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HOW BONNEVILLE JOINT SCHOOL DISTRICT INTEGRATED LASERFICHE WITH POWER SCHOOL

Laserfiche Solution Contributed by: David Covert, Enterprise Applications Supervisor, Bonneville Joint School District No. 93

With nearly 12,000 students enrolled in 24 schools, Bonneville Joint School District No. 93 (D93) is the fifth largest school district in Idaho. Located in Bingham and Bonneville Counties, D93 employs over 1,600 people, of who nearly 600 are certified personnel.

D93 has 14 elementary schools, three middle schools, and four high schools, including two comprehensive high schools, an alternative high school and a Magnet school. D93 also offers curriculum online through Bonneville Online.

To manage the large student population in the district's schools, every school year, school secretaries would have to process large amounts of paperwork for each new and returning student. Since parents filled out 11 paper forms per child per year, it took 20-30 minutes per child just to enter the information into the PowerSchool student information system.

Using Laserfiche Forms and Workflow, **the district automated the entire student registration process, reducing the time required to complete the process by 96%-from 30 minutes to just one minute.** Now, parents fill out an electronic student registration form and the information is automatically pushed to Power School, saving time for both parents and school district employees.

Use existing templates or create new forms from scratch using the easy template builder

Design/modify forms to match your school website, colors, use logos and school branding

Easy integration with your student information system—keeps all systems updated

FORMS

As part of the student registration process, parents or guardians fill out an online New Student Registration form on the school's website.

Based on the parents or guardians' selections, fields appear dynamically to obtain more information.

To simplify the routing of the form after it is submitted, the form includes a hidden field that contains the name of the appropriate school secretary. This field is populated using a database lookup based on the name of the school in which the student is being enrolled.

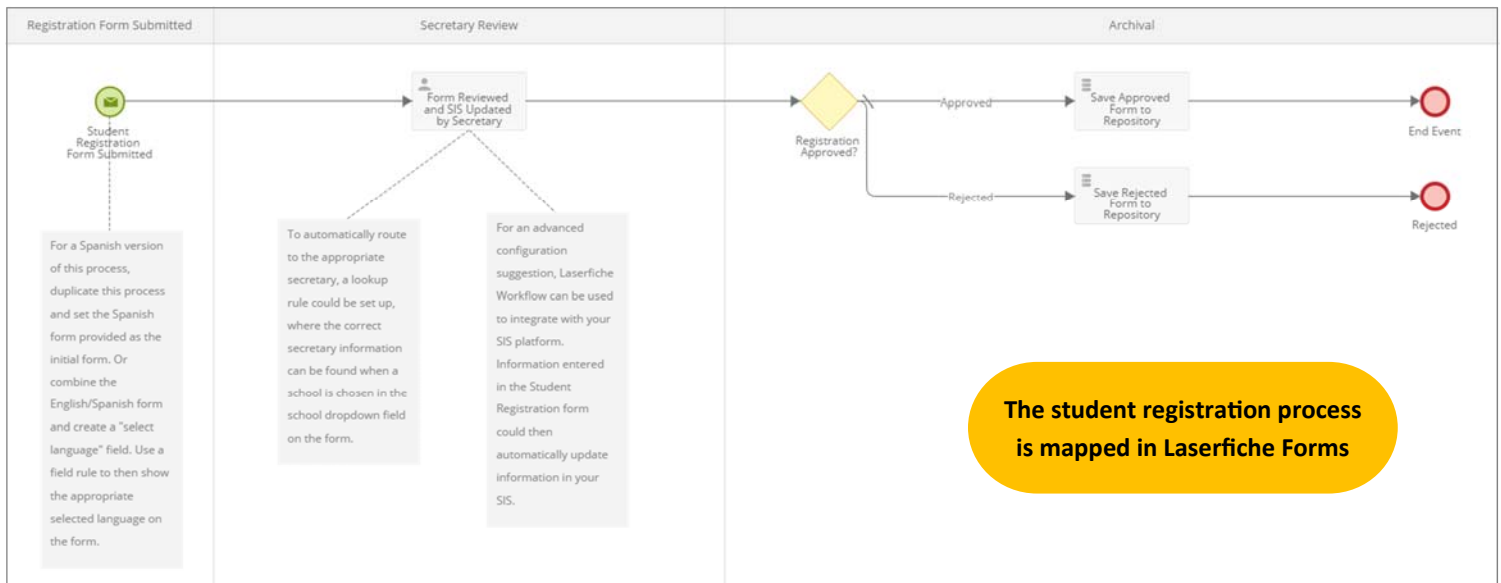
Once the form is submitted, it is routed to the secretary specified in the hidden field. The secretary retrieves the form to ensure that all the information, most importantly the address, is formatted correctly and makes any changes as needed.

The screenshot shows a web form titled "New Student Registration Form". At the top, it says "Use this form if your student was NOT enrolled in [District Name Here] last year." Below that, it states "Pursuant to State law and District Policy, the following documents are required for enrollment: Proof of Immunization, Birth Certificate, Proof of Residency." A red warning message says "No student will be enrolled without the above items." The form fields include: "School*" (a dropdown menu), "Previously Enrolled*" (radio buttons for Yes/No), "Type of Registration*" (radio buttons for Initial Enrollment, Transfer from other Public State District, Transfer from Non Public Setting, Transfer from Out of State), "Please upload copies of Proof of Immunization, Birth Certificate, and Proof of Residency." (with an "Upload" button), "Student Information - As written on Birth Certificate" section with fields for "Legal Last Name*", "First Name*", "Middle Name", "Date of Birth*", "Grade*" (with a "Grade going into" label), and "Gender*", and "Ethnicity*" at the bottom.



WORKFLOW

Once the secretary approves the form, it is saved in the Laserfiche repository, launching the “New Student Registration” workflow.



When a student is reregistered the following year, the parent simply inputs the student’s ID number into the form, and the rest of the information is populated automatically from the PowerSchool database. The parent can edit any of the information if it has changed from last year before submitting the form.

Once the form is approved, Laserfiche Workflow populates the PowerSchool database with information entered in the form. If the student’s record already exists in PowerSchool, information that has changed is updated. If the student is new, a completely new record is created.

Information in PowerSchool is contained in three different tables, so three different data update activities are used. Each activity updates data in a different table:

- Students
- Studentcorefields
- U_Studentuserfields

If the student is a Spanish speaker, the U_Spanish field is also updated.

Once all the information is updated in PowerSchool, Workflow automatically notifies the secretary of the successful registration by email.

- The use of electronic forms has reduced the time it takes for a secretary to process a student’s information by 96%
- The simplified registration process saves significant time and increases accuracy of information
- Information in PowerSchool is always up to date
- The school district saved money on paper and postage since all forms are now online and hard copies no longer need to be mailed to every student prior to the new year enrollment

Form Examples K-12

- Teacher classroom requests
- New employee benefit enrollment
- Student withdrawals
- Change of address
- Truancy reporting
- Travel requests and expenses
- New employee onboarding
- New staff requests
- Authorization requests—security access, alarm codes, etc.
- Recreate current paper forms and build ANY new forms

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