

AI Readiness Checklist for Schools and Districts

A practical self assessment for small and rural education systems

Use this checklist with a team that represents leadership, instruction, technology, student services, and professional learning. Mark one response for each statement, total the scores on page 2, and select one priority your organization can address within 30 days.

Organization	Completed by	Date
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Scoring 0 Not Yet 1 In Progress 2 In Place

Leadership and Purpose			
Readiness statement	Not Yet 0	In Progress 1	In Place 2
Leaders can explain why the organization is using AI and how it supports current teaching, learning, or operational priorities.	☐	☐	☐
A named team or leader owns AI decisions, communication, and implementation.	☐	☐	☐
The organization has selected a limited number of high-value uses that match its capacity and needs.	☐	☐	☐
Leaders have defined where human judgment must remain central and where AI should not be used.	☐	☐	☐

Policy Privacy and Safety			
Staff and students have written guidance on acceptable AI use, disclosure, academic integrity, and human review.	☐	☐	☐
AI tools are reviewed for privacy, security, age limits, accessibility, terms of service, and data retention before approval.	☐	☐	☐
Staff know not to enter personally identifiable student information or other protected data into unapproved AI tools.	☐	☐	☐
Qualified people review AI-supported decisions, especially when a decision could affect a student's rights, services, grade, or opportunity.	☐	☐	☐

People and Professional Learning			
Leaders have assessed staff knowledge, concerns, current AI use, and professional learning needs.	☐	☐	☐
Training is role-specific and includes approved tools and authentic classroom or job tasks.	☐	☐	☐
Staff practice checking accuracy, protecting data, recognizing bias, and disclosing appropriate AI use.	☐	☐	☐
Educators receive follow-up support through coaching, shared planning, examples, feedback, and time to reflect.	☐	☐	☐

Instruction and Student Use			
Each instructional use of AI begins with a clear learning goal and a reason AI adds value.	☐	☐	☐
Teachers remain responsible for instructional decisions, feedback, grading, and communication.	☐	☐	☐
Students receive age-appropriate instruction on AI limits, verification, bias, citation or disclosure, and responsible use.	☐	☐	☐
Assignments and assessments clearly state whether AI may be used and what students must do themselves.	☐	☐	☐

AI Readiness Checklist Continued

Technology and Access			
Readiness statement	Not Yet 0	In Progress 1	In Place 2
Approved tools work with available devices, internet access, filtering, accounts, and security systems.	☐	☐	☐
Staff and students can access the tools required for planned use, with appropriate alternatives when they cannot.	☐	☐	☐
Technical support has a process for account, integration, filtering, and AI-related incident concerns.	☐	☐	☐
Tools have been checked for accessibility, language support, usability, and compatibility with existing systems.	☐	☐	☐

Implementation and Evidence			
The organization begins with a small, time-bound pilot that identifies users, supports, goals, and review points.	☐	☐	☐
Success measures include educator confidence, actual implementation, instructional value, time saved, or student impact as appropriate.	☐	☐	☐
Leaders collect feedback and monitor inaccurate or harmful outputs, privacy concerns, and unintended effects.	☐	☐	☐
Policies, approved tools, professional learning, and implementation plans are reviewed on a regular schedule.	☐	☐	☐

Score Summary

Leadership and Purpose	___ / 8	Policy Privacy and Safety	___ / 8
People and Professional Learning	___ / 8	Instruction and Student Use	___ / 8
Technology and Access	___ / 8	Implementation and Evidence	___ / 8
Overall Score			___ / 48

Important A total score cannot replace professional judgment. If any item in Policy Privacy and Safety is marked Not Yet, address that item before expanding student-facing AI use.

Score	Readiness guidance
0 to 16	Establish foundations before beginning broad implementation.
17 to 31	Build consistent policies, training, support, and tool-review processes.
32 to 40	Consider a controlled pilot after resolving any safety or privacy gaps.
41 to 48	Expand carefully while monitoring results, risks, and support needs.

Thirty Day Priority

Lowest scoring category _____

One action we will complete _____

Owner _____

Target date _____

Need help interpreting your results EverForwardEducation helps small and rural schools develop practical AI plans, professional learning, and coaching that carry into daily practice.

[Schedule a conversation at everforwardeducation.com](#)

Planning References

- [U.S. Department of Education Empowering Education Leaders AI Integration Toolkit](#)
- [NIST Artificial Intelligence Risk Management Framework Generative AI Profile](#)
- [U.S. Department of Education Protecting Student Privacy Guidance](#)

This checklist is a planning tool. It does not certify legal compliance and does not replace review by the organization's privacy, technology, procurement, accessibility, or legal professionals.