

School Digital Checklist 2026

30 things to check before you move your school online. Tick what you already have.

How to use this checklist

Tick every point your school already has. Count the ticks at the end and see your score on page 3. Points you cannot tick are the quickest wins for your school this session.

1. Admissions & student records

- ☐ Every student has one digital profile with photo, documents and class history.
- ☐ Parents can send an admission enquiry online, not only by visiting the school.
- ☐ Enquiries are followed up and you know how many turned into admissions.
- ☐ TC, character and bonafide certificates can be printed in under a minute.
- ☐ ID cards and admit cards are made from the same student data.

2. Fees

- ☐ Fee structure for every class is saved in software, not only in a register.
- ☐ Receipts are printed or sent automatically with a receipt number.
- ☐ You can see the list of pending fees for any class in one click.
- ☐ Parents can pay online by UPI, card or net banking.
- ☐ Fee reminders go to parents automatically before the due date.

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Attendance, exams, parents, staff and your website.

3. Attendance & exams

- ☐ Daily attendance for students and staff is marked on a phone or computer.
- ☐ Parents get a message when their child is absent.
- ☐ Marks are entered once and report cards are generated automatically.
- ☐ Report cards follow your board format (CBSE, RBSE, HBSE or ICSE).
- ☐ Timetables are saved and can be changed without rewriting everything.

4. Parents & communication

- ☐ Parents can log in to see attendance, homework, fees and results.
- ☐ Notices and holidays reach every parent on the same day.
- ☐ Homework is shared online, so no child misses it.
- ☐ The office gets fewer phone calls asking the same questions.
- ☐ Birthday and festival wishes go to families automatically.

5. Staff & accounts

- ☐ Every staff member has their own login with only the modules they need.
- ☐ Salary, leave and deductions are calculated in software.
- ☐ Daily income and expenses are recorded and a day book is ready.
- ☐ Library, transport and hostel records are in the same system.
- ☐ Data can be exported to Excel whenever the management needs it.

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Your website, your data, and your score.

6. Website & online presence

- ☐ The school has its own website that opens well on mobile phones.
- ☐ CBSE schools have the Mandatory Public Disclosure page online.
- ☐ The website shows results, toppers, gallery and the latest notices.
- ☐ The school appears on Google Maps with photos and reviews.
- ☐ Data is backed up and only authorised people can log in.

Your score (count your ticks out of 30)

25 - 30

Digital leader

Keep improving: add WhatsApp alerts and online fees.

15 - 24

Halfway there

An ERP will connect what you already do and save hours every week.

0 - 14

Big opportunity

Start with student records, fees and attendance this session.

Want help with the points you could not tick?

Get a free live demo of our School ERP on a video call. No payment, no commitment.

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