

Simplify  
student  
registration  
and delight  
parents



## Accelerate learning and boost parent communication with electronic forms

Public School implements electronic forms to simplify registration, improve communication with parents and store transcripts digitally.

### District Challenges

- Overabundance of paper forms and students losing them
- Parents filling out duplicate forms when they have more than one child
- The strain on admin and staff to collect paper forms and retain them for audit and future use
- District budget constraints and time-consuming process for both district employees and parents

### District Results

- Electronic forms flow from admin to parents seamlessly to both home computers and mobile devices resulting in an expedited and enhanced parent experience
- Proper forms are automatically routed to parents based on activities of their own children
- Forms expanded to transcripts and assignments where retention practices are automatically followed

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1 min  
video



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## Delight parents with simple registration



School districts are swimming in paperwork and for a local Public School the start of a new year is no different. The school used paper forms and the process of collecting vital student information was a big challenge. Not only was it time consuming and inefficient it also presented a frustrating experience for parents. Directory, Emergency, Health and Consent Forms are critical during registration time and after countless years of lost information and paper processes being a drain on admin staff, they determined it was time to make a change. Facing an increasing number of parents whose native language is not English and severe budget constraints the school committed to making the shift from paper to electronic forms and automating the process for everyone. Additionally, the automation helps the school adhere to state-mandated record retention schedules.

### Built-in mobile solutions for education

Parents and students are used to doing everything on their phones and they've come to expect a smooth mobile experience.

Upon implementing the electronic forms solutions, the school was able to email parents a link to their appropriate web forms that they can now complete on their home computers and mobile devices Parents are delighted with the faster and more

user-friendly process. The Electronic forms solution presents additional benefits for the school by using conditional logic to ensure that parents only receive forms pertaining to activities their children participate in. For example, only the parents of children who play sports received athletic permission forms. When the digital forms are submitted to the school offices, they are automatically indexed and stored using a secured digital technology.

Prior to installing the electronic forms solutions, school employees kept track of document retention schedules on paper. Because different document types are purged on different schedules, this was a daunting task. For example, attendance data must be kept for 20 years while health information obtained by school nurses is kept for only five years. Upon implementation the electronic workflows automatically enforce retention schedules established by the Department for Libraries and Archives, making compliance easier and more transparent. State auditors review retention practices, and it's much easier to provide them with requested documents. The school also switched to the newer transcript archiving method that allows for faster searches. That's proven particularly helpful when dealing with handwritten transcripts from the 1960s and '70s that leverage a manual and outdated process. Archived transcripts can now be searched by name, birth-date and other index data.

### Automation offers flexibility for school systems

During this crisis the platform facilitated device assignments to enable teachers to take laptops and other devices home to implement online learning. As each teacher signed a form to record the assets they took home, it was electronically accessed on an iPad. That allowed teachers to sign out equipment with minimal interaction with other staff.



Learn more about how Ricoh is modernizing the student, teacher and administrator experience at [ricoh-usa.com/en/industries/K-12](https://www.ricoh-usa.com/en/industries/K-12)

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