



K-12 E911 Readiness Checklist

A practical planning tool for school district technology leaders.

1. Direct 911 Dialing



Confirm users can dial 911 directly without a prefix, outside line code, or extra step.

2. On-Site Notification



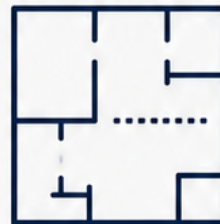
Verify the front office, security desk, or designated staff receive immediate notice when a 911 call is placed.

3. Dispatchable Location



Ensure emergency calls provide a validated street address plus building, floor, room, or area detail.

4. Building and Room Mapping



Document how phones, extensions, and devices map to campuses, buildings, rooms, and shared spaces.

5. Softphone and Mobile Handling



Review how district-managed mobile apps, softphones, and remote users handle emergency calling and location updates.

6. Testing and Verification



Establish a repeatable process to test dialing, notifications, location data, and ongoing accuracy.



Planning aid for district technology review. Confirm implementation details with your provider, carrier, and applicable legal requirements.



District Phone System Modernization Roadmap

A practical three-phase planning guide for K-12 technology leaders.

1

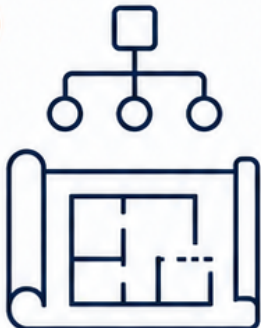


1. Review Current Environment

Document the current phone system, buildings, numbers, routes, and risk areas before planning replacement.

- ✓ Phone bills and contracts
- ✓ PBX or hosted system inventory
- ✓ Campus and building layout
- ✓ Call flows and ring groups
- ✓ E911 readiness gaps

2



2. Design Replacement Plan

Build a practical district-ready plan for routing, emergency calling, failover, and staged migration.

- ✓ Extension and user plan
- ✓ Call routing design
- ✓ Failover approach
- ✓ Number porting sequence
- ✓ E911 location mapping

3



3. Deploy, Port, and Support

Move from plan to cutover with phone placement, staff readiness, number migration, and post-launch support.

- ✓ Phone placement and labeling
- ✓ Number porting and testing
- ✓ Staff readiness
- ✓ Cutover support
- ✓ Post-launch monitoring



Planning aid for district technology review. Use this roadmap to support internal planning, vendor conversations, and phased migration discussions.



District Phone System Review Checklist

A practical evaluation guide for K-12 IT and operations leaders.



Use this checklist to evaluate your current phone system and plan for a safer, more reliable communications environment.

District / Organization: _____

Completed By: _____

Date: _____



1 Emergency Calling & Compliance

- Direct 911 dialing works from all phones (no prefixes)
- On-site notification alerts when 911 is dialed
- Dispatchable location (building, floor, room) is accurate
- Meets Kari's Law and RAY BAUM'S Act requirements

Notes / Findings



2 Reliability & System Performance

- Call quality is consistent across all buildings
- System uptime meets or exceeds 99.99%
- Internet bandwidth supports voice requirements
- Redundant internet or failover is in place

Notes / Findings



3 Coverage & Location Accuracy

- All phones have correct building and room locations
- Wireless coverage is strong throughout all campuses
- Mobile and softphone location is tracked accurately
- Location updates automatically as users move

Notes / Findings



4 Integrations & Workflow Efficiency

- Integrates with SIS, paging, and alert systems
- Voicemail, auto attendant, and call routing are efficient
- Reduces manual steps and duplicate data entry
- Supports district-wide communication workflows

Notes / Findings



5 Security & Data Protection

- Provider is SOC 2 Type II or equivalent certified
- Calls and data are encrypted in transit and at rest
- Role-based access and administrative controls
- System is monitored and updated regularly

Notes / Findings



6 Cost, Contracts & Future Readiness

- Pricing is transparent with no hidden fees
- Contracts are flexible and termination is reasonable
- System can scale with enrollment and needs
- Roadmap supports future features and devices

Notes / Findings



Next Steps

Use your findings to identify gaps, prioritize improvements, and build a plan for a modern, safe, and reliable communications system.



Need a second opinion?

Upload your current phone bill or system details for a no-obligation review.

k12phonesystems.com/upload-bill



Legacy PBX Risk Map for School Districts

Understand the risks of aging phone systems and the impact on safety, operations, and budget.



Modernize to reduce risk.
Protect students.
Support your staff.

RISK LEVEL KEY



HIGH RISK
Immediate attention recommended



MODERATE RISK
Plan to address in the near term



LOWER RISK
Monitor and improve over time



Use this map to evaluate your current system and plan your modernization.



1. SAFETY & COMPLIANCE

HIGH RISK

- May not meet Kari's Law, RAY BAUM'S Act, or Alyssa's Law
- Lack of accurate E911 location information
- No on-site 911 notifications or panic alert integration
- Potential for fines up to \$10,000 per violation



2. HARDWARE & SUPPORT

HIGH RISK

- End-of-life hardware with limited or no vendor support
- Replacement parts are obsolete or unavailable
- Aging systems experience more breakdowns
- Fewer technicians are trained to support legacy PBX



6. OPERATIONS & PRODUCTIVITY

MODERATE RISK

- Limited integration with SIS, paging, and other tools
- Manual processes and duplicate data entry
- Inconsistent user experience across buildings
- Harder to support hybrid and remote staff



3. RELIABILITY & PERFORMANCE

MODERATE RISK

- Limited scalability as district grows
- Higher risk of outages and downtime
- Insufficient for today's call volumes
- Single points of failure in on-prem systems



4. SECURITY

HIGH RISK

- No modern encryption or secure protocols
- Vulnerable to physical breaches
- Cannot support cybersecurity best practices
- Increased risk to district networks and data



THE REAL IMPACT



Disrupted Communications
Affects safety and daily operations



Higher Costs
Maintenance, repairs, and downtime add up



Compliance Exposure
Risk of fines and legal liability



Staff Frustration
Outdated tools slow down your team

RECOMMENDED NEXT STEPS



Document Your Current System
Inventory hardware, locations, and phone numbers.



Assess Risks & Compliance Gaps
Use this map to identify your highest risk areas.



Plan Your Modernization
Create a phased plan to reduce risk and improve outcomes.



Engage a Trusted Partner
Work with a K-12 VoIP provider that understands safety, compliance, and district environments.

MODERNIZATION ROI

Districts that modernize their phone systems achieve:



Stronger Safety & Compliance
Meet E911 and safety requirements with confidence



Lower Total Cost of Ownership
Predictable pricing and fewer costly disruptions



Improved Reliability & Performance
High availability systems built for education



Better Staff & User Experience
Modern tools that are easy to use every day



Ready to reduce risk and modernize?

Get a no-obligation system review and see what's possible for your district.

[REQUEST A SYSTEM REVIEW](#)



School Communications Infrastructure Framework

A modern, reliable, and compliant foundation for safer schools and smarter operations.

- ✓ Reliable.
- ✓ Secure.
- ✓ Compliant.
- ✓ Built for Education.



1. USERS & COMMUNICATORS

Staff, administrators, and frontline teams stay connected from anywhere across the district.



Office Staff & Admin



Teachers



Students (Where Applicable)



Front Office & Security



Mobile & Remote Staff



District Leadership



2. ACCESS & ENDPOINTS

Multiple device options provide flexibility for every role and location.



IP Desk Phones



Softphones (PC / Mac)



Mobile VoIP Apps



Headsets



Wi-Fi Devices



Paging & Intercoms



3. COMMUNICATIONS PLATFORM

Cloud-based platform delivers voice, messaging, meetings, and emergency communications in one integrated system.

CLOUD COMMUNICATIONS PLATFORM



Voice Calling & Extensions



Messaging & Team Chat



Video Meetings & Conferencing



Paging & Alerts



Emergency Calling (E911)



Location Services



Centralized Management Portal | Policies | Users | Call Routing | Reporting



4. INTEGRATIONS

Connects with critical school systems for workflow efficiency and better student outcomes.



Student Information Systems (SIS)



Alert & Emergency Systems



Access Control Systems



Learning Management Systems (LMS)



Email & Calendar Systems



Health Office Systems



5. NETWORK INFRASTRUCTURE

A resilient network ensures high call quality, uptime, and campus-wide connectivity.



Internet Connectivity



SD-WAN (Recommended)



Firewalls & Security



Campus Wi-Fi Network



Switches & Routing



Redundancy & Failover



6. SECURITY & COMPLIANCE

Protects data, ensures compliance, and supports required safety mandates.



Data Encryption (At Rest & In Transit)



SOC 2 Type II Certified



Kari's Law Compliant



RAY BAUM'S Act Compliant



Role-Based Access Controls



Audit Logs & Monitoring



7. OUTCOMES

A strong communications foundation supports safety, efficiency, and student success.



Stronger Safety & Emergency Preparedness



Improved Operational Efficiency & Staff Productivity



Lower Total Cost of Ownership



Better Communication Across Schools & Departments



Enhanced Student Experience & Community Trust



Build a Safer, Smarter Communications Foundation

Modernize your district's phone system with a trusted K-12 communications partner.

[REQUEST A SYSTEM REVIEW](#)

k12phonesystems.com