

## **YOUR MONTHLY CHECKLIST FOR SEAMLESS SCHOOL MANAGEMENT**

### **Attendance & Enrollment**

- Review and verify student attendance records
- Follow up on chronic absenteeism cases
- Update enrollment numbers and process new admissions
- Prepare attendance reports for relevant authorities

### **Staff & Payroll**

- Confirm staff attendance and leave records
- Process payroll and salary payments on time
- Schedule and communicate upcoming staff meetings or training
- Update staff certifications and professional development records

### **Financial Management**

- Review school budget and expenditures
- Collect and record fees/payments from parents
- Prepare monthly financial reports
- Reconcile accounts and ensure transparency

### **Compliance & Safety**

- Verify compliance with education regulations and policies
- Conduct safety drills (fire, lockdown, etc.) and document results
- Inspect school facilities and equipment for safety hazards
- Update emergency contact lists

## Academic & Curriculum Support

- Review teaching schedules and substitute arrangements
- Monitor student progress and exam preparations
- Coordinate with teachers on curriculum delivery and materials
- Schedule parent-teacher conferences as needed

## Communication & Engagement

- Send monthly newsletters or updates to parents and staff
- Respond to parent and community inquiries promptly
- Organize school events and extracurricular activities calendar
- Update school website and social media channels

## Technology & Infrastructure

- Check functionality of IT systems and software updates
- Backup important school data regularly
- Ensure classroom technology is operational
- Plan upgrades or maintenance if required

## Inventory & Supplies

- Take stock of school supplies and reorder as needed
- Review inventory of textbooks and learning materials
- Monitor maintenance schedules for school vehicles and equipment