

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

Rapid City Area Schools seamlessly integrated Upland Software's FileBound solution with their Skyward Student Management Suite to digitize student records for faster, more efficient access to information.

## Rapid City's Story

Rapid City Area Schools (RCAS) implemented FileBound when they were having trouble staying on top of the mountain of student documents and approvals needed for each student's cumulative folder. These records, ballooning as they followed students through their entire K-12 experience, became cumbersome to manage and student data was at risk of being misplaced, lost, inaccurate, or incomplete.

With FileBound, RCAS has an efficient, easy to manage system that they've implemented in dozens of areas throughout the district.

## The Benefits of FileBound

**Fast universal access to student records.** With FileBound, all associated student documentation is centrally stored, encrypted, and automatically tied directly to their record in RCAS's Skyward system. This allows staff permissioned access from anywhere - the classroom, the playground, or off-campus.

With student details at their fingertips, faculty can quickly respond to transcript requests, uncover missing files and ensure they're compliant and audit-ready.

**A system that grows with the student.** Digitized student cumulative records for current and former students means that information is secure, complete, and accurate. Adding content is easy - whether via online submissions by parents and students, or dragging and dropping straight into the system from the SIS interface, student records stay up-to-date and contain the latest medical records, permission slips and enrollment records.

These items are just the beginning. FileBound gives educators more time to focus more on the students they serve. Let's ditch the paperwork, and digitize processes.



Rapid City Area Schools 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://www.rcas.org>

## Results

- **Accelerated** response to requests for student records
- **Streamlined** operations through integration with Skyward student information systems
- **Archived** student cumulative files are secure, yet easily accessed by request

*"With FileBound, we can automatically manage records retention, security and auditing policies, and backup all records and images for onsite and offsite disaster recovery protection. It is truly an all-in-one solution."*

— Rick Bates, Rapid City Area Schools