

Rapid City Area Schools Reaps the Benefits of Document Management and Process Automation Solution

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

Rapid City's Story

Like many school districts, Rapid City Area Schools (RCAS) faced an overwhelming challenge in maintaining the mountain of student records and documents found in each student's cumulative folder. These records followed the students through their entire K-12 experience, and were then transported for archive in the district's 1800-square-foot storage facility. This process was a time-consuming and costly process, but more so, it left the district at risk as there was no feasible way to devise a true disaster recovery plan to protect all these paper records, forms, and documents.

In addition to student records, the district had a wide variety of central office, form-driven processes that took too long for staff to perform, and were even more difficult to manage and track effectively.

Rick Bates, former Director of IT at RCAS, and his team wanted a solution that would digitize records to eliminate paper while enabling the district to complete a wide range of central office and student-facing processes more quickly and comprehensively.

A FileBound Solution

By integrating FileBound into their current processes, RCAS found a secure solution facilitating a better way to perform record and document management, retention, and distribution within each school and across the district.

This solution seamlessly integrated with their Skyward Student Management Suite and School Business Suite software they used for their Student Information System (SIS) and Enterprise Resource Planning (ERP). "The tight integration with our Skyward systems and the ability to quickly and easily create electronic forms with automated workflow won us over," said Bates.



The Rapid City Area Schools district serves over 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.

LOCATION: Rapid City, SD
WEBSITE: <https://rcas.org>

Results

- **Accelerated** response to requests for student records
- **Streamlined** operations through integration with Skyward student information and central office business systems
- **Enhanced** staff productivity and satisfaction

"With FileBound, we can automatically manage records retention, security and auditing policies, and can also backup all records and images for onsite and offsite disaster recovery protection."

— Rick Bates, Former Director of IT

The Benefits of FileBound

- 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, allowing the **staff more time to focus on providing timely resources to students.**
- **The move to paperless has modernized the district's capability to track records, and has granted them the ability to create a trustworthy disaster recovery plan and has saved thousands** in cost of printing, maintaining, transporting and storing physical paper files.

"The district was drowning in paper. It took staff forever to manually correlate, store and retrieve student records, especially when each student's cumulative folder contains so many documents, forms and even handwritten notes. And in most cases, we've had to keep these records available and protected for up to 100 years. Digitizing documents has helped us conquer the chaos of paper documentation and modernize our services."

— Rick Bates, Former Director of IT

Digitizing Records, Increasing Efficiency through Automation & Forms

FileBound has virtually eliminated RCAS's need for paper forms and documents across the board. "Now that these documents are digitized, we can automatically manage records retention, security, and auditing policies — and can also backup all records and images for onsite and offsite disaster recovery protection," says Rick Bates. In addition, all scanned documents are shredded to help reduce storage costs.

While converting all their student cumulative folders to digitized images and electronic folders, RCAS quickly identified a wide range of additional forms-based processes that could be automated to gain speed and efficiency:

- **Employee and Contract Management:** Employee records containing 30-40 standard documents, are easily accessed and managed.
- **Accounts Payable and Invoicing:** Processing that used to take three people a week or more can now be completed in less than two hours.
- **Purchasing and Central Receiving:** Software now automatically links all the applicable documents and information such as purchase orders, vendor information, receiving slips, invoices and checks into one package.
- **Travel Requests:** Each request is automated for approval and tracked within the system.

Rapid City Area Schools continues to leverage this powerful and flexible solution across the district as Rick Bates and his team continue to work to uncover new processes to automate and documents to digitize.

About FileBound

Upland FileBound delivers document and process 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.

About Upland

Upland Software (NASDAQ: UPLD) is a leading provider of cloud-based Enterprise Work Management software. Our family of applications enables users to manage their projects, professional workforce and IT investments; automate document-intensive business processes; and effectively engage with their customers, prospects and community via the web and mobile technologies. With more than 2,500 customers and over 250,000 users around the world, Upland Software solutions help customers run their operations smoothly, adapt to change quickly, and achieve better results every day.