The School Administration Starter Kit

A practical starting point for bringing your school’s daily workflows together.

1. List the tasks your office handles each day: attendance, fees, student records, schedules, and family updates.

2. Name an owner for each workflow and agree on who can view or edit the records.

3. Review current student and guardian details before moving information into a shared system.

4. Choose one workflow to introduce first. Give staff a short walkthrough and time to ask questions.

5. Agree on how corrections and support requests should be handled.

6. Review the first week with your team and adjust the routine where needed.