

Case Study

**Mississippi  
school district  
eliminates  
90% of student  
registration  
paperwork.**



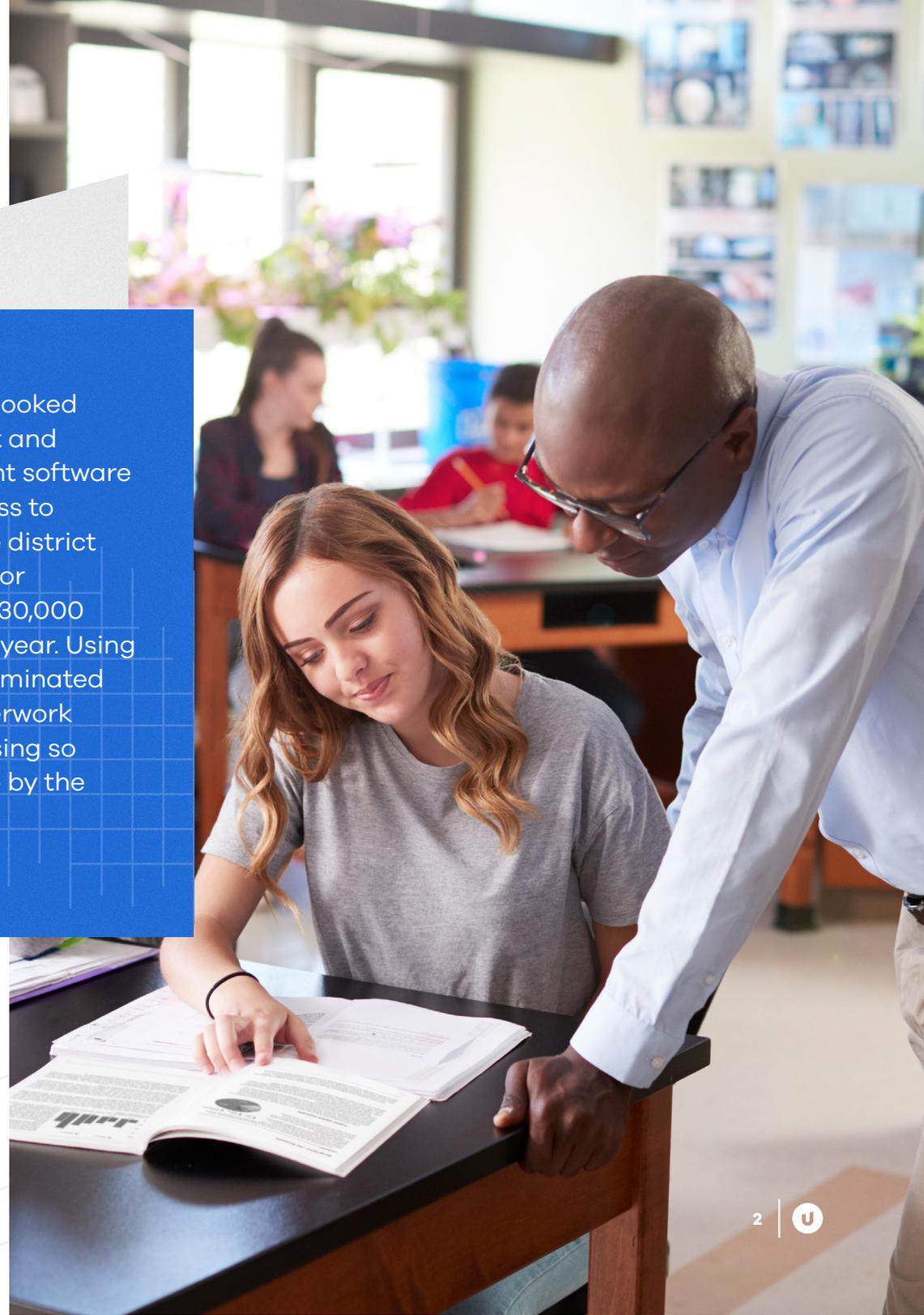
**INDUSTRY**  
**Education**

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**DeSoto County Schools**  
**Hernando, Mississippi**  
[desotocountyschools.org](http://desotocountyschools.org)

DeSoto County Schools is the largest and fastest growing school district in Mississippi. As the leader in the state school system, it has set the stage for technology adoption with interactive white boards, tablets, and a Bring Your Own Device policy across its schools.

**DeSoto County Schools** looked to FileBound's document and automation management software to create a secure process to digitize student files. The district processes registrations for 5,000 new students and 30,000 returning students each year. Using FileBound, the district eliminated 90% of registration paperwork and accelerated processing so everything is ready to go by the first day of school.



# How can a lean staff manage thousands of student registrations?

## DeSoto County Schools was working overtime to get things done.

The staff at DeSoto County Schools spent considerable hours each school year manually collecting new and returning students' registration packets and processing each one as quickly as possible. Even with all hands on deck, staff worked for months to process several hundred thousand documents to get the students' information uploaded into PowerSchool by the start of the school year. "Between the paper overload and all the manual data entry, our district's administrative staff was overwhelmed," said Melissa Green, DeSoto's MIS Director.

## FileBound eliminated 90% of paper registration files.

FileBound's out-of-the-box software seamlessly integrated with the district's PowerSchool system. Now students and parents can submit registrations online, and all student information and supporting documents are entered directly and immediately stored in FileBound's secure cloud. Staff can easily access and review student information securely via PowerSchool from their office or while working remotely. With very little training time, the DeSoto team could accomplish work in a few days instead of weeks—or even months.

*"Before implementing FileBound, we had data sheets that needed processing stacked halfway up the wall. Today there is no paper—by the first day of school, all student information is in our SIS, supporting documents are electronically stored, and we're ready to go!"*

**— Melissa Green**  
MIS Director,  
DeSoto County Schools



# DeSoto County Schools also beefed up its permanent records compliance standards.

## District reinforced state requirements for records retention.

While some documents are stipulated by law to only be kept until graduation plus five years, the state of Mississippi requires districts to retain permanent student records for more than 75 years. DeSoto's solution ensures the district can meet these standards, and staff can quickly comply with any audit with much less effort.

## The results

- Student records are now easy to access and retrieve from any location, whether staff is in the district office, on one of 42 campuses, or working remotely.
- Everyone benefits from a more user-friendly and efficient process. Families can easily submit information online using forms and include all needed supporting documentation like medical records, permission forms, and more.
- Instead of manually processing registrations for 35,000 students each year, information routes automatically to the right student file in PowerSchool for staff to access and review. Service to students is faster than ever!
- Eliminating paper makes it much easier for staff to track records and reinforces a more secure and comprehensive approach to a disaster recovery plan.
- The district has eliminated costs associated with paper, such as printing, maintaining, transporting, and storing physical paper files.

*"We needed a solution, and FileBound really came through for our staff. Since we started offering online registration, we've eliminated 90% of paper registration files."*

– **Melissa Green**  
MIS Director, DeSoto County Schools

upland  
**FileBound**

For more information visit: [uplandsoftware.com/filebound](https://uplandsoftware.com/filebound)

**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.