**Company Background and Current Environment**

Chatham County Schools is the governing body for the school system in Chatham County, North Carolina. Their website acts as a central hub for information about their K-12 schools, enrollment details, academic calendar, and educational programs. The Chatham County Schools website serves twenty schools and over 8,900 students within the county. Chatham County Schools promote lifelong learning by supporting high school students who wish to earn college credits. They are also firm believers in the 1-to-1 student laptop program, which is an integral part of resources used to enable equitable access to technology and digital resources.

Chatham Early College helps high-achieving students entering high school to earn an associate’s degree alongside their high school diploma. The early college has an application process where students apply for the limited available seats. Currently, the application is organized through a Google Form for simplicity and ease of use for the administrators of Chatham Early College. However, as Chatham County Schools is considering a change and update in their software services, they are exploring the possibility of updating or automating several of their services and processes, including the application form for potential students at the early college.

Currently an interested student/or parent will go onto the Chatham County Schools website and search for the Early College. There they will find the Chatham Early College application link which takes them to Google form. The applicant will need to have an email address to begin filling out the form, any personal or school email will work. The applicant does not sign in to any kind of account to fill out the form. The applicant then goes through each step filling out all their information and once the information is submitted the data is sent from the Google form to a Google sheet. Every submitted form's data is collected in one spreadsheet for administrators to access and review applicant information. When applicant data is successfully transferred to the spreadsheet, a script is triggered to send an email with a reference form for a staff member or acquaintance to open a separate Google form for the reference. This form will be filled out, and once submitted, it will go into a separate folder within the application data set on Google Drive.