

Case Study

Rapid City school district digitizes records and boosts efficiency.



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Rapid City Area Schools
Rapid City, South Dakota
rcas.org

The Rapid City Area Schools district serves 14,000+ students on 24 campuses. The district is a technology leader in the state, and its IT department continuously seeks new areas to leverage the latest technology to find cost effective ways to improve staff productivity while benefitting students and their families.

Rapid City Area Schools (RCAS) seamlessly integrated FileBound's document and automation management solution with their Skyward Student and Business Suites to digitize records and streamline central office processes.

Within two years, staff had digitized all current student records and all former student records dating back to 1910.



How do you maintain thousands of student records and documents?

RCAS used a paper-intensive system that was time consuming and costly.

The school district was challenged with maintaining records and documents that followed each student through K-12 and were archived in its 1,800-square-foot storage facility. Storing mountains of records was expensive, and the district knew sensitive student information was at risk without a disaster recovery plan.

Busy staff struggled to keep up with all the paper and also had many inefficient form-driven central office processes that took up too much time. Business Analyst Nancy Williams wanted to digitize records and help her team perform daily central office and student-facing work more quickly and easily.

FileBound virtually eliminated the need for paper forms and documents.

The FileBound solution seamlessly integrated with the district's Skyward Student Management Suite and School Business Suite software it used for its Student Information System (SIS) and Enterprise Resource Planning (ERP).

"The tight integration with our Skyward systems and the ability to easily create electronic forms with automated workflow was a big win for us and gave us more time to focus on student achievement rather than paper processes," said Williams.

"We looked for ways to eliminate paper and streamline processes in the district for years. Using Upland solutions, we are moving towards our goal of a paperless district, and work can be quickly and securely completed from wherever our staff is based."

– Nancy Williams
Business Analyst,
Rapid City Area Schools



RCAS converted all student cumulative folders to digitized images and electronic folders.

District increased efficiency with automation and online forms.

"Now that these documents are digitized, we can automatically manage records retention, security, and auditing policies — and can also back up all records and images for onsite and offsite disaster recovery protection," said Williams.

In addition, all scanned documents are shredded to help reduce storage costs.

The results

- Student records are now easy to locate and retrieve from any location. Within two years, staff had digitized all current student records and all former student records dating back to 1910.

- Central office duties are now much more efficient. Invoice processing that used to take three AP staff members a week or more can now be completed in less than two hours.
- Service to students is faster than ever since all associated documentation is tied directly to the student record in Skyward.
- The move to paperless allows the district to easily track records and has created a trustworthy disaster recovery plan. They have also saved thousands of dollars in printing, maintaining, transporting, and storing physical paper files.

RCAS quickly identified additional processes that could be automated.

RCAS staff continue to find ways for FileBound to help them boost productivity:

- Employee and Contract Management: Records containing 30-40 standard documents are easily managed.
- Human Resources: Processes for annual contracts are available online and enable remote staff to simply log in and quickly complete all paperwork.
- Purchasing and Central Receiving: Software now automatically links all the applicable documents and information.
- Travel Requests: Each request is automated for approval and tracked.

"The district was drowning in paper. It took staff forever to manually correlate, store, and retrieve student records. Digitizing documents has helped us conquer the chaos of paper documentation and modernize our services."

— Nancy Williams

Business Analyst, Rapid City Area Schools

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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.