

Parent Guide

Fees, results, report cards, attendance, and school communication

edukits.com.ng · Version 1.0 · 2025

1. Overview

EduKit gives parents a simple, clear window into their child's school life — fees, results, report cards, attendance, and direct communication with teachers and the school. No technical knowledge is needed.

2. Accessing the Parent Portal

- You will receive a link by SMS or email when the school sets up your child's account.
- Click the link or go to edukits.com.ng → Parent Login.
- Enter your phone number or email, and the password sent to you.
- If you have multiple children in the school, you will see all their profiles on one dashboard.

■ If you did not receive your login details, contact your child's school office.

3. Paying School Fees Online

3.1 Pay with Paystack or Flutterwave (Card / Transfer / USSD)

Step 1: Go to Fees → Pay Now.

Step 2: The outstanding fee amount for the current term is displayed.

Step 3: Click "Pay Online" and choose your payment method (card, bank transfer, or USSD).

Step 4: Complete the payment — your child's fee status updates immediately.

Step 5: A receipt is sent to your email automatically.

3.2 Pay via Bank Transfer

Step 1: Go to Fees → Bank Transfer.

Step 2: The school's bank account details are displayed.

Step 3: Transfer the exact amount and note your child's admission number as the reference.

Step 4: Upload a photo of your payment receipt in the portal.

Step 5: The Bursar will confirm within 24 hours and update your child's status.

4. Checking Your Child's Results

- Go to My Child → Results.
- Select the session and term.

- See your child's scores for every subject: CA, exam score, total, grade, and position.

5. Downloading the Report Card

- Go to My Child → Report Card.
- Select the term. The report card appears once the Principal has approved it.
- Click Download PDF to save or print a copy.

6. Attendance

- Go to My Child → Attendance to see your child's daily attendance record.
- Absences and late arrivals are marked by the class teacher.
- You will receive a notification on the day your child is marked absent (if notifications are enabled).

7. Communicating with the School

- Go to Messages to send a message to your child's class teacher.
- Messages are read and replied to by the teacher within the platform.
- For urgent matters, use the school's phone number shown in Contact Us.

8. Notifications

- Turn on browser notifications so you receive fee reminders, result releases, and school announcements.
- Go to Settings → Notifications to manage what alerts you receive.