

District Site Checklist	
Basic Contact Info	Directories
Physical Address	Staff
Mailing Address	Alumni
Phone Number	
Email Address	
Fax	
Contact info for Admins	
Directions/Maps	
District Info	News & Announcements
Mission	Superintendent Message
Board of Education	Achievements, Celebrations
District Data	Important upcoming Events
Financial Transparency	
Departments	
Programs and Services	
Superintendent	
Employment	
Schools	
Resources	Calendar
Student Info/links	BOE Meetings
Info for Parents/ Portal	Holidays
Community/Alumni info	Registraition dates
Staff info/links	Testing Dates
Enrollment/Admissions Info	Community Events
e-Communication Sign Up	Athletic Events
Dignity for All Students Act	
FAQs	
Social Media Links	

School Site Checklist	
Basic Contact Info	Directories
Physical Address	Faculty and Staff
Mailing Address	Class webpages
Phone Number	Departments
Fax Number	Clubs/ Groups
Email Address	
Principal Info	
School Info	News & Announcements
School Vision/Values	Principal Message
Library Media Centers	Newsletters
Guidance/Counseling	Achievements, Celebrations, Events
Technology Dept/Help Desk	Requests for Participation or Support
Extracurricular	
Departments	
Athletics	
Administration	
Resources	Calendar
Bell Schedule	Holidays
Bus Schedule	Picture Day
Code of Conduct	Parent Teacher Conferences
Lunch Menu	Exam Dates
Homework Help	Arts Performances
Grade Book/Attendance	Sporting Events
College/Career Planning	Club Events
Anti-Bullying Information/Form	School Dances
Student Handbooks	Registration Deadlines
Important Documents and Forms	Progress Report Distribution
Curriculum Maps	PTA Meetings
	Fundraising Events
	Book Fairs
	School Tour Dates

Classroom Site Checklist	
Basic Contact Info	News & Announcements
Contact Information	Deadlines
Course Description	General Reminders
Schedule	Recognition/Achievements
Room Number	Changes to Calendar
	Inspiration
	Classroom Special Events
Resources	Calendar
Course Syllabus	Homework
Study Guides	Projects
Rubics	Tests
Worksheets	Quizzes
Homework Help	Field Trips
Online tools/guides	
Presentations	
Podcasts	
Whiteboard Notes/Files	

Group Site Checklist	
Basic Contact Info	News & Announcements
Contact Information	Events/Deadlines
Group Description	General Reminders
Schedule	Recognition/Achievements/Awards
	Changes to Calendar
	Invitations/Participation Requests
Resources	Calendar
Forms	Events
FAQ's	Meetings
Schedules	Trainings
Meeting Minutes	Deadlines
Links to Affiliate Websites	Conferences
Online tools/guides	
Photos	
Surveys	
Alumni Member Info	
Newsletters	
Podcasts	
Brochures	