

WEBINAR: 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

Your Presenters



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Finance Manager
School of Arts and Sciences



About Us



operoo

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.





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



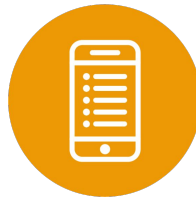
Up-to-date and accessible health & medical information



Digital payments and ordering



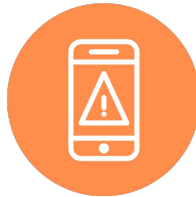
School trip and activities management



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





Field Trip Management



Daily Health Attestations



Student Reg. & Onboarding



Athletic Program Mgmt.



Parent – Teacher Conf.



Contactless Visitor Check-Ins



Events & Activities Reg.



Payroll & Policy Mgmt.



Staff Reimb. Requests



Emergency Cards



Backpack letters



Consent Forms



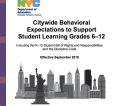
Opt Out Forms



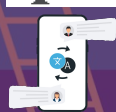
Medication Admin.



Request Mgmt.



Student Contracts



ELL Management



School Lunch Forms



School Health Center Packets



Tech & Custodial Supt.



Per Session Timesheets



Daily Annmnt. & Messaging



School Club & Program Mgmt.



Teacher Preference Sheets



Senior Dues & Activity Mgmt.



Exam Registration & Payment



IEP Management

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.”



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.”



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



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



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.”



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?





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



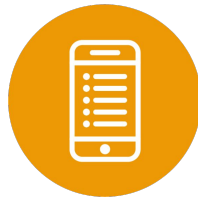
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Digital payments and ordering



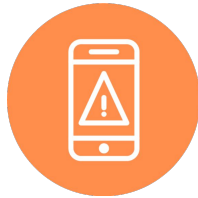
School trip and activities management



Staff requests, approvals and policy management



Streamlined communications, news & parent engagement



Manage and track incidents

School Operations and Productivity Platform



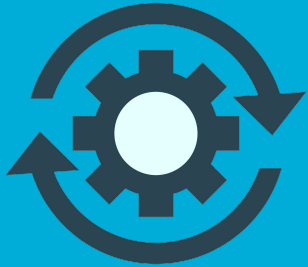
One Single Source of
Truth in the Cloud



Any platform, any device
— even when offline



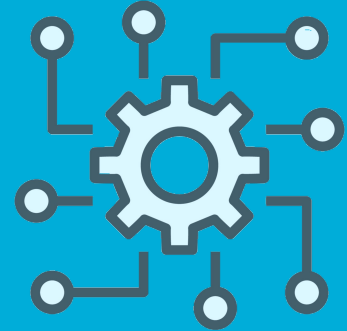
One place for all your
processes and workflows



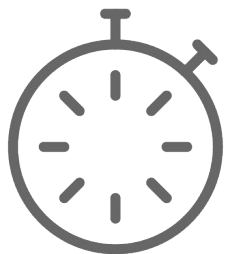
Admin System Integration
and Single Sign On (SSO)



Reduced risk of data security
and privacy breaches



Drive consistent, transparent
and repeatable processes



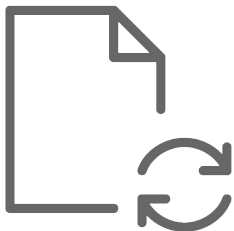
Reduce workload



24/7 access
from any device



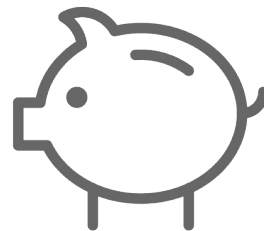
Better use data



Stop chasing information



Improve parent
engagement



Save money

Q&A Session



Questions?

We're here to answer them!

www.operoo.com/contact-us

Thanks For Your Time

And for the incredible work you're doing

Next steps:

1

We'll send you the webinar recording and 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

