Admissions & Enrollment

Action Steps Checklist

Print & Collaborate With Your Team

School choice success starts with cross-team coordination and intentional planning. This checklist covers practical steps your admissions team can take to streamline processes, support families, and stay ahead of deadlines.

- ◯ Align admissions policies with your mission and school choice participation.
- ◯ Coordinate with administration/business office on capacity and funding alignment.
- ◯ Set internal review cycles that align with school choice timelines and award dates.
- ◯ Capture and segment school choice participants in your admissions system.
- ◯ Ensure your website has a clear "School Choice" page with eligibility and deadlines.
- ◯ Translate all materials and ensure mobile-friendly access for all families.
- ◯ Guide families through external choice applications and automate reminders for deadlines and tasks.
- ◯ Track inquiries, applications, conversions, and yield by funding type.
- ◯ Monitor incomplete or abandoned applications and follow up proactively.
- ◯ Use FACTS Data Insights to forecast enrollment trends and inform planning.
- ◯ Meet regularly with marketing, finance, and financial aid to align messaging and process.
- ◯ Share school choice success stories in partnership with marketing.
- ◯ Assign a "school choice point person" to stay current on state programs and support families.

Notes