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ANNUAL CONFERENCE

NEW CANEY ISD

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- I have been working for New Caney ISD for 18 years, RMO for 7 years.

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- PEIMS Coordinator 17 years and 4 years at New Caney ISD

Employees - 2,300
Students - 16,250

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How one District Went from Paper to Paperless

Paperless is possible

This session will review seven areas New Caney ISD has gone paperless using their Student Information System & Electronic Content Management System (ECM)

- Registration/Enrollment
- PEIMS – six weeks process and PEIMS change forms
- Human resources
- Three floods
- COVID & paperless being a benefit
- Student transfers
- Bullying & Harassment
- How NCISD prepared for the transition

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REGISTRATION & ENROLLMENT

- New and returning registration is completed online through our student information system
- Once registration is completed, all forms are scanned into the ECM system
- The documents are placed into a 01 Student Registration to Process folder by the registrar
- Quick Fields files all documents based off the header on the form – date, student id, title of document and last name.
- The only documents that are scanned are the following:
  - Birth Certificate
  - Social Security
  - Proof of Residency
  - Immunizations
  - Legal documentation

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PEIMS & SIX WEEKS PROCESS

6 Weeks Process

- Registrar will run the six weeks reports (Special Programs, Student Detail & Campus Summary Reports) and attach the documents to the ECM form by each special program.
- ECM system will send an email notification stating six weeks reports have been generated and ready for verification.
- Flows to all Special Programs coordinators or specialist to review and approve
- Once everyone completes their portion, the reports flow to the campus principal for review and approval
- Registrar then makes final coding changes and files in the PEIMS audit box in ECM under each 6 weeks

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PEIMS & SIX WEEKS PROCESS

PEIMS Change Form

- Counselors, AP's, Coordinators and Specialists submits the PEIMS change form with verifying documentation which will flow to the student's cumulative folder
- For At-Risk Indicators (14) or Special Programs (29)
- Flows to the registrar to code in the SIS
- Depends on the selection it can route to Transportation, Homeless, Foster Liaison, Principal and Child Nutrition for approval
- Files in the Student Cumulative folder
- Mass Entry as well
  - Early Reading Indicators
  - Grade Corrections/Retentions
  - Dyslexia Screener
  - Certification/Licensure

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Human Resources

- All Active and Inactive employee files are scanned
- Forms that are electronic:
  - Personnel Requisition Form
  - Personnel Action Form
  - Job Posting
  - Time and Effort
  - Supplemental Pay
  - Transfer
  - COVID leave request
  - Oath of Test Security
  - Hep B Vaccine Statement
  - Substitute Personnel Action Form
  - Direct Deposit Authorization Agreement and many more

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Three Floods

- NCISD has survived hurricane Harvey and two additional floods since 2017
- No documents were lost
- Only furniture, cars and carpet in the buildings were destroyed

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COVID & Paperless being a benefit

- NCISD staff and students were all sent home on March 13, 2020
- NCISD did not skip a beat
  - ALL Records were accessible via our ECM
  - Everyone was sent home and was able to work besides Educational Aides
  - We added VPN access for some users
  - Departments were reaching out to us to create electronic forms (we created over 40 forms)
  - Built an entire Covid Contact Tracing process
- One employee was handling all TREx requests, enrollments/withdraws for the entire district

Student Transfers

In District

- Parents submit the online form student transfer form
- In District
  - The form will pull in all attendance, discipline and grades for the students based on the information in our SIS
  - Both the home campus and requested campus principal approves/rejects the transfer
  - Flows to the student services department for approval/deny
  - Transportation, Campus and Registrar will be emailed a weekly report for all student transfers

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Student Transfers

- Parents submit the online form student transfer form

Out of District

- The parent must attach all attendance, discipline and grades for the students for the previous school district
- Both the home campus and requested campus principal approves/rejects the transfer
- Flows to the student services department for approval/deny
- If approved flows to registrar for PEIMS coding
- Transportation, Campus and Registrar will be emailed a weekly report for all student transfers

Bullying & Harassment

- Incident notification is submitted by the administrator on campus Significant Incident
  - Allegation of Bullying/Harassment
  - Allegation of Prohibited Conduct
  - Threat to Safety
- The form is sent to Student Services for notification purposes
- The Administrator then gets an email to the finding of fact form to start the process of the investigations.
  - The Administrator collects all statements for all parties involved
  - The form is routed to the student's counselors (perpetrator, witness, and victim)
  - If needed the form will route to the NCISD Police Department for a law referral
  - Form will save in the Student Services under investigations by school year.

HOW DID WE GET HERE?

- How long did it take
  - 5 years
- Summer scanning project
  - $12 per hour for all summer employees
  - Summer of 2020 raised to $15 per hour
  - The last 5 summers we have hired between 10 - 38 staff members to help back scan records

- More cost effective than sending data out to be scanned
- While it is being scanned it is available for record request

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HOW NCISD PREPARED FOR THE TRANSITION AND STILL GOING STRONG

- Our goal every school year is to add a department until the entire district is paperless
- Once everyone has the knowledge of an ECM they will come to you asking for going electronic or taking their paper process to electronic
- COVID was a HUGE WIN for us
- We were a department of 3 and just hired another employee
- All of the filing cabinets were sold in the auction
- Storages were turned into offices, conference rooms and much more
- The warehouse has gone down from 2 12X12 rooms to a small corner

HOW DID NCISD GET TO THE ELECTRONIC PROCESS?

- Start Small
  - Pick a few easy wins to help win over the people who are afraid of going away from paper.
- Be Patient
  - Not everyone will be on board with the changes all at once
- Every new roll out will take a different amount of time depending on the users
- District BUY IN – Superintendent was the first one on Board with going paperless

ECM – DOCUMENTS SCANNED

- HOW MANY DOCUMENTS ARE SCANNED IN ECM SINCE 2016
  - *STUDENT REPOSITORY - 9,951,129 PAGES*
  - *HUMAN RESOURCES – 1,042,683 PAGES*
  - *FINANCE - 492,2756 PAGES*
  - *OPERATIONS/TRANSPORTATION – 11,187 PAGES*
  - *POLICE – 50,024*

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COST SAVINGS

- **COST SAVINGS**
  - *$950,000 SAVINGS IN FIREPROOF SAFES FOR RECORDS STORAGE TO MEET STATE GUIDELINES*
  - *$15,000 IN PAPER SAVINGS OF 500 CASES A PAPER A YEAR*
  - *20,000-MAN HOURS SAVED ON FILING STUDENT DOCUMENTS.*
  - *REDUCED TIME FOR ACCESSING RECORDS ACROSS CAMPUSES TO 30 MINUTES VERSE SEVERAL DAYS*
  - *300,000 SQ FEET OF OFFICE SPACE RECAPTURED BY TRANSITIONING RECORDS TO DIGITAL STORAGE IN LASERFICHE*
  - *ABILITY TO ACCESS STUDENT RECORDS DIGITALLY BY ALL PARTIES ALLOWS FOR MORE TIMELY DECISIONS TO BE MADE ON STUDENTS VERSUS WAITING ON THE STUDENT RECORDS TO BE RETURNED BY ONE DEPARTMENT*
  - *THE DISTRICT SAVED OVER $330,000 BY CHOOSING TO IMPLEMENT ECM INSTEAD OF OUTSOURCING RECORDS SCANNING*

New Caney ISD won the International Customer Choice Award 2020

THANK YOU FOR ATTENDING!!!

Questions??????