

Student Information System Checklist

Choosing a new Student Information System is no easy task. Use this checklist to navigate and streamline your new SIS selection process.



✓	Category & Questions to Ask	What to Look For
<input type="checkbox"/>	SIS Needs Assessment What are the recurring pain points with our current SIS across different departments? What features are on our ideal SIS wishlist?	Be thorough with this first step of the process. This will serve as a foundation for the later stages of your SIS evaluation and selection process.
<input type="checkbox"/>	SIS Vendor Reputation What do their current clients say about them? How long have they been in business, and how steady is the company?	See if the vendor has case studies and customer reviews on their website. Look for an established vendor that will be around to support your district for years to come.
<input type="checkbox"/>	CALPADS Compliance Reporting How responsive is the SIS to changing state reporting requirements? How intuitive is the reporting?	The SIS should be up-to-date with evolving California state reporting regulations to ensure accurate reports. The interface should be intuitive and easy to navigate.
<input type="checkbox"/>	Configurable & Extensible SIS What features and workflows are able to be customized? Is it easy to configure different users' interface?	Your prospective SIS should be able to be configured for different staff across your district. It should also allow your district to grow and expand based on your goals.
<input type="checkbox"/>	Custom Reports & Analytics What pre-built reports does the SIS offer? How easy is it to build custom reports? How granular can you get with the data?	A robust SIS should have extensive pre-built and custom report features. Creating reports should also be intuitive and easy for people across your district.
<input type="checkbox"/>	Training & Customer Support What avenues does the SIS vendor provide for help requests? What do they offer to help train your staff on the SIS?	The vendor should be reachable and responsive to help requests. They should have a thorough implementation plan to ensure your district is set up for success.
<input type="checkbox"/>	Streamlined Integrations Does this SIS support our current integrations? Can it support the future products we're interested in?	Note different departments' software and check for interoperability with the new SIS. Ensure any plans for new software are also compatible with the SIS.