

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