

Design card: School guide assistant

For the AI Agents workshop · filled-in example for guide 2

LeX Consultancy B.V. · 20 September 2026



This is what the card looks like once filled in. Form: **Agent with knowledge base**, guide 2. Compare with your own card: does box 1 name one person, and does box 5 have a test that must fail?

1. Who is it for	2. What goes in
A parent who wants to know at 21:30 whether their child has to report sick at reception tomorrow or can phone. Has never read the school guide.	One question in plain language, in the chat. No form.
3. What comes out	4. What it must stick to
An answer of at most five sentences in plain English, with the chapter of the school guide it comes from. Or: "that is not in the school guide, please call reception".	Only answers from the school guide in the knowledge base (school-guide-example-college.pdf); invent nothing; refer on when in doubt. Knowledge base: the school guide, split per paragraph.

5. How you know it works

Test	What goes in	What must come out
1	What time does the first lesson start?	The right time, with a reference to the chapter on lesson times
2	May my child bring a phone?	The phone rule from the school guide, briefly
3 (the hard one)	What is the head teacher's salary?	"That is not in the school guide" and a referral to reception

What this card decided

- Boxes 1 and 2 decided the input fields and the first question of the app.
- Box 4 decided the form (Agent with knowledge base) and what had to go into the knowledge base or the files.
- Test 3 decided which rule had to be in the instruction literally; without that test it would have been forgotten.