

SMARTSEARCH FOR EDUCATION



Where is SmartSearch used?

- Student/Staff Records
- PPT/IEP/504 Plan Records
- Student Portfolios
- Payroll Records
- CEU Tracking
- Board Meeting Minutes



How is SmartSearch unique?

- Easy to Learn and Use
- Advanced OCR and Content Search Tools for word level research
- Flexible and Highly Customizable Interface
- Scalable to multiple campus locations

Time to Graduate to a Paperless Process?

Affordable, easy-to-use and reliable, **SmartSearch** quickly transforms your district into efficiency and compliance.

“**SmartSearch** has really helped to solve our storage problem and our administrators appreciate the assurance that we are in full compliance with the state’s retention directives. I would recommend **SmartSearch** wholeheartedly. Because **SmartSearch** has been so effective for the district and because it is so easy to use, our payroll and other departments have begun to use SmartSearch.”

– Bonny Cairns, Technology Business Coordinator, Twinsburg City Schools

How will SmartSearch deliver efficiency within your school district?

- By eliminating paper based filing and providing fast, district-wide access to student records
- Through direct document access from PowerSchool®, eSchoolPlus and other student information systems
- Through the ability to easily search and locate student records based on student name, student number or key word searching – all with the click of a mouse
- With the implementation of eForms to standardize data collection and ensure it is complete
- With tools for creating powerful student portfolios through scanned or imported projects
- Web capabilities that enable parents real time access to their child’s schoolwork and admissions personnel access to report cards and transcripts
- With rapid access to student progress reports and PPT notes
- Through FERPA compliance
- By providing IEP approval routing and conditional notifications

SmartSearch provides school systems of all sizes with a powerful tool to spearhead their green office initiative. As a secure means to eliminate paper-based filing, **SmartSearch** delivers the ability to manage student records with far greater efficiency eliminating the retention of student records including storage intensive PPT’s, IEP’s & 504 plans. **SmartSearch** securely stores all your documents including scanned records, emails and MS Office files where they can be instantly accessed from your student information system, desktop or even from email. The complete flexibility of **SmartSearch** means that users can easily customize the system to meet the individual needs of your district.

SmartSearch helps school district comply with state record retention mandates, while boosting efficiency and solving paper storage problems

When the State of Ohio reorganized and systemized school districts' record retention and disposal processes, Twinsburg City Schools turned to electronic content management. Affordable, easy to learn and use and extremely reliable, SmartSearch gives administrators the assurance that their district is in compliance with the state's directives and affords the district far greater efficiency and flexibility in storing and retrieving important records.

Twinsburg City Schools is a large suburban Ohio school district comprised of five schools, from primary school through high school, with a central administrative building. The district is the third largest employer in Twinsburg with more than 500 employees and supports over 4,300 students. Twinsburg is a very progressive community and strongly supports education. As a result, the State of Ohio has consistently classified the district as "Excellent," and in 2007-08 classified it as "Excellent with Distinction."

The State of Ohio requires Twinsburg City Schools to retain numerous documents—from school board and administrative records to a wide variety of student records—many of which must be retained permanently. Prior to adopting electronic content management, designated original records were allowed to accumulate in various district buildings throughout the school year. At the end of the school year, they were cataloged, boxed up and put into storage wherever there was room in the district's facilities. When public record requests were made, a staff person would physically search through boxes to find the file—and hope it was in good shape.

The district's acute document storage predicament would occasionally manifest itself in dire and rather unfortunate ways. In one memorable instance, some of Twinsburg City Schools' student records had been stored in cardboard boxes in the district's transportation and maintenance garage. When shelving in the non-climate controlled building collapsed, the records sustained severe damage from water and rodents. Predictably, a parent

needed access to the nearly destroyed records and conscientious administrators were distressed and embarrassed by the incident.

Eventually, in response to the state's retention mandates and occasional incidents like this one, district administrators prudently decided to implement an electronic content management system, initially by electronically archiving only the most frequently requested categories of documents. After carefully evaluating Twinsburg City Schools' requirements, the district's trusted office technology company installed SmartSearch. The result was a dramatic and welcome increase in efficiency, flexibility and reliability.

Selected student documents are now archived on an ongoing basis instead of annually. Those forming part of a new student's file are available to administrators immediately and can be updated throughout the year. This capability is especially helpful for legal documents pertaining to custody matters or court placement, and for withdrawing students' records which are often requested by the students' new school districts. The use of SmartSearch is now expanding throughout the organization to support payroll and other critical business functions as well.

"With SmartSearch," Cairns explained, "the office support staff walk up to their multi-function printers and scan documents directly into a SmartSearch Inbox. When they get back to their workstations, they can index the documents whenever time permits. I think that the flexibility SmartSearch gives us to index documents in this way is one of its biggest advantages."

A recent legal opinion from the school district's lawyer confirmed that electronic documents fulfill the state's retention mandate for documents that must be stored permanently, allowing the district to shred its originals. "This has really helped to solve our storage problem," Cairns said, "and our administrators appreciate the assurance that we are in full compliance with the state's retention directives."

"I would recommend SmartSearch wholeheartedly," Cairns said. "Because SmartSearch has been so effective for the district and because it is so easy to use, our payroll and other departments have begun to use SmartSearch, and as our use of SmartSearch expands we will enjoy even greater efficiency with this marvelous solution."

SOLUTION PROFILE:

BUSINESS:
School District

COMPANY:
Twinsburg City Schools

OBJECTIVES:
Comply with retention mandates; solve document storage problems

