

Term checklist

From term opening to term closing. Tick each job when it is done. Guides: <https://www.shuleos.co.tz/docs/admin> and <https://www.shuleos.co.tz/docs/teacher>

BEFORE THE TERM OPENS

☐	Office	Set the term dates; check the calendar has the holidays and events.
☐	Office	Promote students to their new classes (year start only) and check every student is enrolled.
☐	Office	Check class teachers, subject teachers and the timetable for the term.
☐	Office	Check fee amounts, then generate the term's invoices and send fee reminders.
☐	Office	Create the term's exams and the exam timetable.

EVERY WEEK

☐	Class teachers	Take the register every day.
☐	Teachers	Plan lessons and set homework.
☐	Office	Record payments as they arrive and give receipts.
☐	Office	Approve leave requests; check staff attendance.
☐	Office	Look at the dashboard's "Needs your attention" list.

EXAMS AND REPORTS

☐	Office	Publish the exam timetable; assign invigilators.
☐	Subject teachers	Enter marks for every class and subject.
☐	Office	Check Marks Progress: nobody is missing marks.
☐	Office	Complete the exam (this locks the marks).
☐	Office	Generate report cards.
☐	Class teachers	Write report comments and rate behaviour.
☐	Office	Check the cards, then release them to parents.

CLOSING THE TERM

☐	Office	Send fee reminders for what is still owed; review arrears.
☐	Office	Run payroll for the month and mark it paid.
☐	Office	Print or export the attendance, fee and exam reports for the head teacher.
☐	Office	Check stock levels and the Running out report (papers, warranties).
☐	Office	Take a backup and keep a copy off the school computer.