



WOLF CREEK PUBLIC SCHOOLS GOES DIGITAL TO IMPROVE INFORMATION MANAGEMENT AND TRANSFORM THE ENTIRE STUDENT EXPERIENCE

"Scanning all student paper records inhouse would have cost around \$200,000 CDN by the time you factor in meetings, overtime, gas, toner and other associated expenses."

Kaila Clark, Software Co-ordinator, Wolf Creek Public Schools



CHALLENGE

Wolf Creek Public Schools wanted to improve access to student information and free staff from hunting down paper files. That digital vision was accelerated when the Government of Alberta mandated an extranet for storing electronic records.



SOLUTION

Providing full chain of custody, the Iron Mountain® service combines off-site records management with on-demand digital imaging. Once scanned and uploaded, Iron Mountain specialists prepare original documents for secure destruction.



RESULTS

Students enjoy a better onboarding experience. Their digital record follows them as they progress and can be accessed in a few clicks. Teachers spend more time teaching, while schools benefit from greater efficiency and space savings.



\$200,000 CDN
saved in cost avoidance



12-week
implementation



4,550
files digitized



385,000
individual images processed

TIMELY EDUCATIONAL SUPPORT FOR ACADEMIC SUCCESS

“One of the main aims of PASI was to ease the transfer of student information. So, new teachers could understand individual learning needs and develop education plans a lot sooner, ensuring grades and a more successful learning experience.”

Kaila Clark, Software Co-ordinator, Wolf Creek Public Schools

FINDING THE WAY TO FILL A MARKET GAP

Daily administration challenges

Serving some 7,300 students from kindergarten to Grade 12, Wolf Creek Public Schools (WCPS) employs 412 teachers and 350 support staff in 30 schools. Along with high support levels for diverse learners it remains committed to ensuring all education settings are safe, welcoming and caring.

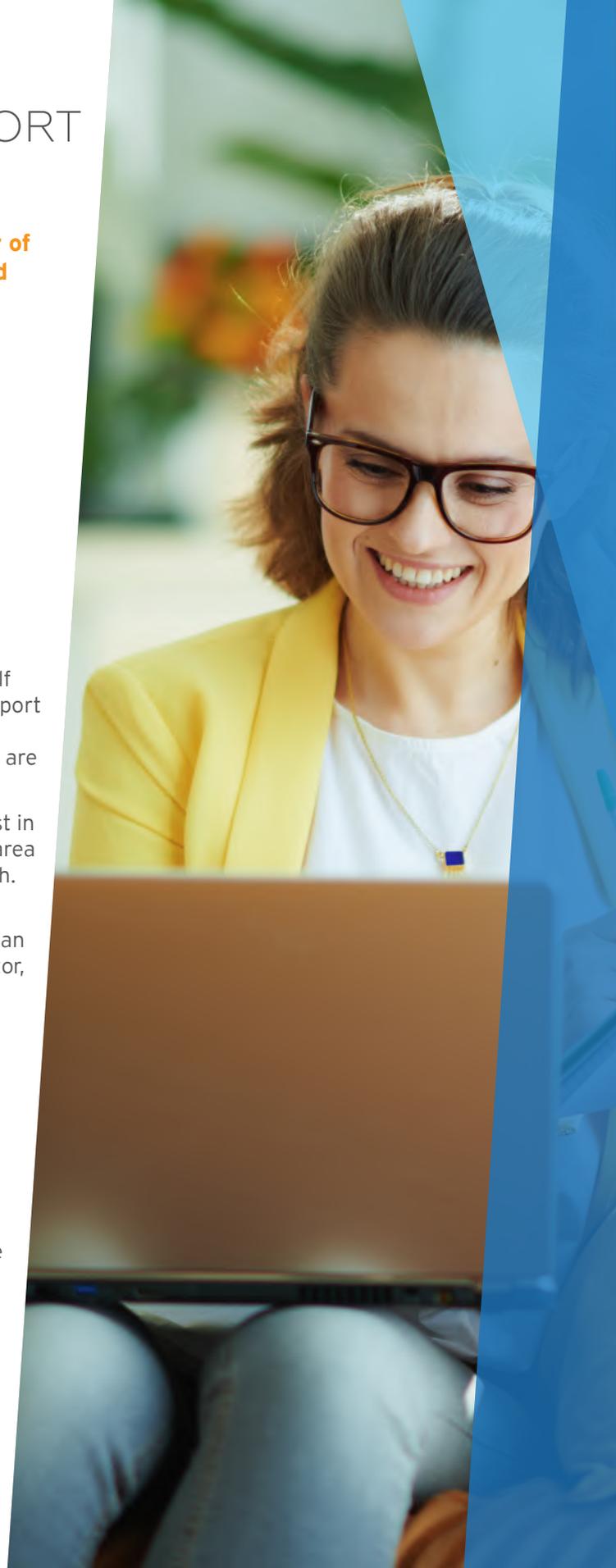
Efficient management of student records plays a big part not just in academic success, but also timely emotional support. It was an area that WCPS was looking to improve and turn into a major strength.

“There was a growing appetite to migrate to digital records to minimize the possibility of student records being damaged or in an alternate location being reviewed,” explains Software Co-ordinator, Kaila Clark.

Difficulty exchanging records between schools

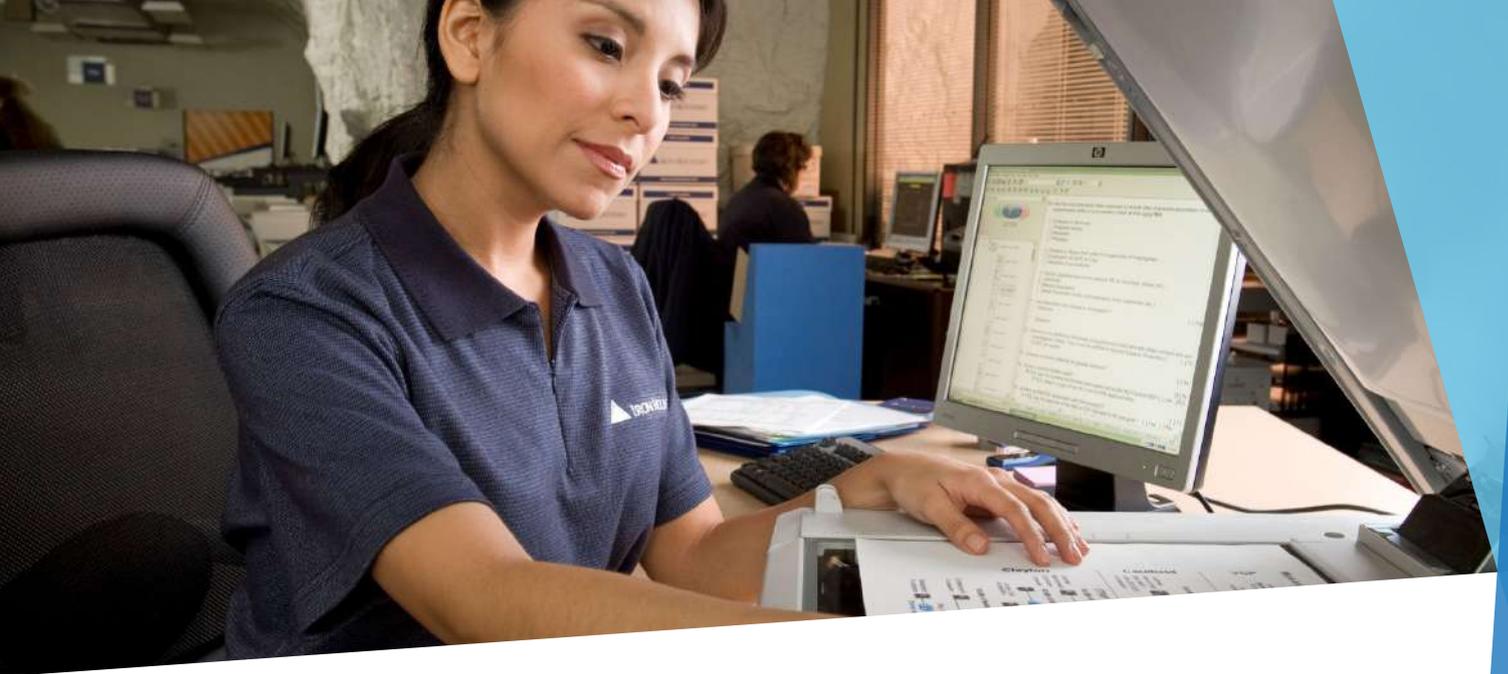
That digital vision was accelerated when the Government of Alberta mandated all schools to adopt the PASI knowledge base, a newly created extranet for securely storing student electronic records. Prior to this, paper files used to be retrieved, logged, and shipped between schools. This lengthy process racked up expense and could take up to eight weeks.

“Joining a new school can be a daunting experience, even more so if behavioural, health and other key data is missing,” adds Clark. “One of the main aims of PASI is to ease the transfer of student information. So, new teachers could understand individual learning needs and develop education plans a lot sooner, ensuring grades and a more successful learning experience.”



7,300+ students dispersed across 30 schools, many in rural locations





SWITCHING TO SAFE, EFFICIENT DIGITAL WORKFLOWS

“What came across strongly was the importance Iron Mountain attaches to security and data privacy. For example, providing full chain of custody, government-cleared employees and transparent audit trails.”

Kaila Clark, Software Co-ordinator, Wolf Creek Public Schools

STUDENT DATA PROTECTED AT EVERY POINT

Full chain of custody

With the deadline to get aboard PASI fast approaching, an opportune event helped crystallize thinking. “Iron Mountain presented a simple, user-friendly approach to digital workflows,” Clark recalls. “What came across strongly was the importance Iron Mountain attaches to security and data privacy. For example, providing full chain of custody, government-cleared employees, and transparent audit trails.”

The COVID-19 crisis threatened to derail the project. “Although our schools weren’t disrupted that much, Iron Mountain brought in extra resources to help fast-track student records processing and scanning,” says Clark.

Effective lifecycle management

Designed, tested and live within 12 weeks, the Iron Mountain® solution blends off-site records management with on-demand digital scanning. In total, 4,550 student paper files comprising 47 document types were collected, indexed and made available as PDFs on the PASI extranet. This included 385,070 individual digital images.

Once scanned and safely uploaded to PASI, Iron Mountain specialists prepare the original physical documents for secure destruction. “Information lifecycle management and keeping on top of old student records is something else we don’t have to worry about,” says Clark.



385,070 digital images created



GOOD FOR STUDENTS, GOOD FOR STAFF, AND GOOD FOR BUDGETS

“Now, teachers can create a learning plan for the student immediately, without having to wait for a paper record to be mailed or transferred internally. This is beneficial to all students, teachers and staff.”

Kaila Clark, Software Co-ordinator, Wolf Creek Public Schools

Better student experience

Wolf Creek’s motto is “creating success for all learners.” Providing quick access to information allows educators to determine the best ways to support their students. “Now, teachers can create a learning plan for the student immediately, without having to wait for a paper record to be mailed or transferred internally. This is beneficial to all students, teachers and staff.”

In addition, students enjoy a better onboarding experience. Their digital record is linked to a unique number and follows them as they progress through the education system. Subject to strict permissions, it can be updated in a few clicks by teachers and administrators.

“Having the ability to access complete, up-to-date, accurate information about our students in a timely manner allows us to constructively support them as they move through the school year,” says Clark. “Change is always questioned, especially when it comes to outsourcing a project. However, Iron Mountain provides very efficient service. Whenever we need a record, they provide it for us immediately, which ultimately calms a few nerves.”

Strong business case

Along with savings on postal charges, the Iron Mountain digital solution paid back through cost avoidance. “Scanning all our student paper records inhouse would have cost around \$200,000 CDN by the time you factor in meetings, overtime, gas, toner and other associated expenses,” says Clark. Also, unlike before, administration support staff no longer have to retrieve, package and send off records to the student’s next school.

Added to these savings, WCPS has created more scope for home working. “If ever there was another lockdown or other such emergency our teachers could remotely access student records without travelling to school,” concludes Clark. With the heavy lifting pretty much done, WCPS intends to use desktop scanners to digitize future records for incoming enrolments.



 **Digital records follow students as they move around**

 **Teachers spend more time teaching**

 **Schools benefit from time, cost, and space savings**

 **Greater scope for remote working**

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WE CAN HELP



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CHALLENGE



SOLUTION



RESULTS