

11 Steps to Wrap Up Your School Year



Complete Performance Evaluations

End the school year by conducting thorough performance evaluations for all staff. This is a crucial step in recognizing achievements, addressing areas for improvement, and planning professional development opportunities.



Update Staff Records and Certifications

Ensure all staff records are current, including contact information, emergency contacts, and professional certifications. Verify that any required certifications are up to date and schedule reminders for renewals due in the upcoming school year.



Conduct Exit Interviews

For staff not returning in the next academic year, schedule and conduct exit interviews. These can provide valuable insights into the working conditions and potential areas for organizational improvement.



Staffing for Summer and the New School Year

Review staffing needs for summer programs and the upcoming school year. Begin recruitment early to fill any anticipated vacancies and ensure a smooth start to the new school year.



Review and Update HR Policies

Stay compliant with changes in labor laws and educational policies. Review your HR policies and update them as necessary to reflect any new regulations or district initiatives.



Plan and Schedule Professional Development

Professional development doesn't stop when the school year ends. Whether it's technology integration and digital literacy or social-emotional learning (SEL), plan and schedule summer training sessions to enhance your staff's skills and prepare them for new challenges in the upcoming year.



Enhance Employee Engagement and Wellness Programs

Evaluate the effectiveness of your current employee wellness and engagement programs. Summer is a great time to introduce new initiatives or enhance existing programs to boost morale and support staff well-being.



Prepare for Onboarding New Hires

Did you know only 28% of districts have digital onboarding processes? The end of the year is the perfect time to streamline your onboarding process for new hires. Ensure that all onboarding materials are updated and that your process is ready to welcome new staff effectively.



Utilize Data & Analytics for HR Decisions

Analyze data from performance evaluations, surveys, and other HR metrics to inform staffing decisions, professional development plans, and employee engagement strategies. Use this data to identify trends, address issues, and enhance overall organizational effectiveness.



Budget Review and Resource Allocation

Conduct a thorough review of the past year's budget and make adjustments for the upcoming fiscal year. Ensure that resources are allocated efficiently to cover all necessities, from staffing to professional development.



Communicate with Staff and Stakeholders

Keep the lines of communication open. Provide regular updates about any changes or important dates for the upcoming school year through newsletters, emails, and staff meetings.

This comprehensive checklist ensures that K-12 HR administrators can manage their responsibilities effectively, allowing them to focus on what truly matters—supporting the educators who nurture our students' growth. As we move forward into summer and the next academic year, preparation today can pave the way for success tomorrow.