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October 14, 2026

Ref: PROP-SEC/RCC/2026

Dear School Proprietor / Principal,

Subject: Institutional Partnership for Broadsheet Automation and Student CBT Readiness — Your Secondary Institution

Every academic term, Nigerian private secondary schools lose dozens of administrative hours to manual calculation delays, broadsheet errors, and the friction of tracking outstanding tuition payments. At the same time, parents increasingly expect secondary schools to prepare their children for a digital world—specifically ensuring they are fully confident in Computer-Based Testing (CBT) before sitting for national examinations.

ExtremeSolutions is extending an institutional partnership invitation to **Your Secondary Institution** to deploy our modern School Operating System (sms.extremesolutions.com.ng) starting this academic term.

The Three Operational Challenges We Solve for Your School

Operational Bottleneck	The ExtremeSolutions Transformation
Manual Broadsheet Delays: Teachers spend 2–3 weeks using calculators, leading to calculation discrepancies and delayed vacation releases.	**1-Click Automated Report Dossiers:** Teachers input raw scores. The system automatically computes continuous assessments, percentages, positions, and prints branded report cards instantly.
Tuition Leakage & Debtors: Unclear records on partial payments and parents defaulting on fees prior to termly examinations.	**Real-Time Financial Ledger:** A clean, single-screen dashboard showing exact fee balances, generating automatic receipts and payment tracking.
JAMB CBT Shock: Students reaching SS3 with zero practical computer exposure, struggling with navigation and timing on test day.	**In-House CBT Assessment Module:** Students sit for routine class tests and terminal mock exams on a digital interface, making computer interaction second nature.

Our 48-Hour Assisted Deployment Commitment

We recognize that your staff is busy. You do not need to figure this software out on your own:

- **Zero Data Burden:** Provide us your student lists on paper or Excel—our technical team migrates the entire student body into your secure database within 48 hours.
- **On-Site Staff Certification:** We conduct a 1-hour hands-on training workshop at Your Secondary Institution for your teachers and examination officers.
- **Dedicated Support:** We remain on call throughout your examination and result-generation periods to guarantee zero system downtime.

We propose a brief 15-minute technical briefing and live broadsheet walk-through at your administrative office next week, where we will generate a live sample broadsheet for your review.

Yours sincerely,

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