

Case Study

Utah school district finds a better way to manage student data and services.



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Cache County School District
North Logan, Utah
ccsdut.org

Cache County School District's mission is to educate students for success in a changing world. Serving approximately 18,000 students on 27 campuses, the district leads the state in language arts and math proficiency, earning the highest statewide proficiency scores on the 2017 and 2018 SAGE tests.



Cache County School District

enlisted FileBound to create a standardized way to digitize and store student documentation. By integrating FileBound with their PowerSchool student information system (SIS), staff can now quickly and securely access student files and critical supporting documents such as Student Care Plans and medical needs from the classroom or while away from campus on field trips or at sporting events.



How can a school district boost efficiency and reinforce data privacy?

Cache County needed a better system to compile student information.

Cache County School District was in a tight spot. Paperwork was piling up, approvals were bottlenecking, and there was no timely way for staff to collect critical student and personnel data. In addition to that, the district knew it needed to find a solution to create a digitized, audit-ready document trail for upcoming compliance audits.

"Funding would be docked if we failed audits. Not having standard, digitized records was not only a burden to staff, but was taking away resources from our students," said Judy Gibbons, Information Systems Manager at Cache County. "We needed a change."

FileBound helped eliminate paperwork headaches right off the bat.

With FileBound, Cache County's staff was able to simplify content gathering processes while eliminating the burden of physical paper files. Tedious searches for documentation or approvals from disparate sources are now a thing of the past, saving faculty time and frustration. Printing costs and physical storage space have also been drastically reduced, saving the district money and space.

"We needed a way to simplify processes and digitize our archived and current records into a cohesive system. With FileBound, we are more responsive and organized than ever."

– Judy Gibbons

Information Systems Manager,
Cache County School District



Cache County School District improved records access and student services.

FileBound helped this staff to conquer the compliance audit.

Using FileBound's document, workflow, and electronic forms capabilities helped busy staff implement a more straightforward data collection process. Workflow rules can be easily customized to encompass any task at hand with no coding experience needed.

Parents and students can quickly and easily submit records and supporting documents online using electronic forms that automatically route for review, approval, and retention within PowerSchool. All captured information is automatically retained according to regulatory mandates so compliance audits go more smoothly.

The results

- Everyone benefits from a more user-friendly and efficient process. Families can easily submit information online alongside needed supporting documentation such as medical records, permission forms, and more.
- Student records, student care plans, and medical documentation can be quickly retrieved from any location, whether staff is in the office, working remotely, or at off-campus school-sponsored events.
- Rather than manually processing paperwork, staff can quickly access and review content via action alerts and access files within PowerSchool.
- Digital student records are easier to track records, and the district has a more secure and comprehensive system in place in case of a compliance audit or disaster.
- The district has eliminated costs associated with paper, such as printing, maintaining, transporting, and storing physical paper files.

Upland 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.