2022–2023 Back-to-School Checklist for School Administrators

Enrollment & Academic Data

- ☑ Calculate total end-of-year school enrollment.
- ☑ Calculate total beginning-of-year school enrollment.
- ☑ Calculate total enrollment by grade level.
- ☑ Complete overview of academic data for individual students, grade level, and subgroups.

Budgeting & Purchasing

- ☑ List core curriculum materials (equipment, resources, services, or supplies) by subject to be ordered for 2022–2023.
  - > Calculate total of student and teacher editions needed per grade level.
- ☑ List supplemental materials (equipment, resources, services, or supplies) by subject to be ordered for 2022–2023.
  - > Calculate total of student and teacher editions needed per grade level.

Inventory & Storage

- ☑ Identify team members who will help inventory instructional materials by grade leve.l
- ☑ Schedule date(s) that curriculum materials will be picked up at the end of the year and organized for the 2022–2023 school year.
  - > Organize materials by grade level and subjects.
  - > Clearly label storage areas for easy access.
- ☑ Identify point of contact to receive and store deliveries during the summer.

Community Strategy

- ☑ Identify communication methods for school staff, students, families, and community-at-large.
- ☑ Determine discussion points for Staff and Parent Welcome Letters and dates for distribution.
- ☑ Identify priorities for school-wide communications with students and staff members through school announcements and assemblies.
- ☑ Create scripts/agenda for school announcements and assemblies.

Strategic Calendar

- ☑ Create a draft version of the 2022–2023 calendar.
- ☑ Review the calendar at every planning meeting when possible.
- ☑ Share the calendar with all staff members to review and update before the school year kicks off.

Collaboration with Key Instructional Staff

- ☑ Schedule summer planning times.
- ☑ Invite key members of the instructional team.
- ☑ Create an agenda for meetings.

DIAGNOSE — INSTRUCT — PRACTICE

Measuring Up reach

Measuring Up insight

Measuring Up myQuest