

School District Increases Efficiency with Electronic Records

Centralia R-VI School District eliminated manual, paper-based processes with a convenient, cloud-based application so administrators and staff members can focus on more important tasks

Business Needs

With decades of records stored onsite, the Centralia R-VI School District receives frequent requests for documents such as transcripts and school board meeting packets. To make it easier for staff to fulfill these requests and protect historical records, Centralia needed to reduce reliance on paper-based records.

The Solution



Centralia converted thousands of pages of transcripts and board packets to electronic images and stores them in the FileBound Cloud with assistance from Missouri-based solution provider IMS.

Benefits

- Storing electronic records in the cloud reduces time spent retrieving transcripts from an estimated 20 minutes per request to a few seconds, significantly increasing efficiency
- The ability to search board packets for specific actions enables staff to quickly respond to requests and comply with open records laws covering these public documents
- Cloud-based document storage adds an additional layer of protection for historical documents pertaining to students, administrative processes and facilities



Centralia R-VI Public School District is located in the northeast corner of Boone County, Missouri, and western portions of Audrain County. There are approximately 1400 students that attend four different campuses composed of seven buildings housing a preschool, elementary, intermediate, middle school, high school, vocational sciences and alternative school.

INDUSTRY:	K-12 Education
LOCATION:	Centralia, MO
STUDENTS:	1,400
WEBSITE:	centralia.k12.mo.us

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— **Darin Ford, Superintendent,**
Centralia R-VI School District

Improving access to a decade of records

Every spring, dozens of students graduate from Centralia R-VI School District in Missouri. While the young men and women move on to the next phase of their lives, the records of their academic careers remain. The district receives many requests for transcripts of past students, which impacts administration staff and counselors.

“My personal experience with transcripts inspired me to look at a better way to manage them,” says Darin Ford, superintendent of Centralia R-VI. “When I was a principal, I would sometimes have to fill these requests, which would take about 20 minutes to retrieve the transcript from the filing cabinet, make a copy or scan, send it to the requestor and re-file it. It was thinking about those inefficiencies got me interested in an electronic solution.”

Now, when students graduate, their transcripts are sent to FileBound solution provider IMS (Mexico, MO) where they are scanned and stored in FileBound’s secure cloud application. When the district receives a request, an authorized member of the administrative or guidance staff can quickly look up the transcript in FileBound and send it to the requestor in seconds. In addition to new transcripts, student files dating back 10 years are also stored in FileBound.

“We’re just on the front end of electronic document management,” states Ford. “As we use FileBound, we can begin to see other sets of documents that we can start putting in FileBound, so we expect the system to evolve.”

The first opportunity to expand beyond transcripts was school board packets containing the many documents from the monthly meetings. Like transcripts, board packets are frequently requested, but requestors often don’t know the exact dates of the actions they are looking for. With FileBound, a staff member can look up the specific action and

quickly locate the correct packet. As a result, Centralia can easily comply with open record laws with less impact on staff productivity.

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Securing documents in the cloud

“School districts can become houses full of documents, and you never know what may happen,” comments Ford. “History can be wiped out if something happens to those documents.” Though Centralia takes required precautions, such as locked, fireproof document storage, knowing the documents are securely stored in the cloud is an added layer of assurance.

Reviewing the specifics about how FileBound stores and protects data allayed any concerns Ford had about security. “We have other things in the cloud, like financials,” remarks Ford. “This is a transition period where we have to go more digital. This is the future, and we need to embrace the technology and take advantage of it.”

Leveraging the FileBound cloud reduces the burden on Centralia technical staff because it eliminates the need to build and maintain the infrastructure for managing the documents. Cloud solutions can also grow quickly when new documents or projects are added. And it’s likely there will be more projects for vendor information, historical documents, documents associated with building and facilities projects, discipline records and more. “The biggest impact so far has been from putting the paper in storage and gaining efficiency,” concludes Ford. “But some of the story has yet to be written.”

About FileBound

Upland’s FileBound delivers document and workflow automation applications that improve the operation of any organization by connecting users with the information they need to work more efficiently and effectively. With FileBound, customers can build automated workflow processes and centrally manage documents to improve compliance, collaboration and access to information.

The Upland Product Family



Upland’s family of cloud-based enterprise work management software helps every team in your organization do their best work. See what you can do with Upland. Contact us at 855-944-7526 or info@uplandsoftware.com.