ELEMENTARY SCHOOL CLASS LIST ONE PAGER

At **Class Creator**, we have helped elementary/primary schools make over four million student placements. In that time we have noticed three things that impact how efficient and effective a school is when creating great classes:

1. **Priorities**- Clearly defined priorities.
2. **Process**- A well-planned and documented process.
3. **System**- An appropriate system to handle this complex process.

1. PRIORITY PYRAMID

There are almost an infinite number of factors and variables that you could consider when making your class list.

By making a Priority Pyramid, you ensure that your top priorities are not overshadowed by your "Nice to Haves" and everything else.

CLASS LIST PRIORITY PYRAMID

Layer 1
Constraints
3-5 Factors

Layer 2
Must Haves
3 Factors

Layer 3
Nice to Haves
3-8 Factors

Layer 4
Everything Else
Unlimited Factors

2. YOUR PROCESS

Having a clear, well-documented, and well-communicated class list creation process at your school will save you a lot of work in the long run. Below are links for a few resources to help ensure your school has a great process.

School Policy [DOWNLOAD Editable Example]

Timeline [DOWNLOAD Editable Example]

Assessment Rubric [DOWNLOAD Editable Example]

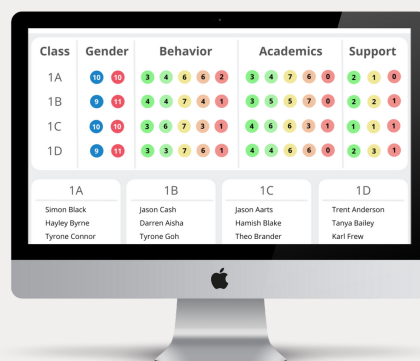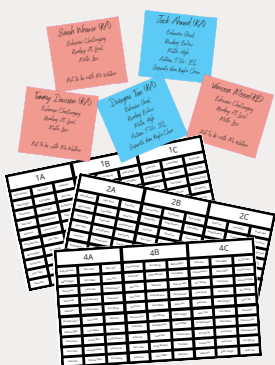Communication [DOWNLOAD Editable Example]

3. YOUR SYSTEM

You must have an extremely well-organized, secure, and user-friendly system in order to achieve the class lists your school deserves. Spreadsheets, post-it notes, and placement cards cannot handle data efficiently enough to avoid mistakes and make the best classes possible.
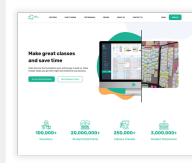
The main things to consider when reviewing your Class List System are:
- Is it flexible enough to meet the needs of Your Priority Pyramid?
- Is it going to help you make the best classes possible for your school?
- Is it going to encourage consistency across your school?
- Is it efficient? Does it value the time of all the educators in your school (including yourself)?
- Is it easy to use? Does it require staff meetings to train staff?
- Is it capable of collecting huge amounts of data?
- Is it capable of displaying that huge amount of data in a way that informs decision-making?
- Is it capable of empowering educators?
- Is it secure? Both the student data and the class lists themselves.
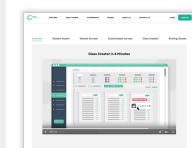- Is it going to function in the future? EG. Recording student history.