

Enrollment-Ready Operations Checklist

A practical tool for school leaders navigating enrollment pressure

How to use this checklist

This checklist helps school leaders assess whether their operational systems—especially procurement—are supporting today’s enrollment realities. The goal is clarity, not perfection.

Buyer’s Market Readiness

- Facilities are consistently clean, safe, and well-maintained
- Vendors delivering visible services are reliable
- Operational issues are resolved quickly
- Staff know who to contact when something breaks
- We rarely scramble before tours or enrollment events

Year-Round Enrollment Readiness

- Procurement decisions are not limited to one time of year
- Approvals do not routinely delay programs or services
- We can adjust services mid-year without disruption
- Vendors are set up before needs become urgent
- Emergency purchasing is rare

Differentiation Support

- Signature programs are supported by stable vendors
- Materials and services arrive on time
- Program leaders are not compensating for operational gaps
- Procurement aligns with long-term priorities
- Operations clearly support what makes us different

Procurement Alignment

- Procurement is involved early in planning
- Contracts support consistency, not just lowest cost
- Staff understand procurement timelines
- Last-minute purchases are uncommon
- Procurement reduces stress for school teams

Final Thought

Enrollment today is shaped by experience, consistency, and trust. Operations—and the systems behind them—play a bigger role than many schools expect.