DreamClass

Digital Transformation Action Checklist for Schools

Before diving into tools, ensure your plan is grounded in real needs.

Use this checklist to stay focused:

	Notes:
☐ Audit your workflows for bottlenecks	
☐ Start with one high-impact process (like attendance)	
☐ Use platforms built for non-IT staff	
☐ Communicate consistently and clearly with parents	
☐ Train staff using peer support and short tutorials	
☐ Track metrics to assess progress	
☐ Avoid common digitization pitfalls	
☐ Leverage tools to reinforce your school's values	
☐ Evaluate EdTech vendors before signing contracts	