ACNEXUS
School Manager

CHECKLIST

School Administration Checklist

A practical checklist for running the school office well — and for preparing to move to a school management system.

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Every day

- ☐ Class registers taken before the first lesson
- ☐ Every fee payment recorded with a receipt
- ☐ Visitors and pick-ups recorded
- ☐ Staff sign-in checked; absences covered
- ☐ Cash and mobile money reconciled

Every week

- ☐ Debtors list reviewed by class
- ☐ Fee reminders sent to parents with balances
- ☐ Lesson notes reviewed and approved
- ☐ Expenses approved and recorded
- ☐ Backup of records made and stored off-site

Every term

- ☐ Fee structure and bills issued before resumption
- ☐ Class lists, subjects and teacher assignments updated
- ☐ Continuous assessment scores entered as tests are marked
- ☐ Report cards printed and published to parents
- ☐ Financial report for the proprietor / board
- ☐ Staff appraisals and leave balances reviewed

Preparing for a school management system

- ☐ Choose one person to lead the change
- ☐ List classes, subjects and the grading system
- ☐ Write down the fee structure, optional items and discounts
- ☐ Collect student lists with parents' phone numbers (spreadsheet)
- ☐ Collect staff list with roles and salary details
- ☐ Decide who needs access and what each role may do
- ☐ Check computers, phones and internet at the school

Book a free demonstration
Call 0502603633 or 0554288208, WhatsApp us, or book online on the ACNEXUS School Manager website.