

Manual Paper Enrollment VS Cloud-Based Platform Enrollment



FormConnect

Intro: There are key distinctions between a **manual paper enrollment workflow** and a **digital cloud-based platform registration**. A digital workflow enables faster speed to completion, ensures filling of all required fields, improved accuracy, and proven time savings for administrators and parents alike



Estimated Savings: 2 hours of time and \$4 in material costs are saved **per each enrollment**.

Based on 500 enrollments: \$2,000 in material cost and \$25,000 in staff salary (1,000 hours at \$25/hr)

Manual Paper Enrollment

VS

Cloud-Based Enrollment Platform

- 1 Forms are **delivered by mail or parents print** forms from website
- 2 Parents **review** registration instructions and requirements
- 3 Parents **complete forms by hand**
- 4 Parents **make copies of required documents** (birth certificate, proof of residence, etc.)
- 5 Parents **assemble forms & documents** for hand delivery or mail to school
- 6 Parents **call school to make an appointment** with the registrar
- 7 Parents **drive to school to meet the registrar**, oftentimes inconvenienced by taking time off from work, bringing kids along, or getting child-care
- 8 **School administration staff spend countless hours reviewing forms.** Often, a significant portion can't be processed due to incomplete fields, illegible handwriting, missing documents, and signatures
- 9 **3rd and 4th touches are needed to handle the incomplete registrations**, increasing costs and time to completion
- 10 **Double entry** - many schools manually type paper forms data into school systems, creating double work and adding data entry errors

Parents visit **formconnect.com** or your schools website to get an **enrollment link**. This link can also be shared by email and on printed material using a QR code:



- 1 Parents **click the link** that connects them to an online enrollment workflow
- 2 **A list of required forms are first presented** (schools have option of making these forms required at time of registration or within a specific time after registration)
- 3 Parents **complete and electronically submit all required enrollment forms** and upload any required documents; all forms are legible and 100% of required fields are completed, signatures received
- 4 **Schools review the forms** and easily change each status from pending to approved
- 5 **Data directly uploads into the school systems**, saving data entry time and eliminating data entry mistakes
- 6 **Data is retrievable 24/7** from the cloud; many reports available as needed (rosters, medical, allergies, attendance, payments, inventory, etc.)

Requirements of a manual paper enrollment:

Computer, printer, paper, ink, envelopes, postage, transportation from home to school, gas, staff, childcare, time off from work, and up to 4 hours of combined time between administration and parents

Requirements of a cloud-based platform:

Computer, tablet, or cell phone and significantly less combined time between administration and parents



If in-person meetings are required those can be scheduled directly by parents, by presenting your calendar availability through FormConnect

Paper workflows allow more opportunities for incomplete data fields, illegible handwriting, and missing signatures all requiring 3rd and 4th touches to further extend the time and costs associated with manual enrollment.

Digitized online workflows are faster, easier, cleaner, more organized, and provide far less room for error, with **\$27,000 in estimated savings** in staffing and material costs **for every 500 enrollments**.

Summary: