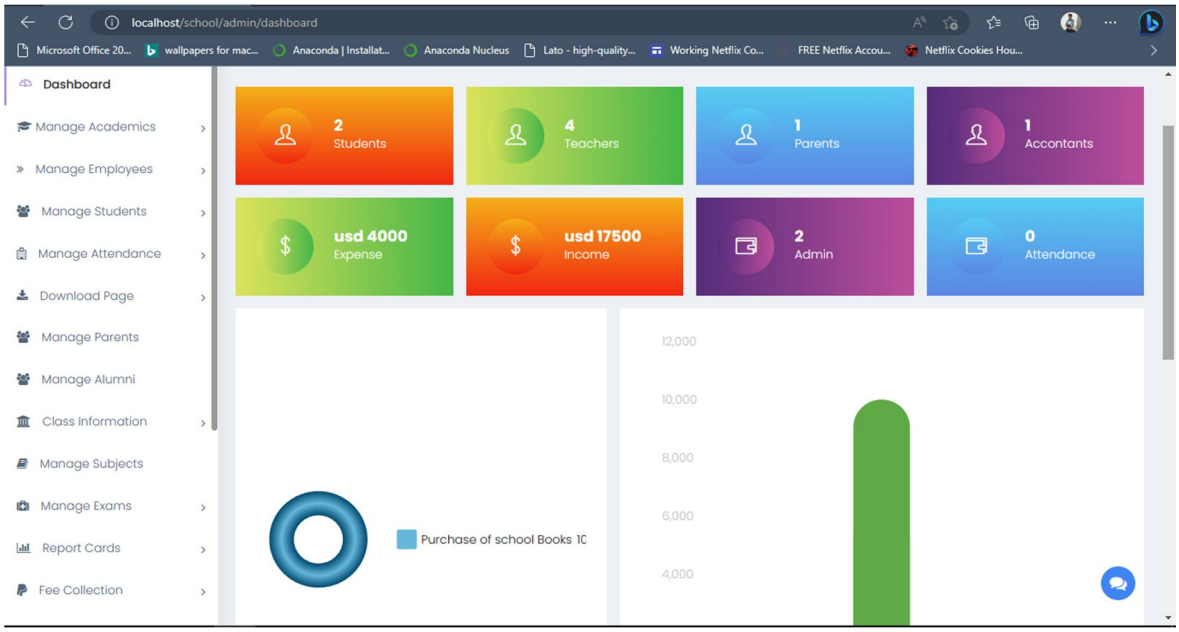


Fig.7.Administration and features for School Office Administration page

VIII.DISCUSSION

The capacity of a school management system (SMS) to automate and manage the day-to-day operations of educational institutions has led to its rising popularity in recent years. My providing a comprehensive form, and SMS enables schools and universities to manage academic and administrative tasks with ease. Typically, an SMS system comes secured with features such as student information management attendance tracking, grade book management, scheduling, and financial management. one of the most segments of an SMS is that it streamlines communication among students, teachers, parents, and administrators. Educational institutions can use this software to manage student admissions, staff recruitment, and payroll processing. Several time-consuming processes, such report preparation and data analysis, may be automated by the system, freeing up staff time for other worthwhile endeavors. Teachers can use the system to deliver content, assign work, and provide feedback to students. The platform can generate reports and analytics to help educators identify areas where students may need additional support. Furthermore, come on school management system can help educational institutions manage their financial and resource management. The system can track and manage budgets, fees, and expenses, making it easier for schools and universities to manage their finances.

one of the key benefits of a school office administration system is that it can save time and reduce errors in data management. By automating routine administrative tasks, such as recording attendance and generating report cards, staff can focus on more important tasks such as lesson planning and student support.

Additionally, since the system can provide real-time data, staff can quickly identify and address any issues that arise. Another advantage of a school office administration system is that it can improve communication between school staff, students, and parents. By using this system in this way, you can provide everyone access to a single platform for sharing information about things like class schedules, due dates for assignments, and grades, which may keep everyone informed. Additionally, since the system is accessible from anywhere with an Internet connection, parents and teachers can easily access important information at their convenience. Yet, putting in place an administrative system for the school office might have certain downsides. One concern is the initial cost of purchasing and implementing the system, which may be a significant investment for some schools. Additionally, potential concerns are the privacy and security of student data. It is vital to confirm that the system has strong security mechanisms in place to guard against unauthorized access to critical student information, such as grades and attendance records. Overall, the system implementation of a school office administration system can bring numerous benefits to education institutions, including increased efficiency and improved communication. To prevent unauthorized access to crucial student data, such as grades and attendance records, the system must have strong security measures in place.

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IX. CONCLUSION

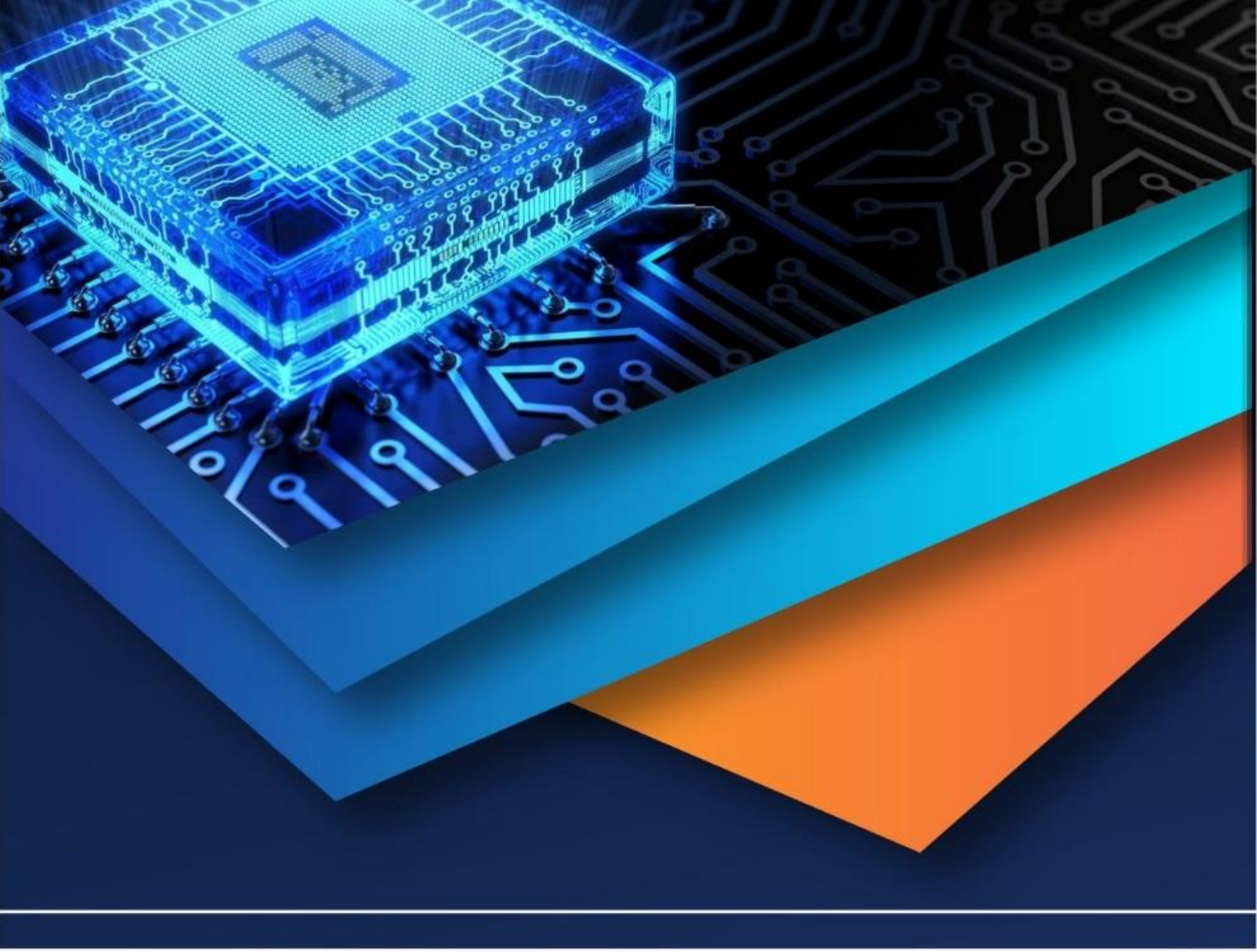
The school management republication is a complete system created to improve information availability for all stakeholders and streamline the operations of educational institutions. This web application provides a range of features to manage academic performance, employees, students, attendance, and more, making it an invaluable tool for education institutions of all sizes. One of the key benefits of the school administration online application is that schools can easily track the academic progress of their students thanks to features like managing examinations and courses, report cards, and class information. The capability of the school publication to manage staff is another crucial component. Schools can successfully manage their workers and make sure they are being appropriately rewarded with tools like human resources and payroll. As a result, schools may be better able to entice and keep top talent while also fostering a supportive workplace culture. With features such as managing student information, attendance, and feed collection, schools can keep track of their students' progress and ensure that they are attending classes regularly. This can assist schools in identifying pupils who may be at danger of falling behind and helping them achieve by giving them extra support. Also, it features to manage communication information sharing effectively. Schools may simply communicate information with the stakeholders and keep them updated on crucial events thanks to capabilities like managing parents, alumni, and communication.

In conclusion, implementing a school office management system can greatly improve the efficiency and effectiveness of school administration. By streamlining processes such as student enrollment, attendance tracking, scheduling, and record keeping, this system can reduce errors and save time for both school staff and students. Additionally, the integration of technology into school management can enhance communication between teachers, parents, and administrators, leading to better collaboration and more informed decision- making. Ultimately, a well-designed school office management system can create a more organized, productive, and supportive learning environment well everyone involved.

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