



Administrator Checklist: Prep Your School for Day One

An essential to-do list for private school leaders to ensure smooth operations, strong communication, and safe learning environments.

- Finalize staff rosters, contracts, and teaching assignments
- Confirm enrollment, class size distribution, and waitlists
- Test and verify classroom equipment and connectivity
- Run safety drills and review protocols with staff
- Prepare and distribute welcome packets and student IDs
- Communicate policy updates, dress codes, and attendance rules
- Coordinate schedule updates across calendars and staff meetings
- Ensure student mental health supports are accessible and visible