

Summer Ready Check List

Get your website ready for the summer!



Review Your Current Site

- ☐ Update Staff Directory
- ☐ Check contact information is correct
- ☐ Remove or update old documents
- ☐ Remove out of date articles and forms
- ☐ Replace and update photos

Add Back to School Information

- ☐ School supply lists
- ☐ Bussing Information
- ☐ Course outlines and schedule information
- ☐ Create a frequently asked questions page for parents

Add Summer School Information

- ☐ Course offerings
- ☐ Course outlines
- ☐ How to register
- ☐ Schedule

Update School Closure Information

- ☐ Dates the office is closed
- ☐ Provide an alternative contact for the duration of the closure

Update Registration Information

- ☐ Key dates
- ☐ Link to transportation page
- ☐ Step-by-step registration instructions
- ☐ Link to the registration page on your district's website

Update Fall Calendar

- ☐ Link to your district's full downloadable calendar
- ☐ Add fall dates to your school calendar



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