

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

