

HIGH SCHOOL

FileBound Document Management Solutions for Schools

FileBound is affordably priced to meet the needs of school districts of all sizes. Document management allows you to secure and protect all of your student records and eliminates the cost and hassles of managing paper documents in HR, Special Education, Purchasing and Administration.



FileBound[®]

FileBound® solves the document management challenges of schools of all sizes.

If any of the following applies to you, FileBound is the answer:

- Is the management of your special education or student health records in compliance?
- Do you have a current sustainability or Go Green™ initiative in the works?
- Are you evaluating or addressing document and student record archives?
- Are you exploring replacing paper forms with limited risk and compliance tied to them, with electronic forms and workflow to improve efficiency and reduce costs?
- Is there demand to meet student expectations for automation and access to information?
- Are records and documents stored independently at risk to loss, compliance breaches and negatively impacting response time to meet the needs of educators and administrators?

There are many advantages to implementing a FileBound Document Management Solution in your school. The following represent some of the typical results that you can expect from FileBound:

- Immediately reclaim and re-purpose valuable space dedicated to paper file cabinets and archives
- Limit liability by Securing and Protecting student records and historical archives in compliance with Government mandates
- Replace expensive and inaccessible off-site storage of paper records with electronic storage
- Improve efficiency by addressing unique document and workflow requirements for student records, health and special education records
- Replace typical documents with electronic forms to improve efficiency, speed and quality of response

Since installing FileBound, records that used to take hours, even days, to locate are now available instantly. Older paper records from the school district's early days are now secure within the system. School board minutes, student records, and financial and human resource records that must by law be kept for specific time periods are now meeting compliance regulations.

Coolidge School District
Coolidge, TX

FileBound provides us with a more cost effective way to file, search, and transfer school records to colleges and universities. It also provides a better disaster recovery plan for all of our school records dating from 1960 to present.

Mooresville Consolidated School Corporation
Morgan County, Indiana

Our FileBound document management system has allowed us to increase our usable office space by eliminating all of our physical files. We also have seen significant efficiency gains through the ability of principals to access their own employee files which has reduced the dependence of district personnel on manually retrieving and distributing information.

Verona Area School District
Wisconsin

FileBound Delivery Options



FileBound™ On-Site®

In-House Document Management
Premise-based solution licensed for unlimited or concurrent users.



FileBound™ On-Demand®

Hosted Document Management
Complete document management without the up-front capital requirements.



FileBound™ Express®

Instant Document Management
Easy-to-implement plug and play network appliance.



Find | Share | Process | Secure