> **This solution allows us to focus less on processing paperwork and more on what matters most — meeting the educational needs of our students.**
>
> Steven Kehayes, director of technology and administrative services for West Orange Public Schools.

Innovation Meets Registration

Digital tools streamline the student registration process.

With the unlimited potential of technology and the Internet, why are school districts still turning to paper-intensive student registration systems? Administrators are using their most valuable resources, their employees, to fill out forms, copy documents, and key in data; when, with electronic registration, these same employees could be focusing on the students and ways to improve their schools.

Xerox Global Services offers school districts onsite services and necessary content management capabilities to securely and efficiently manage documents, control paper use and improve staff efficiencies.

In addition, a Xerox Platinum Level Partner SRC Solutions, Inc., created a Web-enabled, digitized system to accurately collect and digitize student data. SRC's application, EZ School Registration, automates the student registration process and when combined with Xerox's DocuShare CPX content management platform, offers school districts the capability to gather data and securely transfer documents between departments. The combination of the EZ School Registration solution and Xerox's onsite, managed services vastly

Is electronic registration the answer?

Consider the facts:
- Student registration is projected to **increase by 4 percent** annually through 2014
- Cost per student is expected to **increase by 8 percent** during that same time period
- School districts spend approximately **$50 per student per year** and up to 3 weeks to complete registration.

Source: SRC Solutions, Inc.

improves the efficiency of the student registration process and virtually eliminates the current manual, labor-intensive, paper-driven process.

West Orange Public Schools: Frustration meets innovation

With 11 schools and more than 6,000 students, West Orange Public Schools in West Orange, New Jersey, was looking for a way to modernize their registration process. Each year the district processes about 500 new kindergarten students and an untold number of transfer students.

"(EZ School Registration) was the very first project we chose because one of our problems with registration was frustration," says Steven Kehayes, director of technology and administrative services for the district. "We had a lot of human error because, when everything is filled out by hand, a seven could look like a two. When you're typing it in … there's a lot more accuracy, which we were looking for, and were able to achieve."

Additionally, as with all new programs, staff reaction was a major factor in the decision to adopt the solution.

"It's really created a good relationship between all central office staff and the schools," says Elise Volpe, management information systems coordinator. "The schools were disconnected and felt really frustrated by the whole process, and I think that this helped them realize that we were really striving to address their concerns."

Prior to Xerox Global Services being onsite, and SRC and Xerox partnering to deliver this combined, breakthrough solution, West Orange used duplicate and triplicate carbon copy forms for everything, from registration documents to free and reduced lunch forms. The forms would then have to be transferred between district departments by mail or hand, capping an inefficient process with a slow and problematic method of sharing information.

Look no further

West Orange was looking for a registration system that could easily manage its student body while also providing added bonuses, with a main goal being to ease the transfer of information between school locations.

EZ School Registration from SRC Solutions, Inc., simplifies the registration process through a Web-enabled, user-friendly wizard and digitizes all supporting documents using intuitive processes and tools. Upon completion all needed documents can be retrieved on the spot.

Xerox Global Services provides document management expertise and delivery capability to school districts of all sizes. Using Lean Six Sigma-based tools and metrics to streamline common business processes and manage district printing, Xerox delivers time efficiency and cost reduction — enabling school districts to free up needed funds for curriculum technologies.

"In the old system the student would be given a note, they'd have to go to a different office for a bus pass or come back the next day, because our physical documents had to leave registration and go to the transportation department," Kehayes said of the previous registration process, specifically discussing transportation permissions.

"Now, when a parent or guardian finishes registration, the registrar pushes a button and the information electronically goes to the transportation department. Then the students can immediately get their bus passes or whatever special accommodations they need."

DocuShare CPX is a Web-based content management solution that can be used in all areas of school administration.

Another major benefit of implementing the electronic registration system is the continual product support provided. It was this support that Kehayes cited as a key to success.

"We have somebody who assists us and who can work with us, but more importantly, we know it's a good business decision," Kehayes said. "This is what we wanted: We wanted the support on hand."

Where it matters most

With a highly configurable system like the one implemented with DocuShare and EZ School Registration in West Orange, school districts are able to very quickly implement a streamlined registration process.

"The education system requires a tremendous amount of data and documentation, and this solution allows us to focus less on processing paperwork and more on what matters most — meeting the educational needs of our students," says Kehayes. "We now have a cost-efficient, secure registration process that allows for easy access to student files."

Using services and technology from Xerox and its partners, the district can now use electronic collaboration to manage, house and route documents to various persons and departments, no carbon copy required.

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