Digital Transformation for K-12 Education

Student, staff, and back office records are quickly transformed into digital files and securely managed in an easy-to-use system that boosts district wide efficiency.

square**9**
softworks

Challenges
you're facing ...

ⓘ Do you need a better way to ...

Manage all of the documents received that reside outside of your Student Information System?

Protect sensitive student information like transcript requests and health screenings in accordance with FERPA and HIPAA?

Maintain the thousands of student forms, applications and other paper-based records over their mandated retention schedules?

Share records with team members and parents while working in remote learning environments?

Each student in your district creates a large amount of paperwork, including student records, applications, immunization records, and financial aid files. Add to those, the records and additional information generated by faculty and staff and the need to fully document processes. School districts of all sizes are inundated with paper and digital documents.

Preserving the security of the documents that contain confidential information is of the utmost importance. Traditional paper-based storage is difficult to secure, and with long state-mandated retention periods, storage requirements are growing while space is limited. Locking away documents that need to be easily and appropriately processed, filed, retrieved, and shared adds to this challenge. Unfortunately, trying to manage documents digitally without a proper document management system, also brings security and compliance risks. This has created both academic and back-office challenges for many schools and their district offices.

STUDENT RECORDS

➤ Capturing, organizing, and storing student and staff records and information that arrive in multiple formats: PDF, paper, email

➤ Regulating access to sensitive student information while ensuring access to those who need it

➤ Ensuring compliance on student and health records with Federal standards like FERPA and HIPAA

➤ Maintaining documented special education procedures for due process challenges

➤ Creating and maintaining records for all incidents and routing to all applicable parties for follow-up action

BACK-OFFICE INFORMATION

➤ Tracking required teaching CEUs and certifications

➤ Automating teacher and staff hiring and onboarding as well as routing of applications and forms

➤ Processing of the constant influx of invoices and purchase orders that are time-consuming to enter manually and can be hard to locate when needed

➤ Keeping maintenance requests organized and timely

➤ Managing state-mandated document retention periods

(A+)dvantages

of using a document management solution

Advantages K-12 school districts experience after implement document management:

- ✓ Increased staff efficiency
- ✓ Protection of confidential information
- ✓ Secure share of student records
- ✓ Reduced operational costs
- ✓ Compliance with federal guidelines

STUDENT RECORDS

➤ Eliminates paper-based filing and provides district-wide access, search, and retrieval of student records

➤ Allows for redaction of sensitive student or staff information when printed, viewed, or shared

➤ Achieves and maintains FERPA and HIPAA compliance for student and health records

➤ Creates IEP approval routing and conditional based notifications

➤ Enables touchless, online processes to expedite, standardize and track student registration

➤ Creates comprehensive student portfolios through scanned or imported projects

BACK OFFICE INFORMATION

➤ Transforms paper-driven processes such as staff applications and onboarding records into easily managed web forms

➤ Tracks and manages teacher CEUs in one place

➤ Digitizes and routes invoices, generates purchase orders, shares data with existing accounting applications, and instantly performs a three-way match

➤ Manages and stores board meeting minutes

➤ Stores maintenance requests and provides the ability to route needs and responses from all schools in the district

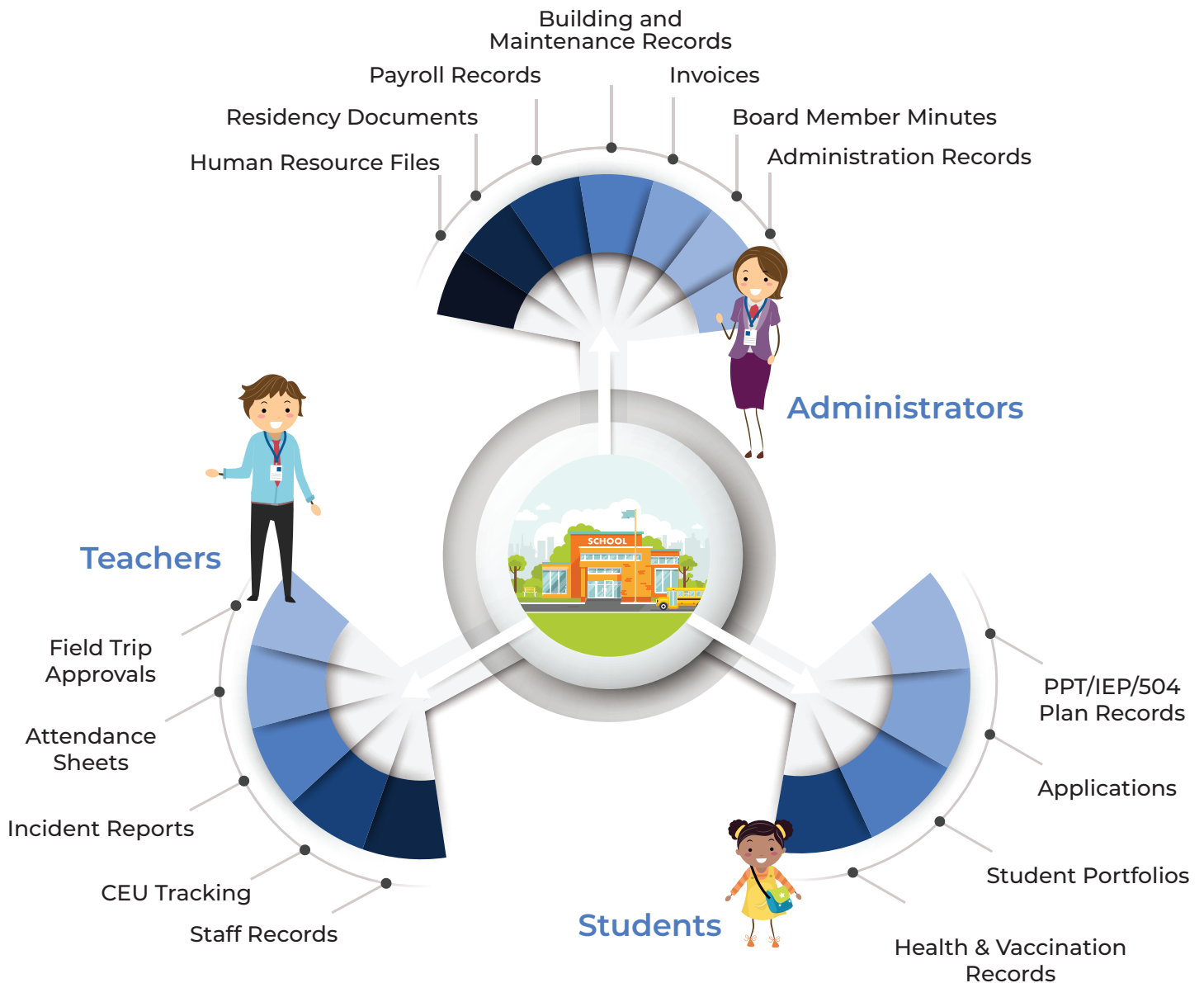➤ Integrates records management with PowerSchool (R), eSchoolPlus, and other student information systems

REMOVING PAPER

How St. John Paul the Great Catholic High School saved hundreds of hours across multiple departments.

❝ Thanks to Square 9's solutions, the majority of the school's documents have been digitized and shredded. Having easy and immediate access to important information across departments is helping the high school operate much more efficiently. ❞

David Morales, Director of Technology, St. John Paul the Great Catholic High School

An Integrated Approach To Manage All Your School District's Information.

Building and Maintenance Records

Payroll Records

Invoices

Residency Documents

Board Member Minutes

Human Resource Files

Administration Records

Administrators

Teachers

Field Trip Approvals

Attendance Sheets

Incident Reports

CEU Tracking

Staff Records

Students

PPT/IEP/504 Plan Records

Applications

Student Portfolios

Health & Vaccination Records

MAKE A CHANGE FOR IMPROVED PRODUCTIVITY AND EFFICIENCY IN YOUR SCHOOLS AND YOUR DISTRICT

Help free teachers and admin staff from the continuous processing, filing and searching of documents. Let them focus on more valuable tasks. Information including student and staff records can be captured, shared, and stored in a secure and compliant document management system for easy retrieval through cloud digital transformation. Web form capture and document routing for approvals on everything from field trip slips to invoices are also made simple. Plus, your academic and back-office records are safe from loss, fire, flood, or vandalism with a document management system. And you'll save on paper, file cabinets, and physical space.

Saint John Paul has an innovative approach to the way they manage records and information. They store every piece of paperwork a student must provide in attend including applications, medical records, birth certificates, transcripts, and more. With so many current students, and new applications arriving daily, Saint John Paul decided to transform paper documents into digital data with document management software. With the elementary school in their district already using GlobalSearch, they knew it would be a great fit for them.

They started by scanning 100,000 archived documents from the first seven years of operation into the document management system. The documents were automatically indexed using Square 9's GlobalCapture document capture solution. Between filing, storing, and accessing documents alone, the staff has saved over 200 hours across departments and has increased productivity by at least 10%. Through the integration with PowerSchool, if a staff member is working with a record in one system, they can easily pull up all matching student records in GlobalSearch.

> **GlobalSearch** is also great for its seamless integration with PowerSchool. We use PowerSchool daily so now if we are looking at a record in PowerSchool we can easily pull up matching records in GlobalSearch. I would definitely recommend Square 9 and their products.
>
> **David Morales**, Director of Technology,
> St. John Paul the Great Catholic High School

THE SQUARE 9 DIFFERENCE

At Square 9, we offer an award-winning platform of solutions for assisting school districts of any size to be more efficient and compliant. Our solutions are used by leading schools and districts. With a customer renewal rate of over 96%, Square 9 is the company that school districts have come to rely on. Our customers and their success are important to us, so we offer free e-learning to all active customers ensuring they get the most out of their document management solution.