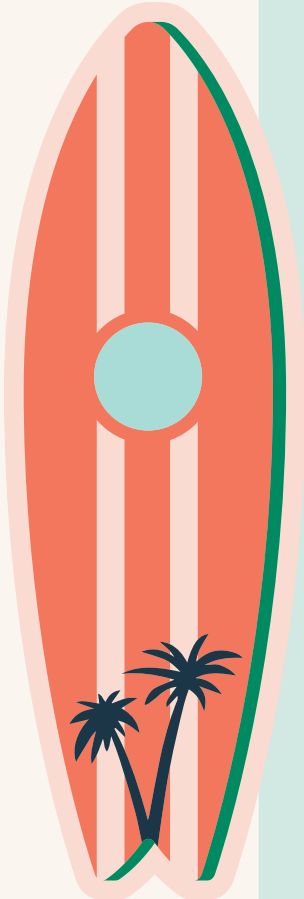# Summer Ready
Check List

Get your website ready for the summer!

Review Your Current Site

- Update Staff Directory
- Check contact information is correct
- Remove or update old documents
- Remove out of date articles and forms
- Replace and update photos

Add Back to School Information

- School supply lists
- Bussing Information
- Course outlines and schedule information
- Create a frequently asked questions page for parents

Add Summer School Information

- Course offerings
- Course outlines
- How to register
- Schedule

Update School Closure Information

- Dates the office is closed
- Provide an alternative contact for the duration of the closure

Update Registration Information

- Key dates
- Link to transportation page
- Step-by-step registration instructions
- Link to the registration page on your district's website

Update Fall Calendar

- Link to your district's full downloadable calendar
- Add fall dates to your school calendar

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