

# OPTIMIZATION CHECKLIST

## CHECK-IN / CHECK-OUT

- Track daily attendance
- Sign-in / out of meetings and activity sessions
- Eliminate classmate sign-in
- Assign seating areas or groups
- Manage equipment check-out

## ACCESS CONTROL

- Real-time credential validation
- Record absences, late arrivals, and unauthorized scans
- Monitor entry/exit points, workstations, and restricted areas
- On-site location tracking

## EMERGENCY MUSTERING

- Implement emergency management procedures
- Create virtual muster points
- Take headcount
- Access real-time site attendance records
- Lookup emergency contact information
- Reduce drill time

## DATA TRACKING

- Monitor wellness programs
- Track cafeteria visits, gym usage, and school activity programs
- Record commuter transportation and ridership usage
- Audit program effectiveness
- Calculate program cost and ROI

## REPORTING

- Reconcile attendance with grading systems
- Maintain records for audit
- Analyze costs and productivity
- Forecast resources for upcoming school years

