



# GREEN BAY AREA PUBLIC SCHOOL DISTRICT GOING PAPERLESS INCREASES ACCESS AND SECURITY

With over 21,000 students, the Green Bay Area Public School District is the fourth largest in Wisconsin.

To meet each school's need to maintain growing records within a limited space and according to the retention schedule, the District chose to digitize all student documents previously recorded on paper.

After meeting with school district officials, the Gordon Flesch Company (GFC) business analysts developed a custom solution that would save them time and resources, while making student records more accessible and secure, a main priority.

GFC uses a multi-phased approach for implementing an Enterprise Content Management (ECM) solution, involving the creation of a bar-coded "cover sheet" for scanning existing documents into the district's Student Information System (SIS). Newly created documents are electronically filed using the same system.

Not only did the elimination of paper documents increase the access and security of confidential student information, but it also provided the school district with many other benefits. After going paperless with student records, the district has become more environmentally-friendly, while also saving money that would have been spent on paper, paper handling, and other printing resources.

Now, authorized staff can retrieve student documents from anywhere, instead of being tethered to a physical location to access paper files and storage of these documents is also no longer an issue.



## THE CHALLENGE

Digitizing up to 25 years of student records in an economical way and creating an efficient way to import new and current student documents.

## THE SOLUTION

Implementing an Enterprise Content Management solution that uses a barcoded "cover sheet" to scan old documents and electronic filing of new documents into the Student Information System.

## THE RESULT

Increased access and security of student documents that follow compliance laws, as well as money and time savings by storing documents digitally.

“GFC went above and beyond what we asked for. They provided us with a vision, roadmap and solution that increased our access and security, and saved us a great deal of time and resources. The solution is easy to use and saves staff time, making adoption easy – schools are eager to begin using it.”

— **Kristine L. Vreugdenhil, MA, CETL**  
Technical Solutions Architect/Project Manager  
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