

# Get your School website ready for Summer 2022 Checklist



## Exam Schedule

Publish your year-end exam schedule on your website calendar. Remember, most high school students will look up their exam schedules on a mobile device, and it's much easier to find dates on a website calendar than it is hidden on a PDF!

## School Closure Dates

Publish your school office closure dates on your homepage and in your website calendar.

## Summer School Info

If your school offers summer school programming, make sure students and parents will be able to access the information they'll need online. Why go to summer school? What are the requirements?

## Back to School Info

Start a "Back to School" section of your website with everything a parent needs to know before the first day of school in the fall: important dates (office opening, first day of class), supply lists, course outlines, busing info, schedule information, and FAQs.

## Registration

Make the registration process as simple as possible for parents. Include your school boundary map, step-by-step registration instructions, and links to online or downloadable registration forms.

## Homepage Content

Use the valuable space on your homepage for a featured post or announcement. Highlight important dates or Back to School information.

## Date-Scheduling

Date-schedule web pages and blog posts so that website content gets published at the right time, even while you're on holiday!

## Schedule Posts

You can also schedule social media posts throughout the summer to entice people back to your website. These posts can have fall information and be set to post at a later date on the calendar.

## Fall Calendar Dates

Start filling in your website calendar now, even if you don't yet know every important September date. Visitors will check dates on their phones over the summer.

## Spring Cleaning

Go through your website page by page and remove all out-of-date articles, newsletters, announcements, forms, and photo galleries. Review documents and remove any that are out-of-date. Pick photos that are current and remove old ones. Don't worry about deleting old blog posts, they are date-stamped and visitors understand they aren't current. You should also update the Staff directory to remove/add staff members.



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