

Vendor Evaluation Checklist

Before you commit to a provider, run through this checklist to make sure the platform delivers real value and won't waste your team's time.

- ☐ Import a real student roster and verify the process is seamless.
 - ☐ Create a sample timetable and confirm conflict detection works.
 - ☐ Send a parent message through the system and test delivery.
 - ☐ Generate a compliance or attendance report.
 - ☐ Check for mobile-friendly access for parents, teachers, and admins.
 - ☐ Ask about integrated functionality.
 - ☐ Review customer support, data portability options, and security policies.
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When schools follow this checklist during a short demo or pilot, decision-making becomes faster and clearer. It turns abstract software claims into measurable tasks that directly prove whether a vendor is the right fit.