

*Daviess County Public Schools implements electronic forms to improve communication with parents and students and store transcripts digitally.*



### **Jessica Roark, District Software Specialist Daviess County Public Schools, Owensboro, KY**



“Some people think office automation is only for big companies, but it has tremendous benefits for school systems. DocuWare is used by seven departments in the Daviess County Public Schools district and its usage continues to expand!”



**Location:** USA  
**Industry:** Education  
**Deployment:** Cloud  
**Department:** Registration, HR

**Daviess County Public Schools (DCPS) in Owensboro, KY serves approximately 11,700 students in grades pre-K through 12 in 18 schools. The District has two administrative offices and about 2,000 employees.**

Traditionally, DCPS schools collected and exchanged information with parents via paper forms, but that was a time-consuming, inefficient, and frustrating process. "On the first day of school, students had to bring home a folder's worth of paper forms. Parents with more than one child had to fill out the same information on multiple forms. That wasn't convenient for anyone," explains Jessica Roark, District Software Specialist. Roark wanted to switch to electronic forms, automate the enforcement of state-mandated retention schedules and digitize transcripts along with other documentation. To streamline the operations, Roark championed the DocuWare Cloud initiative. "I knew that developing digital forms would make this process so much easier for our parents as well as our staff."

#### **Implementing a parent-friendly solution**

Following the DocuWare install, the school was able to email parents a link to web forms that they completed on their home computers. Because electronic forms are faster, easier and more user-friendly than paper ones, parents' response rate

was quicker. DocuWare Forms used conditional logic to ensure that parents only received 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 District offices, they are automatically indexed and stored using secure digital technology. "DocuWare enabled us to go to the next level and provide all other registration and permission forms electronically," Roark says. "This helped with our goal to become a paper-lite district."

#### **DocuWare enables compliant record-keeping**

Prior to installing DocuWare, 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. Now, DocuWare workflows automatically enforce retention schedules established by the Kentucky 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. DCPS also switched to the newer transcript archiving method that allows for faster

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*"Installing DocuWare helped with our goal to become a paper-lite district."*

searches. That's particularly helpful for dealing with handwritten transcripts from the 1960s and '70s. "We used an old program to archive transcripts and were looking for something more modern with better search capabilities," Roark says. "Now we can search by name, birthdate and other index data."

### **Automation offers flexibility for school systems**

During the COVID-19 crisis, DocuWare facilitated device assignments to enable teachers to take laptops and other equipment home to implement online learning. Each teacher signed a form to record the equipment they were taking home. Electronic forms were accessed on an iPad, so teachers could sign them out with minimal interaction with other staff. "Some people think office automation is only for big companies, but it has tremendous benefits for school systems," Roark says. "DocuWare is used by seven departments in the DCPS district and its usage continues to expand."

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