



# District Technology Alignment Assessment

**Directions:** This 30-minute assessment helps district leadership teams evaluate current technology systems and identify opportunities for improvement. Complete with your team.

## Core Team:

- District Technology Director/CTO
- Student Services Director
- Family Engagement Coordinator
- District Attendance/MTSS Coordinator

## Additional Input:

- Building Principals
- Teacher Representatives
- IT Implementation Team
- Family Liaison Staff

## Assessment Details:

Primary Contact: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Role: \_\_\_\_\_

## District Profile:

Total Students: \_\_\_\_\_ Number of Schools: \_\_\_\_\_

Current SIS: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

## Current Technology Landscape

### 1. What systems do you currently use?

	Platform/System	Annual Cost
Attendance Management		
Family Communication		
Student Information		

### 2. How do these systems work together? (check one)

- Fully integrated and automated
- Partially integrated with some manual work
- Mostly separate with manual data transfer
- Completely separate systems

### 3. What is the staff time impact?

Number of staff managing these systems: \_\_\_\_\_

Hours spent weekly on manual processes:  1-5  6-10  11-20  20+

Estimated annual cost of manual tasks: \$ \_\_\_\_\_

## Current Capabilities & Challenges

### 4. Can your current systems provide:

- Real-time attendance updates to families
- Two-way messaging with translation
- Message receipt tracking
- Consistent communication across buildings
- Mobile access for families
- Emergency notifications

### 5. What are your biggest challenges? (check top 3)

- Manual data entry required
- Systems don't share information
- Limited reporting capabilities
- Hard to track trends over time
- Low family engagement rates (Current rate: \_\_\_\_\_ %)
- Language barriers (Top 3 languages needed: \_\_\_\_\_)
- Other: \_\_\_\_\_

## Impact & Action Plan

### 6. Priority Areas to Address:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 7. Expected Benefits:

- Staff time saved
- Additional families
- Target reduction in chronic absence rate
- Other: \_\_\_\_\_

## 8. Solution Requirements:

- Unified communication platform
- Automated attendance tracking
- Enhanced data integration
- Multi-language support
- Mobile accessibility
- Other: \_\_\_\_\_

## 9. Implementation Planning:

### Next 30 Days:

Action: \_\_\_\_\_ Owner: \_\_\_\_\_ Due: \_\_\_\_\_

### 90-Day Goal:

Action: \_\_\_\_\_ Owner: \_\_\_\_\_ Due: \_\_\_\_\_

## Budget Parameters:

Available budget: \$ \_\_\_\_\_

Preferred payment schedule:  Annual  Multi-year

Implementation timing:  Summer  Fall  Spring

## Key Stakeholders for Implementation:

Technical Lead: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Training Lead: \_\_\_\_\_

Schedule Assessment Review Date: \_\_\_\_\_

## Notes:

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