Choosing Your Attendance Management Solution:

Team Assembly Checklist

Use this checklist to ensure you've got all the right people on board for choosing and implementing your attendance management solution. We've included key reasons for each role and space for additional notes.

Core Team Members

☐ 1. Administrator with decision-making authority

Name:

_____

Key reasons for inclusion:
- *Has authority to approve budget and resources*
- *Can align attendance goals with broader district objectives*

Additional responsibilities:

_____

_____

☐ 2. IT representative familiar with current systems

Name:

_____

Key reasons for inclusion:
- *Can assess technical requirements and integration capabilities*
- *Understands district's current technological landscape*

Additional responsibilities:

_____

_____

☐ 3. Counselor or Student Support Services Rep

Name:

_____

Key reasons for inclusion:
   • _Understands student needs and barriers to attendance_
   • _Can provide insights on effective intervention strategies_

 Additional responsibilities:

_____

_____

☐ 4. Teacher Representative

Name:

_____

Key reasons for inclusion:
   • _Provides classroom-level perspective on attendance issues_
   • _Can give feedback on user-friendliness for daily attendance taking_

 Additional responsibilities:

_____

_____

☐ 5. Data Analyst or Attendance Clerk

Name:

_____

Key reasons for inclusion:
- *Familiar with current attendance data and reporting needs*
- *Can evaluate data analysis and reporting features of solutions*

Additional responsibilities:

_____

_____

☐ 6. Family Engagement Coordinator

Name:

_____

Key reasons for inclusion:
- *Understands family communication needs and preferences*
- *Can assess family-facing features of the solution*

Additional responsibilities:

_____

_____

Additional Team Members

☐ 7. Role: _____ (*e.g., School Principal*)

Name:

_____

Key reasons for inclusion:
- _____
- _____

Additional responsibilities:

_____

_____

☐ 8. Role: _____ (*e.g., Student Representative*)

Name:

_____

Key reasons for inclusion:

- _____

- _____

Additional responsibilities:

_____

_____

Notes:

_____

_____

_____

_____