

Sioux Falls Public Schools:

A Solution for Managing 75,000 Student Records



With over 18,000 students generating over 75,000 pieces of paper that were being generated each year - you can only imagine the challenges faced by Sioux Falls Public Schools (SFPS).

“Schools are required to keep records of students and must be able to share those records. So we must have a very user friendly way to share the records,” says **Dr. Bill Smith, Director of Instructional Support Services for SFPS.**

When the Sioux Falls Public Schools made the decision to change how it was keeping their student records it was time to look into a document imaging solution.

The system they determined would best fit their many needs was the FileDirector Document Management product. FileDirector provides many of the solutions to the challenges that the Sioux Falls Public Schools was experiencing.

FileDirector is a **modular system**, which allows the school system to effectively tailor their own solution, and as their needs grow FileDirector can fully adapt to meet their demands, says Dr. Bill Smith.

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The Challenges:

- Easily gathering information from multiple locations
- Sharing of the data proficiently
- Amount of time spent filing / driving around town
- Meeting regulatory requirements

The Results:

- Employees are able to search from their desks
- Easier and more efficient emailing of records
- No more trips across town or mailing of information
- Security based on the permissions and user login helps meet regulation

GETTING CONNECTED

With documents digitized, SFPS could now utilize their city wide computer network to access documents. "We got all our registrars hooked up to that. So we have 5 or 6 users at remote sites that can get on there and look up student records and can either print, email, or fax them," said Smith.

RETRIEVAL & HANDLING

Mavis Benda, Student Records Clerk for SFPS highlighted the retrieval and quality abilities of the FileDirector/Canon system. "All we have to do is type in a name, retrieve the record, print it out to the printer and mail it, all in less than 5 minutes. She added, "What's good about it is the image is so much better than the old microfilm machine. You don't have to feed in one sheet of paper at a time. You can set a stack of 90 or a hundred pages and it just feeds them through – front and back!" SFPS needed a system to handle many different sized documents. Their new systems ability to handle that was pointed out by Jeannie Forsberg SFPS's Central Registrar. "You can do a birth certificate that is 3" x 7" and



everything on up to a folder which is 18 inches. You don't have to separate the sizes you can just feed it all at once whether it's small or large. Than it prints out a nice, clear 8 1/2 x 11 copy."

MANY USES

According to Dr. Smith the success of handling student records has motivated them to explore other possibilities. "The Human Resources Department will be scanning all applicant files. We'll be giving principals access to that and they will be able to view them right at their desk in real time without having to travel across town to review applications." With the addition of principals SFPC will have 31 remote sites connected to their imaging system.



Dr. Bill Smith

SPACE SAVINGS

One of the many benefits of their document imaging, is the cost and space savings of eliminating filing cabinets that are no longer needed. Said Smith, "Each one of those cost \$900 to a thousand bucks for a four drawer fire file."

SUPPORT & VISION

Good service and support is a plus for SFPS, but Smith says you need to choose a vendor that is willing to work with you along the way. You have to have someone that can help you be a little visionary. Together it allows you to think bigger and to see futuristic ways to make this work better and more efficient, so we are able to save money as well as balance budgets.



FileDirector solutions can manage millions of documents being accessed by thousands of users wherever they need access.

FileDirector makes storing, classification and the retrieval and distribution of documents quick and efficient.

FileDirector is based on a modular system, which allows a company to effectively tailor their own solution, and as the company grows FileDirector can fully adapt to meet the demands.

FileDirector delivers fast and reliable scanning options through enhanced connectivity between

FileDirector and Canon's DR scanner range as well the universal ISIS drivers.



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