School message action inbox

Turn school notices into actionable tasks.

Three steps

1. Review messages
2. Extract deadlines
3. Assign responsibility

A worked example

Message	Permission form
Due date	Friday
Action	Sign and return
Owner	Parent

The form is an action with a deadline.

Keep private student details secure.

School message action inbox

Use one row per item or decision. Start with what you know.

Message	Due date	Action	Owner

My next action / when