

INFORMATION PACK

What SchoolPort is, what it covers, how schools join, how data is protected and how we are priced. Written for the people who evaluate and approve systems for many schools.

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1. WHAT SCHOOLPORT IS

In short. One school information system for Liberian schools, used the same way in every school and visible to the right people at every level.

SchoolPort brings enrollment, personnel, attendance, grading, fees and exam administration into one system. Teachers and school offices work on the web; parents and students use a mobile app; district, regional and national offices see the part of the picture their role allows. Fees are handled in both LRD and USD, and the structure follows Liberia's counties, districts and regions.

2. WHAT IT COVERS

In short. Five areas of school administration, each linked to a detailed page.

Student Records — SchoolPort keeps one accurate record for each student, covering identity, enrollment, guardians, attendance, and academics. The classroom, the school office, and home all work from the same record.

Attendance & Grading — Teachers record attendance and marks directly in SchoolPort. The system produces report cards, CASS records, and family updates from those entries.

Fees — Schools set fee structures, track balances, and record payments in USD and LRD. Families can see their balance and payment history at any time.

WAEC & LNAT Exams — SchoolPort manages candidate registration windows, eligibility checks, and results tracking for the WAEC and LNAT tracks, alongside everyday academics.

School Registry — The SchoolPort registry gives each school a verified identity, including its county, district, ownership, and leadership. All school data on the platform is anchored to this registry.

3. OVERSIGHT FOR DISTRICTS AND MINISTRIES

In short. Officials see only what their role allows, enforced in the database. Aggregate views support planning without exposing individual students.

District, regional and national accounts have their own portals. Access is set by role and enforced in the database, not only on screen, so an official sees the schools in their area and nothing beyond it.

Exam readiness is reported to district, regional and national offices as counts of registered candidates. Individual candidate numbers, and which individual students are not yet registered, stay with the school.

Only schools that have been verified and approved on the platform are counted as SchoolPort schools.

4. HOW A SCHOOL JOINS

In short. Five steps, about three to four weeks from application to a first term on the platform.

Apply (About 15 minutes). A school administrator or proprietor submits the registration form: school name, county and district, approximate enrollment, and a contact person. Nothing is required beyond what is on your registration certificate.

Verification (3–5 working days). We confirm the school exists, is recognised, and that the person applying is authorised to act for it. Every school on the platform has been through this check.

Your portal is created (Same day as approval). Your school gets its own portal address, your school administrator account, and a 7-digit SchoolPort ID series for your students and staff. Your school name, logo and colours are applied to the portal.

Bring your records in (1–2 weeks, at your pace). Upload your student roster from a spreadsheet, or enter it class by class. We map your grade levels, terms and fee structure to how your school actually runs; your calendar stays as it is.

Staff and families get access (When you are ready). You invite teachers and office staff; they activate their own accounts. Parents and students are issued their IDs by your office and sign in on the mobile app. Nobody outside your school can see your records.

5. DATA PROTECTION AND SECURITY

In short. Schools own their records. Access is limited by role, data is encrypted, and the sub-processor list, retention periods and incident process are published.

For official school records the school decides what is kept and for how long, and SchoolPort processes them on the school's instructions. We do not sell data or use it for advertising.

The [Security and Trust](#) page sets out where data is hosted, who can access it, the providers that handle it, retention periods, incident response and how to report a vulnerability. The [Privacy Policy](#) and [Child Safety Standards](#) give the full wording.

6. PRICING AND TERMS

In short. Priced per school from enrollment, as a written quote. No public price table.

Each school receives a written quote based on its size and what it will run.

Enrollment. Pricing reflects the size of your school. Tell us your enrollment when you request a walkthrough.

What you will run. Core records and family access are in every quote. Optional tools such as Kate are used only if you turn them on.

A written summary. After the walkthrough you leave with what onboarding would involve and what it would cost. Applying is a separate step.

See [Pricing](#) and the [Terms of Service](#).

7. SUPPORT

In short. Email support with a reply within 24 hours; child-safety reports first. Live platform status is public.

Write to support@schoolportsis.com. We answer within 24 hours, and child-safety reports are handled first. Platform health is published on the [status page](#).

8. TALK TO US

In short. Ask for a walkthrough for your district or ministry, or send questions by email.

Use [Get info](#) to request a walkthrough. Choose “District / County Official” as your role and tell us how many schools you oversee. We reply within three working days. You can also write to support@schoolportsis.com.

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[Security and Trust](#)

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