

YellowFolder SpED Records Customer Solution Case Study



YellowFolder
The Digital File Cabinet



HEB ISD has used YellowFolder for over 10 years, and as a result, can spend more time with the kids and less time with their records.

OVERVIEW

School: HEB ISD

School Website:
www.hebisd.org

Students: 22,180

SE Students: 2,037

Employees: 2,440

Region: 11

State: Texas

Current Record Series: SPED

Contact: René Riek, Director of Special Education

“Compliance is no longer a concern since YellowFolder takes care of that for us!”

René Riek, Director of Special Education, HEB ISD

CHALLENGES

HEB ISD has many similarities to other Texas large school districts but faces the additional challenge of being in a growing population center (DFW Metroplex). The student population is in a steady state of transition – moving in and out of the district requiring ready access to thousands of records.


Student records initially filled the records warehouse and then took over part of the gymnasium, but exceeded capacity of both. The storage conditions were so bad, that the boxes began deteriorating and some documents had even been destroyed due to a rodent problem.

With over 2,000 Special Education students, accessing and retrieving records was becoming increasingly difficult and too time-consuming for their already busy staff. Compliance with state and federal regulations, regarding retention and destruction, was a whole different challenge.

HEB ISD quickly realized they needed a new platform for managing their student's files... They needed a solution.

SOLUTIONS

HEB ISD chose YellowFolder in 2005 to handle their Special Education records. The Director of Special Education, René Riek, states, “What I see is the convenience, it's just right there, it's online. Someone can locate the record and send it to me no matter how old it is. Recently, we looked up a student that hadn't been with us for 3 years, we had that evaluation immediately. It was at our fingertips without having to go and locate a file.” The staff is able to access the information they need quickly and easily and share with a secure link. René adds, “It once took a lot of time sending clerks to search for files, now any of us can locate what ever we need from anywhere with Internet access.”



“We had an audit in 2013 and we needed to pull up ARDS and Schedule of Services from 3 years prior. We just logged into the system and shared the documents. I could speak to them so easily about what they were seeing. Before, it could take us days of digging for the documents. It’s much easier and we saved so much time with YellowFolder,” said René Riek. She also said, “Sharing a document is much more convenient. We send a link to the document and the auditor can access it electronically. I can also add a text box to help explain different pieces of the ARD paperwork to the auditor. Instead of having to send the actual file via email we send a secure link to the document, which has an expiration date on it, providing even more security.”

“When a student leaves our district (to be home schooled or attend another private or charter school) and then they return to a public school – they call us to request records. We can find it faster, send a secure link, and the new school is able to pull up the information immediately.” René adds, “A child could have been in four or five different places, and when the new district is trying to collect all of the history, we can help fill in the gaps very quickly.”

With Special Education records there are many regulations and retention requirements. Before converting to an electronic system, HEB ISD would have to go through the paper files and determine which records to keep and for how long and which ones to destroy. “The YellowFolder system lets us specify retention and destruction dates. This helps ensure compliance,” says René.

RESULTS

HEB ISD is a rapidly growing district, and with YellowFolder, finding a student’s records is now as easy as a Google search. Accessing, retrieving and sharing a child’s record is simplified whether it’s needed for an educator, parent, or audit. The speed and ease of inter-district record sharing has been streamlined so sharing a student’s data is now manageable.

By implementing YellowFolder’s electronic system, the filtering and purging of records is automatic. The system will send a destruction report to the district to look over and approve. Compliance is no longer a worry for HEB ISD.

HEB ISD has been using the system for over ten years and other districts are now contacting them to ask about their experience. “Because of the time we have been with YellowFolder I can confidently tell others how user friendly the system is. The platform for maintaining and destruction of documents sure makes our jobs easier.” said René Riek. She adds, “I hadn’t considered our ISD to be the most innovative. It feels safer to let others try something first but with this, it was out of necessity, a lot of boxes and documents we couldn’t store anymore. The biggest thing I can say is, we haven’t had any problems. If I need to find information on a student, I don’t have any problem finding it. So, I guess we are innovative!”

“The ease of access to a file is extremely simple, it’s right at the tip of our fingers, no more searching through boxes or filing cabinets. Navigating the system is so easy. YellowFolder continues to improve and upgrade and has an even sleeker looking interface than we first started.”

René Riek, Director of Special Education, HEB ISD