SCHOOL ADMIN LEAK CHECK

Your staff should teach, *not chase paperwork.*

Fee screenshots on WhatsApp, tests marked by hand, certificates typed one by one, reminders nobody sends. Find the job eating most of your week. Circle the answer closest to the truth, and write its number in the last column.

				YOUR SCORE
Fees checked by hand How do you confirm that fees have been paid?	*0* Paid online, confirmed automatically	*1* Transfers checked against bank statements	*2* Screenshots sent on WhatsApp	◯
Tests marked by hand How are tests and quizzes marked?	*0* Automatically	*1* Partly by hand	*2* All by hand	◯
Certificates typed one by one How are certificates or result slips produced?	*0* Generated and sent automatically	*1* Mail merge, then emailed by hand	*2* Typed one by one	◯
Reminders nobody sends How are students reminded about classes and deadlines?	*0* Automatically	*1* A broadcast, when someone remembers	*2* They aren't	◯
Records in five places Where do enrolment, progress and payment records live?	*0* One system	*1* A few spreadsheets	*2* Paper files and chats	◯

HOW TO READ IT

Your highest-scoring leak is where to start. Any leak scoring 2 is costing you every week. A total of 6 or more means the back office is holding the business back.

WHAT FIXES EACH LEAK

Fix the biggest one first, *then the next.*

Fees checked by hand	Fees paid online by card, transfer or USSD. The payment is confirmed with the provider for the right amount, and the student is enrolled without anyone checking. Built for an online school: Paystack payments checked on the server before they count, with learners enrolled automatically.
Tests marked by hand	Quizzes marked the moment they are submitted, with questions drawn at random and time and attempt limits enforced. Built for an online school: randomised quizzes and final assessments, marked on the server.
Certificates typed one by one	One design and one list in, every certificate out, each emailed and each with a QR code anyone can check. Kiacert: 2,000 certificates generated in 20 seconds in testing, with 14 fonts that print Yoruba, Igbo and Hausa names correctly.
Reminders nobody sends	Reminders a day and an hour before every class, results sent when work is graded, and a note when a certificate is issued. Built for a realtor training academy: reminders a day and an hour before every live session, sent automatically.
Records in five places	One system for enrolment, lessons, progress, attendance and payments. Students see their own record; staff see everyone's. Built for an online school: one platform for programmes, progress, live class attendance, payments and certificates.

Want a second pair of eyes? *15 minutes, free.*

Take the 2-minute online check at automate.thesomidee.com/check/schools/, or book an automation audit on one process.

DM "AUDIT"