

K-12 Dismissal Software Selection Checklist

Vendor Selection Template

This template is designed to help schools and districts consistently evaluate and compare dismissal software vendors. Districts may modify criteria, scoring, and weighting to align with local requirements.

Revised by Brent England, COO, Nutri-Link Technologies, Inc.

Brent England is the Chief Operations Officer of [Nutri-Link Technologies, Inc.](#) and brings more than 25 years of experience helping organizations leverage technology to improve operational efficiency, enhance service delivery, and support student success. Throughout his career, Brent has worked at the intersection of technology, project management, software implementation, and customer success, partnering closely with school districts to solve complex administrative and school nutrition challenges. As a member of the leadership team at Nutri-Link Technologies, Inc., a trusted industry leader that has served K-12 schools nationwide for more than two decades, Brent combines deep industry knowledge with practical, real-world experience to help educational leaders make informed technology decisions.

School/District: _____

Vendor: _____

Evaluation Date: _____

Evaluator(s): _____

Scoring

- 0 = Does Not Meet Requirement
- 1 = Partially Meets Requirement
- 2 = Meets Requirement
- 3 = Exceeds Requirement

1. Student Safety & Accountability (Highest Priority)

Criteria	Score
Real-time dismissal tracking for every student	—
Student dismissal status visible to staff instantly	—
Parent/guardian authorization controls	—
Ability to manage custody restrictions and legal alerts	—
Emergency dismissal procedures supported	—
Digital audit trail of all dismissal actions	—
Visitor or pickup verification process	—
Alerts for incorrect pickup attempts	—
Secure user authentication	—
Role-based permissions for staff	—

Section Total: ____ / 30

Notes:

2. Parent & Guardian Experience

Criteria	Score
Simple mobile app or web access	—
Easy change of dismissal plans by parents	—
Automated confirmation notifications	—
Multi-language support	—
Push notifications and email options	—
Parent-friendly user interface	—
Ability to support multiple children in one account	—
Real-time arrival notification to school	—

Section Total: ____ / 24

Notes:

3. School Operations & Efficiency

Criteria	Score
Supports car riders, walkers, buses, daycare, and after-school programs	—
Reduces manual paperwork and phone calls	—
Staff dashboard is easy to learn	—
Quick student lookup and search features	—
Supports dismissal changes during the school day	—
Real-time updates across devices	—
Customizable workflows by school	—
Handles large student populations efficiently	—

Section Total: ____ / 24

Notes:

4. Technical Requirements

Criteria	Score
Cloud-based solution	—
Works on iOS and Android devices	—
Web browser access for staff	—
Integration with Student Information Systems (SIS)	—
Reliable uptime and performance record	—
Data backup and disaster recovery plan	—
Automatic software updates	—

Section Total: ____ / 21

Notes:

5. Security, Privacy & Compliance

Criteria	Score
FERPA compliance	—
Student data protection policies documented	—
Encryption of data in transit and at rest	—
Annual security reviews or audits	—
Clear data retention and deletion policies	—
Incident response procedures documented	—
Vendor willing to sign district data privacy agreements	—

Section Total: ____ / 21

Notes:

6. Training, Support & Implementation

Criteria	Score
Dedicated implementation support	—
Staff training provided	—
Parent onboarding materials available	—
Knowledge base and help resources available	—
Responsive customer support	—
Clearly defined support hours and SLAs	—
References from other K-12 districts available	—

Section Total: ____ / 21

Notes:

7. Cost & Vendor Viability

Criteria	Score
Transparent pricing model	—
No significant hidden fees	—
Cost aligns with district budget	—
Multi-school or district pricing available	—
Vendor demonstrates long-term stability	—
Product roadmap aligned with K-12 needs	—

Section Total: ____ / 18

Notes:

Final Evaluation Summary

Category	Possible Points	Score
Student Safety & Accountability	30	—
Parent Experience	24	—
School Operations	24	—
Technical Requirements	21	—
Security & Compliance	21	—
Training & Support	21	—
Cost & Vendor Viability	18	—

Total Score: ____ / 162

Recommendation

- ☐ Highly Recommended
- ☐ Recommended
- ☐ Consider with Reservations
- ☐ Not Recommended

Key Strengths

- 1.
- 2.
- 3.

Key Concerns

- 1.
- 2.
- 3.

Final Comments

Recommended Vendor Selection: _____