

# 9 Questions to Ask When Auditing Your School Operations

When school or district leaders get their operations right, everything else is easier.

These tasks involve everyone, and happen everyday (or on a schedule). Fix these, and you'll save time, get more done, and improve culture in your schools.

To audit your school operations, ask yourself these questions:

## **Attendance**

- Are there long lines at the attendance sign-in desk for staff and students?
- Do your attendance managers need to track down students to correct attendance errors?

## **Software**

- Do your most used software tools have a great user experience?
- Do you use SSO?

## **Drills & Emergencies**

- Do teachers rely on paper rosters to track students during drills and emergencies?
- Can administrators get real-time updates on students' locations during drills and emergencies?
- Can students mark themselves as safe during drills and emergencies? Can other staff members besides a students' teacher mark them as safe?

## **Communications**

- Can leaders quickly reach parents with critical information across many channels?
- Do your mass communications go to only the people who need it?

As you answer these, think about the processes, people, and tools involved. By ensuring that each of these fits your needs, you'll be on your way to a successful, less stressful school year.

*Learn more about improving your school's critical operations at [www.ruvna.com](http://www.ruvna.com).*