

Quarterly Website Review



Use this checklist to quickly review your school or district website to ensure it's up-to-date and has what parents need!

Homepage:

Are all of the links still relevant?

News section has a recent post.

Calendar has upcoming events

Menu:

Page titles are short

Only three layers of navigation

Only 6-7 top-level menu items

Content Review:

Check For:

Is the content easy to read on the page?
Use titles and headings to break up big blocks of text

Remove Outdated:

Documents

Pages

Quick links

Staff Directory Entries

Forms

Notices

Information on Pages

Image Review:

Ensure images do not have text in them

Replace outdated images with new ones

School District Office Only:

Share seasonal information (such as Back to School) with schools

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