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Some of the larger districts might have their own dedicated staff to support forms, but we share resources with the BOCES and really wanted a consistent, sustainable system that we could manage on our own.

Jesse Coburn, Superintendent

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Challenge

The Building Use Form was a multi-step paper based process that the district wanted to streamline and transition to a centralized electronic system. Initially trying Google Forms with limited success, finding it to be very complex and also requiring dedicated staff for technical support and troubleshooting forms. The district wanted to find a consistent, sustainable solution with minimal technical resources required. Enabling outside groups and organizations to request facilities and special equipment, attaching their certificate of insurance, and triggering notifications to the appropriate approvers i.e. Athletic Director, Head of Building and Grounds, and Superintendent. Reduction of paper copies and freeing up space were the main drivers for finding a better solution.

Solution

clevr provided a highly efficient system to house multiple forms, with notifications, e-signatures, cost calculation and record retention all-in-one. Conditional submissions based on whether the certificate of insurance was uploaded considerably reduced the amount of time chasing down paperwork. Next, the district introduced the elementary department and rolled out the Universal Pre-Kindergarten Application. Filtering based on date stamps and helpful tooltips for parents to guide them through the process, as well as notifications to parents regarding the status and any missing information. Also parents can upload the child's birth certificate and proof of residency directly on the form. Parents appreciate the convenience and ease of use.

