BREAK-OUT SESSION: AUTOMATING PAPER PROCESSES

Digitizing Charter School Operations — in a Pandemic & Beyond

An EdTech case study with The SAS Charter Network

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Automating Paper Processes:

Forms, Comms, Requests and Approval Workflows

- ➔ Case Study with
  The SAS Charter School Network
- ➔ Demo: Creating digital forms, workflows and automations for parents, staff and students
- ➔ Q&A Session

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Your Presenters

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School of Arts and Sciences

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About Us

Operoo's Mission

How we help schools & districts

- ➔ Operoo empowers schools to use every minute and dollar possible on student education, rather than wasting resources on operational inefficiencies.

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Use a template or make any form

Add any approval workflows

Automatically distribute to your audience

Responses received within minutes

Trigger follow-up action based on responses received

Securely collect consent, payment, medical info or any other data required

Automated reminders sent to stragglers

Track, analyze and act on responses

Achieving Your Operational Goals

Faster and easier student registration and onboarding

Digital school forms, consents and signatures

Up-to-date and accessible health & medical information

Digital payments and ordering

School trip and activities management

Staff requests, approvals and policy management

Streamlined communications, news & parent engagement

Manage and track incidents

TOP 25 OPERATIONAL WORKFLOWS DIGITIZED

By Schools in Operoo During 2021

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Daily Health

Attestations

Student Reg. &

Onboarding

Athletic Program Mgmt.

Parent – Teacher Conf.

Contactless Visitor

Check-Ins

Events & Activities Reg.

Backpack

letters

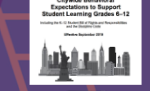
Consent Forms

Opt Out Forms

Medication

Admin.

Request Mgmt.



Student

Contracts

ELL

Tech & Custodial Supt.

Per Session Timesheets

Daily Anncmnt. &

Messaging

School Club & Program

Mgmt.

Teacher Preference Sheets

Senior Dues & Activity

Mgmt.

A Charter Schools Case Study:

Digitising & Automating Operational Paper Processes

How the SAS charter school network in Florida's Leon County automated its routine and recurring financial, request and permission-based workflows, reducing administrative demand on parents and staff, while enabling it to operate efficiently and remotely during the pandemic.

The Challenge

Inefficient paper processes

- “As a parent, the repetitive and manual nature of these school processes, particularly at the start of a new academic year, seemed ridiculous.”
- Opening its new SAS at The Centre campus in 2015 put more pressure on inefficient paper-based processes
- “The challenge was going to outgrow me if I didn’t change something. We needed to reduce the amount of work for staff.”

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SAS' Digitization Journey

Meeting growing needs

- ➔ Paper, pens and people
- ➔ Google Forms and customized scripts
- ➔ Standalone digital payments system
- ➔ "We didn't need another Student Information System; we needed a digital operations platform."

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The Solution

One central place to digitally manage all operational processes and comms

- “Today, we’ve used Operoo as the backbone to automate many of our major financial, request and consent-based processes for parents and staff across both schools”
- Digitizing staff processes in one place: Leave Requests, Payroll Forms and associated approval workflows
- Digitizing parent processes in one place: Reduced Lunch Forms, Beginning of Year Family Surveys, Medication Permission Forms and Extended Day Program Registration and Invoicing

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The Surprise (COVID-19)

Flexible processes, fast communication, anywhere, anytime access

- ➔ Suddenly, all paper and people-based processes needed a virtual equivalent ASAP
- ➔ New parental permissions were needed to facilitate student participation in virtual schooling
- ➔ The ability to disseminate and request information entirely remotely, while flexibly updating and communicating new processes as circumstances changed, became paramount

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The Results

‘Our new normal’: High response rates, no manual chasing

A NEW NORMAL

“Now that we know what’s possible, there’s no way we’re going back, even after COVID. Our digital way of operating is definitely the new normal.”

1 CENTRAL PLACE

SAS systemized and standardized its operational processes, forms and data collection across both schools in one place.

ANYTIME ACCESS TO MEDICAL DATA

“Supervising staff members access student medical and emergency information via their cell phones.”

15 - 0

Start-of-year student enrollments went from involving 15 paper forms to zero.

FLORIDA TESTING SCHEDULE

“Without Operoo, I’m not sure how we would have managed this process. With it, we set-up a process in 10-minutes and started receiving responses in five.”

NO MANUAL CHASING

“The system does the chasing for us until everything we need is submitted — from payments to form completions, permissions or medical data.”

FAST AND FLEXIBLE

“During the pandemic, things changed at a moment's notice. Operoo automated the digital flow of information between the school and its families remotely, safely and quickly.”

BETTER RESPONSE RATES

“When we distribute a form, request or piece of communication now, recipients can instantly view and respond to it on their device of choice.”

50% INCREASE

By automating its Program Enhancement Contribution workflow, SAS increased parent contributions from $40,000 per year to $60,000 in two months.

CONTACTLESS DEVICE LOAN SCHEME

“Without Operoo, attempting to do something like this would have been absolute chaos. We’re so happy with Operoo and our process automation journey to date.”

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Looking to the Future

Your next move

- ➔ What's your next form or process you want to digitize, streamline and automate?
- ➔ What advice do you have for other charter schools looking to replicate your success to date?

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Demonstration

Automating parent & staff processes

1. Leave Requests and associated Approval Workflows
2. Extended Day Program Registration and Invoicing

Achieving Your Operational Goals

Faster and easier student registration and onboarding

Digital school forms, consents and signatures

Up-to-date and accessible health & medical information

Digital payments and ordering

School trip and activities management

Staff requests, approvals and policy management

Streamlined communications, news & parent engagement

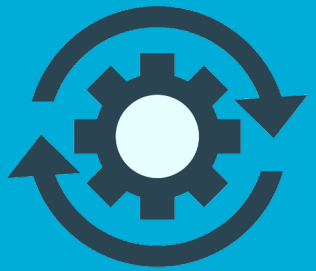
Manage and track incidents

School Operations and Productivity Platform

One Single Source of Truth in the Cloud

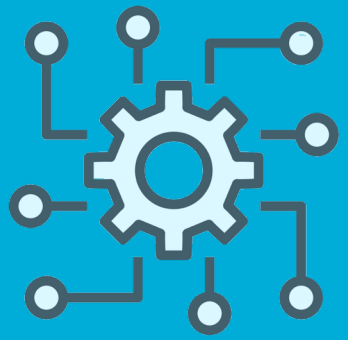
Any platform, any device — even when offline

One place for all your processes and workflows

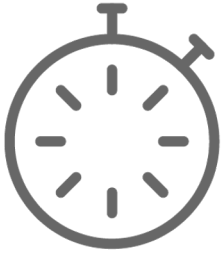


Admin System Integration and Single Sign On (SSO)

Reduced risk of data security and privacy breaches



Drive consistent, transparent and repeatable processes



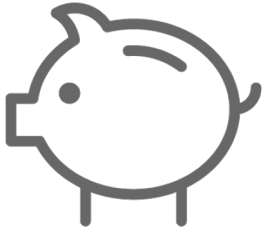
Reduce workload

24/7 access
from any device

Better use data

Stop chasing information

Improve parent
engagement



Save money

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Q&A Session

Questions?

We’re here to answer them!

www.operoo.com/contact-us

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Thanks For Your Time

And for the incredible work you're doing

Next steps:

1. **We'll send you the presentation slide deck**
2. **We'll follow-up with SAS Charter School Network case study**
3. **And, if you'd like to know how Operoo can help you, simply ask: www.operoo.com/contact-us**

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