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Strategic Software Selection Checklist
for Schools

Use this checklist to ensure that the software you select aligns with both your educational philosophy and community needs.

1. Educational Philosophy Alignment

☐ **Supports Pedagogical Approach**: Does the platform enable or reinforce your school's instructional model (e.g., Montessori, project-based learning, flipped classroom)?

☐ **Assessment Philosophy Match**: Can it handle assessments, competency-based grading, or traditional exams based on your approach?

☐ **Student-Centered Design**: Given that you need this, is the user experience tailored for student independence, personalized learning, or guided instruction?

☐ **Curriculum Flexibility**: Can the system adapt to custom curricula and evolving educational standards?

2. Community and Stakeholder Needs

☐ **Parent Communication Tools**: Does it offer seamless communication with parents/guardians?

☐ **Teacher Usability**: Can non-tech-savvy educators operate it with minimal training?

☐ **Student Inclusivity**: Is it accessible for students with disabilities or those who require alternative learning methods?

☐ **Community Feedback Integration**: Can stakeholders (parents, staff, students) give feedback through the system?

3. Cultural and Institutional Fit

☐ **School Size Appropriateness**: Is it scalable for your current and projected enrollment?

☐ **Local Compliance & Language**: Does it meet regional regulatory requirements and support local languages?

☐ **Custom Branding**: Can the platform reflect your school's identity and values?

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4. Operational and Technical Compatibility

- ☐ **Multi-functional Slatform**: Does it offer SIS, gradebooks, or HR tools already in use?
- ☐ **Cloud-Based & Secure**: Is data encrypted and hosted reliably?
- ☐ **Mobile Access**: Can students and parents use it from phones or tablets?
- ☐ **Data Portability**: Can you export data easily if you switch platforms?

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5. Cost and Sustainability

- ☐ **Transparent Pricing Model**: Are all costs (setup, support, training) clear and justifiable?
- ☐ **Fits Budget Constraints**: Does it align with your school's budget for software and tech?
- ☐ **Long-Term Viability**: Is the vendor stable and likely to be around in a few years?

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6. Support and Training

- ☐ **Vendor Training Resources**: Is onboarding available for all user types?
- ☐ **Ongoing Support**: Is customer service responsive and knowledgeable?
- ☐ **Community and Documentation**: Is there a knowledge base or peer support forum?

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7. Evaluation and Decision-Making

- ☐ **Trial Period or Demo**: Can you test the platform in a real-world context?
- ☐ **Stakeholder Review**: Have you gathered feedback from teachers, IT, parents, and admin staff?
- ☐ **Defined Evaluation Criteria**: Have you ranked features based on *must-haves* vs. *nice-to-haves*?