

# Readiness Checklist



## Instructions

For each category below, rate your school from 1-5:

1 = **Not Started** | 3 = **In Progress** | 5 = **Fully Implemented**

Area of Readiness	1	2	3	4	5	Notes
We understand the funding structure and compliance requirements of our state's school choice program						
Our admission process incorporates school choice eligibility and funding options						
Our business office has a system for tracking and reporting school choice dollars separately from private-pay tuition						
Our financial aid process balances internal aid with external funds effectively						
Our marketing clearly communicates school choice opportunities to prospective families						
We've trained our staff on school choice processes and family communication						
Our leadership team has a strategy in place for integrating school choice into enrollment, financial planning, and long-term growth and risk management strategies						

**Total Score**      / 35

**0-14 = Not Started** – Begin with foundational understanding and coordination

**15-24 = In Progress** – Strengthen systems and interdepartmental workflows

**25-35 = Ready** – Your school is well-positioned to succeed with school choice

## Team Details

**Owner(s)** \_\_\_\_\_

**Target Date** \_\_\_\_\_