SchoolStatus

Time Spent on Administrative Tasks

SEP   OCT   NOV   DEC

EBOOK

How K-12 Administrators Can Save Time on Forms and Workflows

Introduction

For schools and districts, inefficient administrative processes act like resistance forces—creating unnecessary drag that slows forward progress. Overcoming that resistance unlocks the potential energy of educators, staff, and families alike.

In this eBook, we'll examine some of the biggest administrative offenders holding back K-12 schools. From student onboarding to parent communications and internal operations, we'll identify the impediments that drain away productivity and morale.
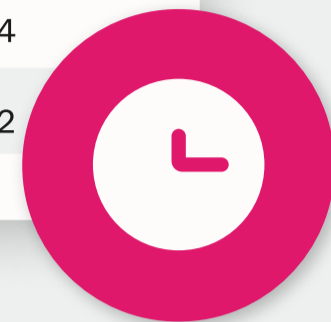
But don't worry, we have action plans to help get things moving again! We'll explore practical strategies for streamlining workflows through smart automation. Think of it as applying a bit of physics know-how to overcome inertia and remove obstacles from your critical processes.

By the end, you'll have a blueprint for designing frictionless operations that maximize the momentum of your district.

Let's get ready to work smarter, not harder!

Event	Members	Documents
	10	1
	92	3
	83	2
	15	1
	24	11
	12	4
	52	2

The Cost of Resistance

Inefficient, manual processes slow forward momentum for schools and districts. The cost of this is evident in wasted time, money, and human effort that gets drained away instead of being channeled into more productive purposes.

> "The repetitive and manual nature of these school processes, particularly at the start of a new academic year, seemed ridiculous. I remember thinking to myself, 'There must be an easier way to share and submit information to the school.'"
>
> **Karen Burns**
> Finance Manager at School of Arts & Sciences

Just think about the hundreds of staff hours spent on tasks like:

◆ Distributing, collecting, printing, and collating reams of paper forms

◆ Manual data entry and information look-ups across disconnected systems

◆ Endless back-and-forth emails and phone calls to chase missing information

Not to mention the dollar cost of these activities. That's potential energy, momentum, and budget from schools that could be directed towards improving student outcomes. When inefficient processes create resistance, something has to give--and often it's educator morale and retention that suffers.

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Key Impediments in K-12 Administration

Let's take a look at some of the biggest sources of impediments weighing down schools and districts:

Student Registration & Onboarding

Completing all the required paperwork and information collection for new and returning students each year feels like a Sisyphean task. The energy expelled to chase down forms from every family would be better spent elsewhere.

> "Prior to [SchoolStatus Forms & Flows], families had to complete three copies of every student's Blue Card at the beginning of each year. The avalanche of paperwork often resulted in imperfect tracking and incomplete data collection."
>
> **Trish Peterson**
> Principal at PS8

Internal Requests & Approvals

From staff timesheets and supply orders to maintenance requests and tech support tickets, the back-and-forth on routine internal processes creates unnecessary drag. Minimizing these administrative hurdles could provide a real momentum boost.

Family Communications

Whether it's permission slips, field trips, meeting signups, or policy updates, getting information to flow smoothly between schools and families is an age-old challenge. Too many obstructions in these critical channels burn valuable energy.

50%

At Florida's School of Arts & Sciences Charter Network, automating parent communications for one donation drive increased contributions by 50%

3 Strategies for Gaining Momentum

Just as reducing friction allows objects to move more freely, digitizing and streamlining processes enables schools to overcome administrative hurdles.
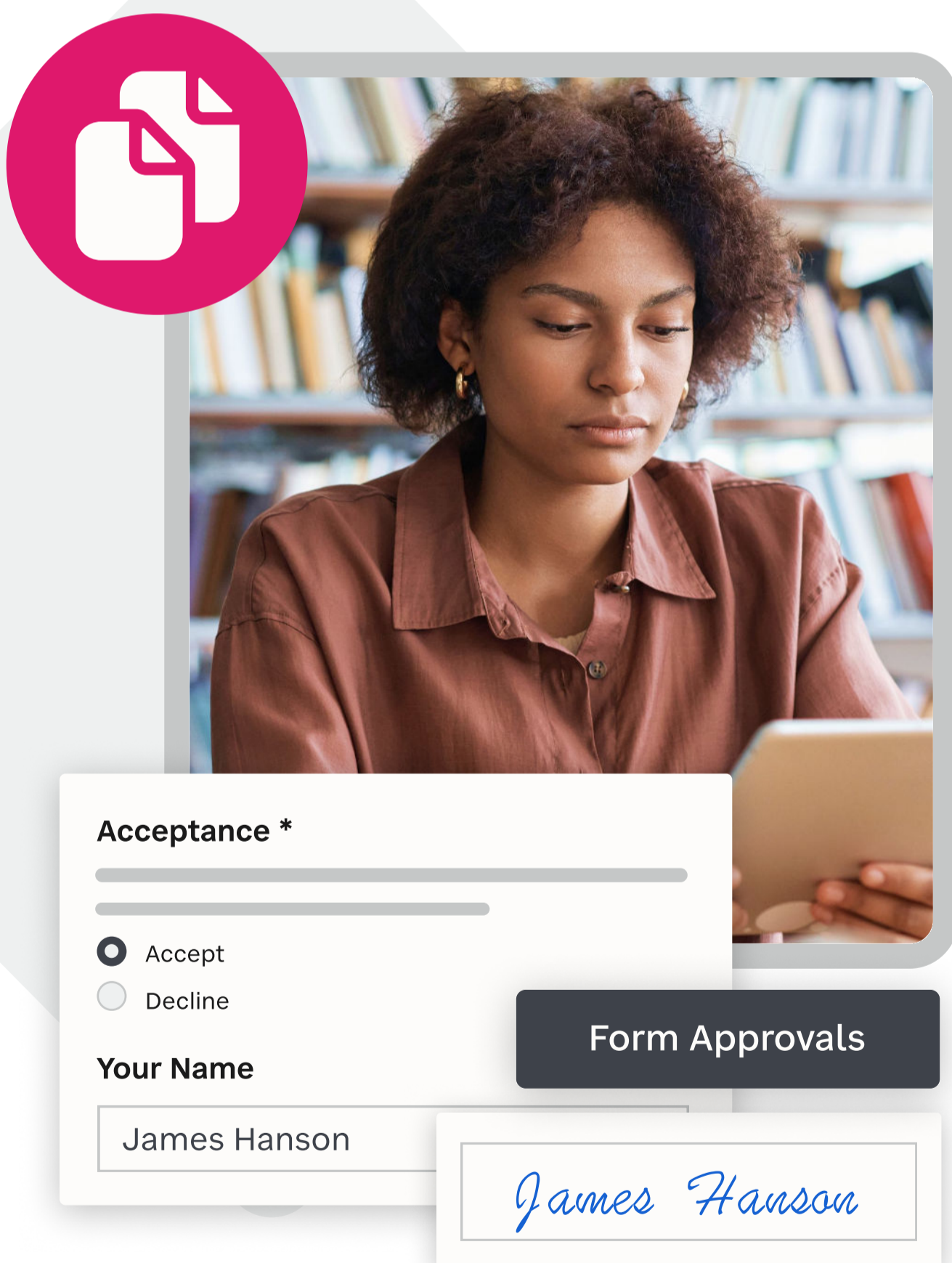
Here are some key strategies that innovative districts have used to regain momentum:

1. Automating Forms & Workflows

By converting paper-based processes to automated digital workflows, districts can eliminate repetitive tasks and informational bottlenecks. Smart logic and conditional actions allow forms and communications to flow automatically based on recipient responses.

Acceptance *

○ Accept
○ Decline

Your Name

James Hanson

Form Approvals

James Hanson

"With [SchoolStatus Forms & Flows] Trigger Actions, we can define automated actions like instantly sending follow-up eForms, scheduling reminders, or moving students into new groups. It eliminates so many subsequent manual steps."
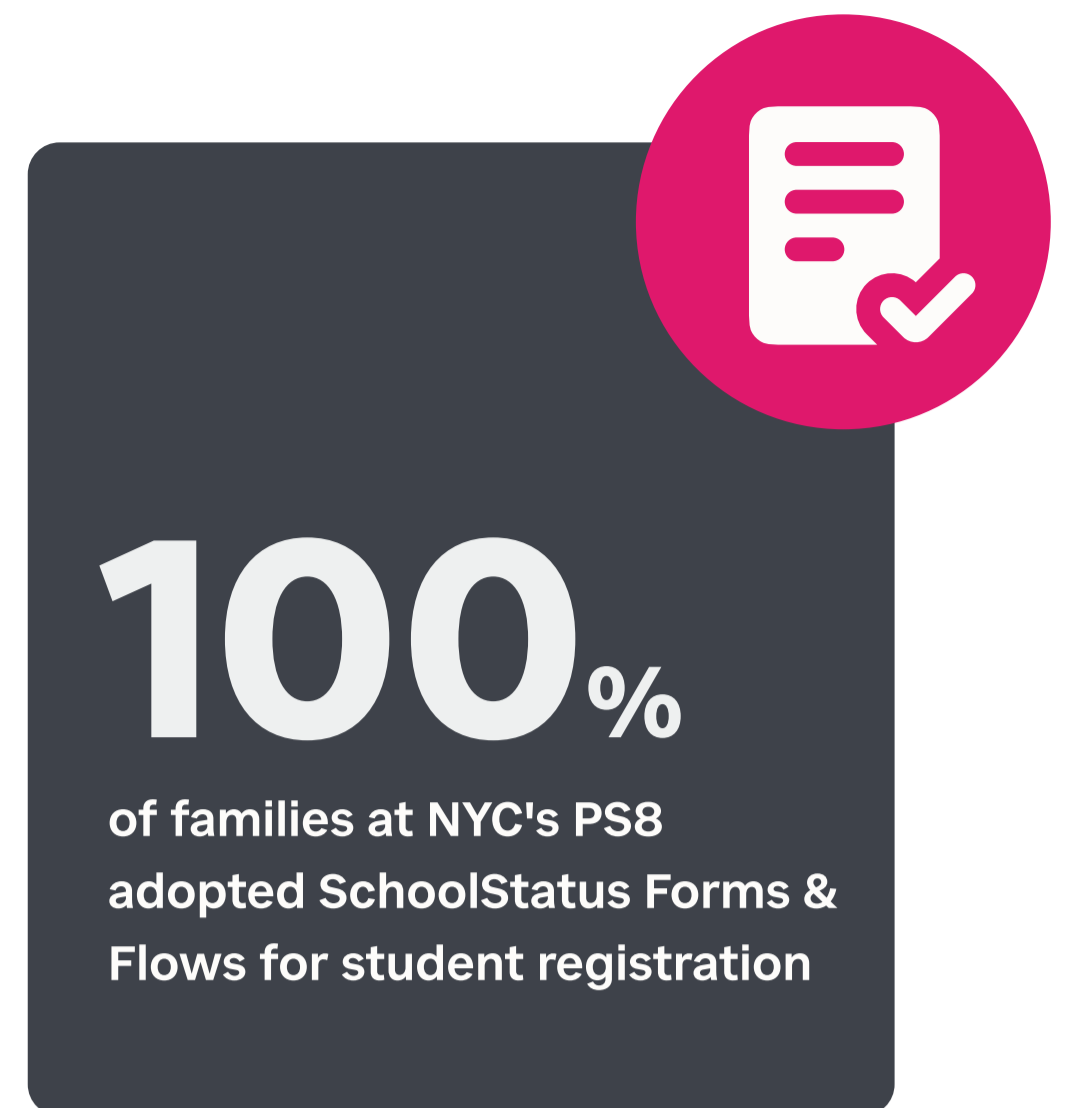
Karen Burns
School of Arts & Sciences

2. Enabling Self-Service

Making processes accessible from any device empowers families and staff to complete tasks on their own schedule. This reduces the back-and-forth while keeping information up-to-date.

Integrating systems when data flows seamlessly between digital platforms prevents informational roadblocks and duplicative efforts. Schools gain a single source of truth.

100%

of families at NYC's PS8 adopted SchoolStatus Forms & Flows for student registration

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"[SchoolStatus Forms & Flows'] integration with our SIS made our partnership viable and valuable. For the first time, we have real-time visibility into where each application sits."

Warwick Valley CSD

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3. Centralizing Data & Processes

Consolidating administrative tasks, data collection, and communications into one unified platform prevents information silos. This eliminates the need for constant context switching between disparate systems and data sources.

"Parents and staff rave about [SchoolStatus Forms & Flows]. From the moment we signed-on, the [SchoolStatus] team has been so responsive to our needs. Everything has been amazing."

Trish Peterson
PS8 The Emily Warren Roebling School

By centralizing processes and data, districts can streamline operations while improving accuracy and reducing the chaos of fragmented information sources.

Form Requests

Submitted Forms

Form Approvals

Form Library

The SchoolStatus
Forms & Flows Solution

While implementing momentum-gaining strategies requires activating your planning skills, you don't have to go it alone. SchoolStatus Forms & Flows offers the ability to propel districts towards frictionless operations.

At its core, Forms & Flows eliminates the sticking points created by manual data collection and processing. No more getting bogged down by paperwork or running up against informational bottlenecks. The platform's smart workflow automation capabilities keep tasks and information flowing seamlessly between all stakeholders.

With seamless integration capabilities, Forms & Flows prevents roadblocks by linking your existing data platforms like your SIS. Information flows in a continuous cycle, preventing momentum-killing breaks and duplicative efforts. Automated actions fire off based on responses, ensuring everyone gets the right information at the right time.

From a user experience standpoint, Forms & Flows is integrated with SchoolStatus Connect and reduces resistance by making processes accessible from any device and in the same app they are already using for school-family communication. Families and staff get reminded with messages in SchoolStatus Connect, and can complete tasks on their own schedule, without friction. Automatic translation and e-signature capabilities further grease the wheels for widespread adoption.

Altogether, Forms & Flows acts as a lubricant for school operations, minimizing administrative resistance wherever it exists. The potential energy saved can be redirected towards more impactful academic priorities. Add on Forms & Flows to your SchoolStatus Connect solution, and your district's productivity will be unstoppable!

Conclusion

Overcoming administrative resistance is all about minimizing impediments and maximizing efficiency. By digitizing processes and leveraging workflow automation, schools can stop wasting potential energy on inefficient tasks.

Imagine your district operating with minimal resistance, seamlessly sharing data across integrated platforms. Families, students, and staff could complete tasks seamlessly from anywhere, keeping information flowing in real-time. That's the frictionless future!

The game-changing capabilities are out there—it's just a matter of applying the right strategies and tools to overcome the inertia of legacy processes. Don't let resistance forces hold you back any longer. It's time to break free and propel your district forward!

Making the shift to streamlined operations takes careful planning, but you don't have to go it alone! Schedule some time with us to learn how SchoolStatus can help you design frictionless administrative workflows.

Schedule a Demo