



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"/>	<p>SIS Needs Assessment What are the recurring pain points with our current SIS across different departments? What features are on our ideal SIS wishlist?</p>	<p>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.</p>
<input type="checkbox"/>	<p>SIS Vendor Reputation What do their current clients say about them? How long have they been in business, and how steady is the company?</p>	<p>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.</p>
<input type="checkbox"/>	<p>CALPADS Compliance Reporting How responsive is the SIS to changing state reporting requirements? How intuitive is the reporting?</p>	<p>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.</p>
<input type="checkbox"/>	<p>Configurable & Extensible SIS What features and workflows are able to be customized? Is it easy to configure different users' interface?</p>	<p>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.</p>
<input type="checkbox"/>	<p>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?</p>	<p>A robust SIS should have extensive pre-built and custom report features. It should also be intuitive and easy for people across your district to create reports.</p>
<input type="checkbox"/>	<p>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?</p>	<p>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.</p>
<input type="checkbox"/>	<p>Streamlined Integrations Does this SIS support our current integrations? Can it support the future products we're interested in?</p>	<p>Note the softwares used by different departments and check for interoperability with the new SIS. Ensure any plans for new software are also compatible with the SIS.</p>