



Upland FileBound for K-12 Education

Automation and document management software that simplifies work so you can focus on student achievement.



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**FileBound creates
efficiencies and takes the
paper shuffle out of the
equation.**

Kevin McFerrin
Executive Vice President
Skyward, Inc.

01

FileBound Overview and Benefits

K-12 school districts nationwide use FileBound to reduce operational expenses and eliminate inefficiencies. Now you can focus extra time and resources on work that really matters—like student achievement.

Ready to boost efficiency for school management and student services?

84 %

Student paperwork processing time saved by Hesperia USD with FileBound implementation



We get it. The demands and expectations for K-12 school systems continue to grow, and for many districts, keeping up with paperwork and processes is a struggle.

FileBound's document management and workflow automation technology simplifies time-consuming tasks and promotes more efficient processes, so busy staff can focus less on paperwork and more on what really matters—students.

Our software enables educators and administrators to streamline student services by providing access to online enrollments, transcript requests, parent permissions, and more. District staff have secure and reliable access to critical student information such as medical needs, advanced placement programs, and student intervention information.

FileBound also enables more efficient central office operational processes, including tasks such as personnel management, onboarding and training, background checks, facilities and equipment requests, and grants or funds management. FileBound handles the details.

FileBound is a key resource to empower your district staff to get more done, with less effort. Let's dive in.

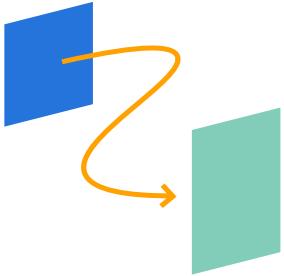


Benefits of process automation and document management



Interface Integration

FileBound works in tandem with leading student information systems (SIS) including Skyward and PowerSchool. Our software also easily integrates with enterprise resource planning (ERP) and human resources management systems to ensure immediate adoption across faculty and administrative staff.



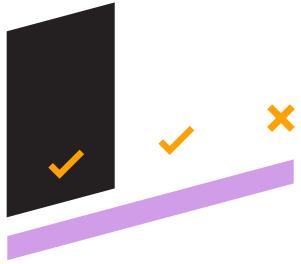
Automation

Enable staff to automate central office and HR processes such as resource contracting, personnel action forms, onboarding and training, disaster recovery—and so much more! Streamlined processes means more time to focus on larger district initiatives and student-centric services.



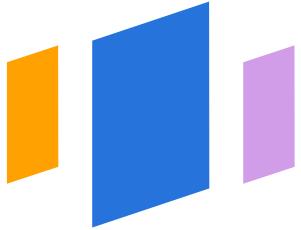
Data Security

Safeguard student and faculty privacy by enforcing rules and security protocols that only allow access to personally identifiable information (PII) based on permissions specific to the faculty, staff, or administrator role.



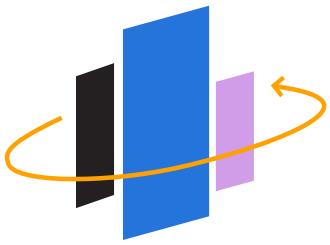
Audit-Readiness

Ensure audit-ready compliance standards so your district can easily and accurately comply with state and federal reporting requirements while enforcing more robust disaster recovery strategies.



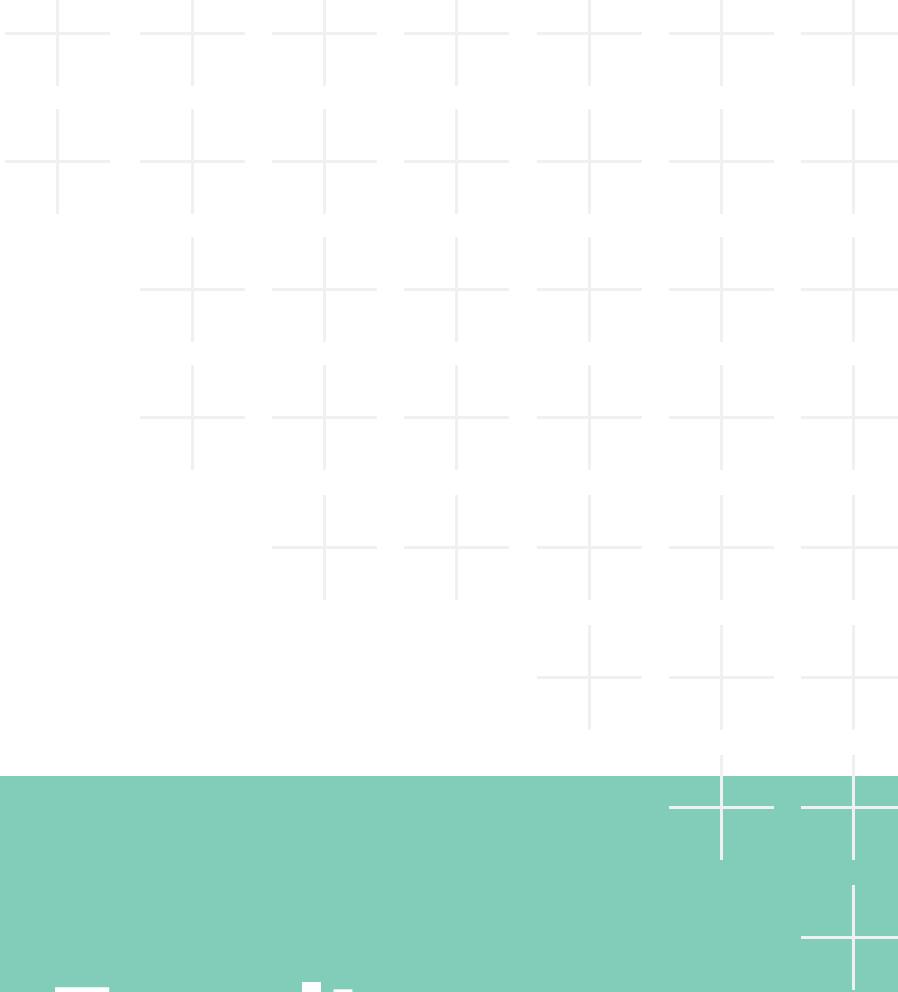
Improved Access

Provide faster, more reliable access to student resources to improve student achievement, enhance your district's reputation, and enable your staff to achieve funding mandates more easily.



Better Technology

Take advantage of cloud capabilities or on-premise packages and flexible licensing options to enhance your district's technological capabilities while conscientiously adhering to your defined budget.



02

FileBound for Faculty and Program Directors

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Using Upland solutions, we are moving toward our goal of a paperless district, and work can be quickly and securely completed from wherever staff is based.

Nancy Williams

Business Analyst

Rapid City Area Schools, South Dakota

Easily access and track student data, and we'll take care of the details

Paperwork is frustrating.

And it takes a lot of time to maintain—time that could be spent focusing on students. Why not make your systems work for you by incorporating FileBound to empower faculty and staff with immediate, organized access to the information they use every day?



Busy K-12 school districts nationwide are using automated technology to get more done. Automation accelerates student services processes, enhances parent communications, and improves process transparency so staff can focus on students and their families.

Pairing FileBound with your district's existing SIS quickly grants faculty immediate access to student documents to comply with medical restrictions, manage learning assistance or accelerated learning programs, or take action regarding counseling and disciplinary documents. Ensure records are complete, version history is maintained, and degrees of access are controlled through permissioning to safeguard student data and satisfy state and federal compliance standards.

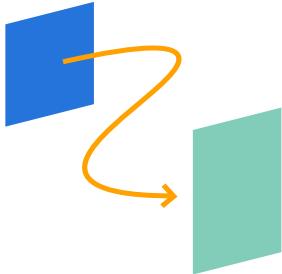
Rapid City Area Schools in South Dakota simplified its work by using FileBound Connect, which gave staff access to all student documentation in SIS records. "Having instant access to all of the data in student files allows us to make quick decisions and fulfill requests faster, rather than spending time emailing every teacher or parent to pull together the information we need," said Nancy Williams, Business Analyst at the district.

How FileBound can help you get control of your data



Student Files

Provide easy access to student files to allow staff to quickly respond to requests, uncover incomplete files, and ensure records are audit-ready. Sensitive information such as health records, disciplinary files, and court documents are restricted by permission. Retain all active and archived student records in a single, organized, easy-to-search document library.



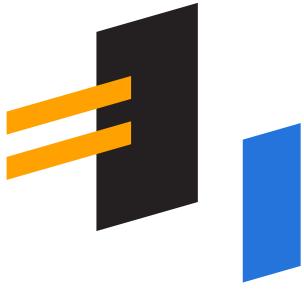
Transcript Requests

Enable families, students, and school districts to easily access transcript request forms and attach needed documentation right from the district's website. Capture all required data, automatically assign tasks to staff, and track requests to uncover action items and ensure timely fulfillment.



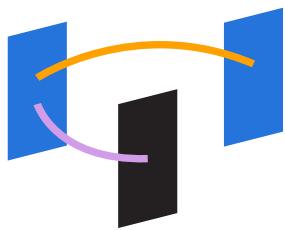
Online Permission Forms

Allow parents to easily fill out permission slips and upload supporting documents. Submissions are automatically associated with the student's file and routed to the appropriate staff member for review. Mobile access gives teachers and coaches the ability to quickly access information if an emergency arises on the field or at an off-site student event.



Audit-Readiness

Individualized learning programs typically mean a lot of paperwork. Easily process, track, and store student assessments and follow-up documentation. Organized storage enables staff to quickly find student information and process program status. Set up automated alerts to notify staff of upcoming meetings or actions that need to be taken.



Student Safety

Promote the reporting and discussion of concerning behavior and situations through anonymous online forms that students, families, or staff can access from anywhere, 24/7. Once an incident report is submitted, counselors or crisis response teams automatically receive immediate notifications to alert them for action. All documents for the student in crisis can be quickly accessed and tracked by permissioned staff, with all follow-up actions documented within the same file for easy access and future retrieval.

03

FileBound for Administrative Staff

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Before FileBound, we had stacks of paper halfway up the wall. Today there is no paper. By the first day of school, all student information is in our SIS and we're ready to go.

Melissa Green
MIS Director
DeSoto County Schools, Mississippi

Keep processes moving from the central office or the home office

Productivity game changer.

Whether administrative staff is working hard to ensure compliance with state audits, aligning onboarding resources for new hires, processing background checks for volunteers, or releasing school board packets for public consumption, automation is a game changer for improving administrator productivity, efficiency, and responsiveness.



By automatically creating a digital audit trail for all documents and data, school districts using automation are compliant with state and federal mandates. These districts also have reliable, secure disaster recovery capabilities built into their processes, which ensure their students' critical data is safe and accessible whether school is in session or happening in virtual classrooms.

Here are just a handful of smart ways you can put automated solutions in place to simplify back-office processes:

- Personal Activity Reports (PARs) for certified employees paid with Federal Title I funds
- Vendor and employee contracting
- Personnel Action Forms (PAFs)
- Vendor management and invoice approvals
- Staff onboarding and offboarding
- Equipment and resource requests
- Grant management
- Business plan reviews
- IT and software requests



5 hours per week

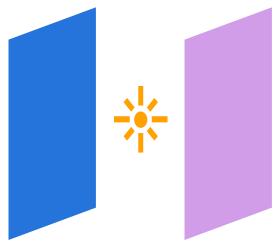
Teachers could save up to five hours per week by automating administrative tasks.

Keep your district office running at peak efficiency



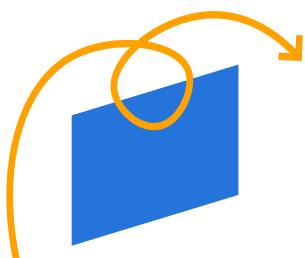
Human Resources

Use FileBound to manage processes around new staff hiring, onboarding, annual contract reviews, and routine training. Store seasonal and temporary personnel files, volunteer background checks, and more in a secure, organized, easy-to-search repository that helps HR get more done and alerts staff to upcoming tasks.



School Board Packets

Create and post school board packets on an online-accessible public portal, where community members can access and review information. Any meeting topics, agendas, notes, transcripts, and detailed minutes can be retained for review at a later date.



Disaster Recovery

Rest easy knowing your school district has secure, comprehensive security and redundancy measures to safeguard against risks, remain compliant with state and federal standards, and avoid potential data loss and resulting lawsuits. You'll have everything backed up in the case of a natural disaster or global event.



Get your staff back to students

The 2020 academic year was tough on teachers and administrators. But there are two things we know for sure. First, educators are a group of highly dedicated, selfless people who work tirelessly to enable youth to learn and thrive. Second, whatever the “new normal” is going to be long term, there’s no question that districts that have digital processes in place are going to be better prepared. So why not rise to the challenge?

Automating processes around important tasks gives your district flexibility. Work that sometimes may take days, or even weeks, can be reduced to hours. Not only that, but tasks that have been digitized can be performed automatically and accessed from anywhere.

Contact Us

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.

Want to learn more?

uplandsoftware.com/filebound
email: filebound@uplandsoftware.com