Revolutionize the Way Your School District and Schools Are Managing Student Records
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Host and Presenter Information

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Why We’re Here

Schools have a legitimate paper accumulation problem. That much is obvious. How to get a handle on it requires a change to your record management approach. Making the transition from physical record management to electronic is necessary if schools and districts want to stop wasting so much time, money, and space on paper records.
What Physical Records Actually Cost You

- Time
- Money
- Space
40% of school office staff time is spent on managing non-business critical documents
15-20 minutes here or there to create a new student record
Another 10 minutes or so if copies need to be made or faxed
Then another 10 minutes or so to properly file the record
Average time wasted looking for misplaced records is roughly 2 hours

All together, total time invested by staff on physical record management is 500+ hours per year. That’s about half the school year!

What’s the time of admin and educator staff worth? Do you want them busy messing with pounds of paper records or busy contributing to educating students and making things run as smoothly as possible at the school or district level?
Money

- **5-Drawer Model Filing Cabinets** – $1,500 to $4,000 each
- **Supplies** – $2.50 per record created
- **Labor** – 500 hours / annual salary
- **Physical Storage** – $10,000+ annually
- **Fines** – Depends on type and number of violations to FERPA, HIPAA, Fire Code, etc.

Annual costs vary based on student population and physical record volume, but the average annual costs for a medium sized district is in the hundreds of thousands. Yikes!!
Filing cabinets require 20 sq. ft. of space dedicated to each one.

Fully filled filing cabinets weigh over 250 pounds and are difficult to move.

Having enough filing cabinets to accommodate paper records is generally the equivalent of multiple classroom-sized rooms.

If your school is hurting for space and really needs an extra classroom or two, or an additional office for teachers, meetings, admin purposes, or whatever else the solution is obvious – get rid of your filing cabinets. Seriously.
To Reiterate – Here’s the Cost…

Maintaining each student record (*the hidden cost*).

<table>
<thead>
<tr>
<th>Activity</th>
<th>Supplies</th>
<th>Labor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating the File</td>
<td>$5.25</td>
<td>$20.00</td>
<td>$25.25</td>
</tr>
<tr>
<td>Storing the File</td>
<td>$1.84</td>
<td>$0.23</td>
<td>$2.07</td>
</tr>
<tr>
<td>Accessing the File</td>
<td>$7.40</td>
<td></td>
<td>$7.40</td>
</tr>
<tr>
<td>Transporting the File</td>
<td></td>
<td>$11.20</td>
<td>$21.20</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td></td>
<td></td>
<td><strong>$69.05</strong></td>
</tr>
</tbody>
</table>

*Based on one student record, 75 pages*
There Are Also Inherent Risks with Physical Record Management

- Compliance
- Security
- Quality of Education
Filing cabinets are not compliant with FERPA or HIPAA because:

- Filing cabinets are openly accessible

- Paper file storage makes it virtually impossible to comply with FERPA and HIPAA regulations due to very strict privacy requirements

- Cumulative paper files contain protected documents, such as medical records or information

With physical record keeping the burden of keeping up with regulations falls on you, the school and district. That also includes any financial and time costs associated with meeting and maintaining strict compliance laws at the state and local level.

YellowFolder, for example, automatically adheres to all compliance laws on behalf of the school and district. If language concerning FERPA or HIPAA change, your school and district wouldn’t have to worry about a thing. It’d be automatically taken care of for you.
9.7% of data breaches in the education industry come from exposed records.

Paper records don’t have the ability to:

- Be ‘backed up’
- Be spared from natural disasters or improper destruction
- Recover from physical deterioration over time or improper handling

These records, it should be noted, are the community’s records and document the educational history of each citizen. Loss, improper exposure or uncontrolled destruction would be catastrophic and could cause long-term issues for those affected.

Secure, electronic storage mitigates the risks and impact of record loss of any kind.
Having to constantly worry about and manage physical records really does hamper the quality of education we're able to provide our students. It’s not a stretch to say that because so much time, money, and space is lost due to physical record management and storage.

Freeing up those three resources allows administrators and educators alike to focus on what’s actually important – creating, maintaining, and fostering a positive and effective learning environment. The money saved could be reinvested back into new technology, education resources or whatever else that would help your school. The time saved means staff has more time to actively devote to the core goals of the school and district.

And finally, the space saved means you now have that extra classroom, admin office, or a new extracurricular program room. The possibilities really are endless at this point.
Because filing cabinets are ridiculous and risking federal education funds when there's a better, safer way to manage student, employee, administrative, and special education records is insane.
It’s time to Change Your Record Management Approach

Physical Record Management

Electronic Record Management
Questions or Comments

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Thank You!

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