

QUARTERLY TECHNOLOGY TO-DO'S

FOR K-12 CHARTER SCHOOLS

FALL (Q4: OCTOBER - DECEMBER) THEME: IMPLEMENT

- Finalize installations and deployments with minimal class disruption. ☐
- Provide on-demand support and refresher PD as staff settles into tools. ☐
- Launch cybersecurity awareness campaigns and MFA enforcement. ☐
- Begin Form 470 process for E-Rate FY2026 (due by Thanksgiving). ☐
- Conduct mid-year review of device health and usage analytics. ☐
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WINTER (Q1: JANUARY - MARCH) THEME: AUDIT

- Submit E-Rate Form 471 for FY2026. ☐
- Run impact analysis: link tech tools to academic outcomes. ☐
- Prep data for board reports and charter renewal updates. ☐
- Audit Ed Law 2-D compliance (device policies, vendor agreements). ☐
- Submit applications for new state safety/STEM grants. ☐
- Refine next year's roadmap with updated insights. ☐
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SPRING (Q2: APRIL - JUNE) THEME: PLAN

- Finalize your annual tech roadmap with leadership. ☐
- Align major projects to funding streams: E-Rate, ESSA Title IV-A, state safety grants. ☐
- Review past year's tech audit to identify gaps. ☐
- Prepare draft purchase orders and timelines for summer procurement. ☐
- Confirm PD needs for teachers (e.g., LMS, cybersecurity, STEM tools). ☐
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SUMMER (Q3: JULY - SEPTEMBER) THEME: PURCHASE

- Submit purchase orders before vendors hike prices. ☐
- Take advantage of back-to-school promos (e.g., device buy-backs, display bundles). ☐
- Get board approval for major tech spends. ☐
- Begin device configuration, Wi-Fi upgrades, and safety system installs. ☐
- Schedule teacher tech trainings in late August. ☐
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- ☐

Align this tech cycle with your school's academic goals and charter renewal timeline.
For help customizing your calendar or bundling funding streams, contact:

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