

# 5 Ways

Districts See



## Cost Savings &

## Increased Efficiency

Through Online Enrollment & Registration





**Two common goals that school districts aim to achieve are reducing costs and increasing efficiency.** Analyzing your school district's budget is the best place to start in order to accomplish these objectives. Does the budget allocate funds for paper-based student registration? If the answer is yes, replacing this process with an online solution will result in cost savings and increased efficiency.

Student registration is a multi-step process. School administrators generate a multitude of forms that request demographic data, emergency contact and medical information, signatures for school policies, agreements and permissions, surveys, health history, sports information, and more. Families are then required to fill out the large packet of paper forms for each child enrolled in the district. Once those forms are returned to the school, administrators are tasked with inputting the data into the district's student information system (SIS). It becomes a very paper-intensive process, ultimately using valuable resources that could be funneled back into education.

Here are five ways districts see costs savings and increased efficiency.



## 1 Significantly reduce costs associated with paper-based student registration

Online student registration streamlines the processes of a paper-based system. The average number of forms distributed to families every year is 20 pages per student, often rising to over 40 pages in many districts. Factoring in the cost for paper, ink/toner, and postage, the cost of registration steadily rises. Districts often hire temps during the registration season in addition to allotting overtime for administrative staff.



Mooreville saved.

Mooreville Graded School District in North Carolina quickly realized the cost savings in manpower alone, noting a savings of \$30,000 a year since launching their online student registration solution.



Horry County saved.

Horry County Schools in Conway, South Carolina, saves an average of \$14,000 a year on postage alone.

Evaluating expenses for paper-based student registration allows schools to identify where funds are going, providing insight on determining where there are opportunities to save money.



Frisco ISD saved.

Frisco ISD in Texas did the math and currently saves over \$70,000 annually, attributed to supplies and labor, since moving student registration online.





## Obtain information before the school year starts to have appropriate staff employed

When schools know their new and returning student enrollment prior to the beginning of the school year, staff have accurate information for accommodating student requirements. An online student registration solution provides the level of efficiency required to achieve data capture before school starts which in turn enables staff to allocate resources to accommodate student learning, medical, and transportation needs. A district's special services department is alerted if a student registers with specific needs. The school nurse is promptly notified when a student registers with a medical condition or allergy, and the transportation director is notified when a student needs to be added to a bus route. Families can take confidence in the schools their children attend knowing the district is well prepared to educate and care for them. This eases families' levels of anxiety and increases their trust in the district.



Fairview Park City saved.

Fairview Park City Schools in Ohio wanted an innovative registration management provider that was capable of reforming their registration process. For this particular district, it was imperative to accommodate students who registered for school and noted that English was not their primary language. Now, on the first day of school, schools are equipped with the proper staff, allowing them to effectively and efficiently serve their students.



## Collect and manage school-related payments

It is arduous to manage and keep track of payments received for a school's PTO/PTA organization, yearbook orders, parking, transportation, athletic/sports activities, boosters, and more. Adding this step to a paper-based student registration process immerses school staff in a paper-driven world where errors are significantly more likely to occur. When transitioning to an online student registration solution, selecting a provider that offers families the opportunity to quickly and easily pay for school related expenses at the time of registration cuts down on errors and helps to ensure parental compliance.



San Marino USD saved.

San Marino Unified School District in California selected an online student registration provider that also offers payment processing. The district achieved a 96% utilization rate from families of the provider's payment management service. San Marino's customized solution captured the generosity of their parents, exceeding their expectations for donations and funds by 100%.





## Securely upload documents

Document management is another time-consuming task associated with a paper-based student registration process. A secure online solution should facilitate an efficient way to collect and store vital documents. Copies of birth certificates, proof of residence, and immunization records are just a few items that schools require from families.



DeSoto County SD saved.

DeSoto County School District in northern Mississippi made it easier for thousands of families to complete online registration and turn in required documents through secure scanning and uploading. Parents submit all information through the district's customized online solution and scan documents that are then stored for easy access by appropriate staff members. Moving student registration online provided DeSoto County with an efficient solution to address compliance requirements. Virtually eliminating all paper documents associated with student registration, the district is able to meet their goal of processing 5,000 new students each year and have their SIS updated with accurate information by the first day of school.



## Improve compliance with mandatory reporting

There are a number of ways to write out a street address. 123 Broad Street could be written as 123 Broad St, 123 BROAD STREET, 123 broad street, etc. The formatting requirements for certain information may not be important to the average person, however, it serves as a vital tool for school administrators who compile data for mandatory reporting every year. Paper-based student registration does not scrub and polish data to meet state requirements, meaning administrators spend countless hours formatting student data correctly at the time of input.

123 Broad Street  
123 BROAD STREET  
123 broad st.  
123 Broad st



123 Broad St.

An online student registration solution increases efficiency by automatically standardizing data so that entries are consistent when entered into the district's SIS.





Horry County saved.

Horry County Schools values the ability to access standardized data they need for state reporting within minutes from their online registration system. In addition to quickly generating state reports, a robust online student registration solution should provide additional tools that allow staff to track completion of registration forms and send reminder notifications to families, increasing staff efficiency.

Reporting and communication tools also give districts an intuitive method to produce reports for specific departments, such as athletics, transportation, and the school nurse.



Frisco ISD saved.

As a result of implementing online student registration, Frisco ISD transformed the jobs of staff members, allowing optimal usage of existing human resources to best serve students and families.

Decreasing costs and increasing efficiency are obtainable goals for school districts. Implementing an online student registration solution not only attains these two goals, it also provides value to an entire school community.

Questions? Comments?  
Great! We'd love to hear from you.  
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# Cost Savings & Increased Efficiency From Online Registration

Paper

vs.

ONLINE

SUPPLIES & LABOR	<p>20-40  per student + ink \$ paper \$ postage \$ fixing troubled printers \$</p> <p>1200 hours spent processing paper registrations \$XXX spent on hiring temps for data entry</p>	<p>0  per student + ink \$ ↓ paper \$ ↓ postage \$ ↓ fixing troubled printers \$ ↓</p> <p>100 hours spent processing registrations \$0 spent on additional labor</p>
ACCURATE RESOURCE ALLOCATION	<p>UNCERTAIN ENROLLMENT NUMBERS 90+% of registrations completed 6 weeks after Day 1</p> <p>too many                      not enough</p> <p>          </p> <p>↓                                      ↓</p> <p> shuffle staff, bus routes, and support workers       scramble to hire and provide for students</p> <p>↓                                      ↓</p> <p>costly in resources                      costly in resources</p>	<p>CONFIDENT ENROLLMENT NUMBERS 95+% of registrations completed before Day 1</p> <p>appropriate</p> <p>  </p> <p>↓</p> <p> accurate budget and forecasting</p> <p>↓</p> <p>resources re-allocated</p>
EFFICIENT PAYMENTS	<p>   PTO/PTA yearbook athletics parking</p> <p>↓</p> <p> costly in labor prone to error &amp; hours of correcting hard to track</p>	<p> auto-allocated</p> <p>↓</p> <p> PTO/PTA yearbook athletics parking</p> <p>✓ efficient ✓ tracked ✓ paperless</p>
EFFICIENT DOCUMENT MANAGEMENT	<p>   visit school during open hours</p> <p>↓</p> <p>copy documents </p> <p>↓</p> <p>file documents </p> <p>    </p> <p>pass files around appropriate departments</p> <p>↓</p> <p>don't lose documents!</p>	<p> log in to InfoSnap</p> <p>↓</p> <p>upload image or file</p> <p>↓</p> <p> Admin &amp; departments access anywhere anytime all at once</p> <p>↓</p> <p>Documents never lost</p>
NO ENTERING OR COMPILING DATA	<p> →  + 123 Broad Street data entry                      data manipulation</p> <p>↓</p> <p>costly in resources</p> <p>spend hours compiling reports from paper files for:</p> <ul style="list-style-type: none"> <li> nurses/health office</li> <li> athletics</li> <li> transport</li> <li> business office</li> </ul> <p>↓</p> <p>costly in resources</p>	<p> data polished &amp; delivered = no data entry + no data manipulation</p> <p>↓</p> <p>reports generated quickly</p> <ul style="list-style-type: none"> <li> nurses/health office</li> <li> athletics</li> <li> transport</li> <li> business office</li> </ul> <p>↓</p> <p>saves HOURS</p>