06

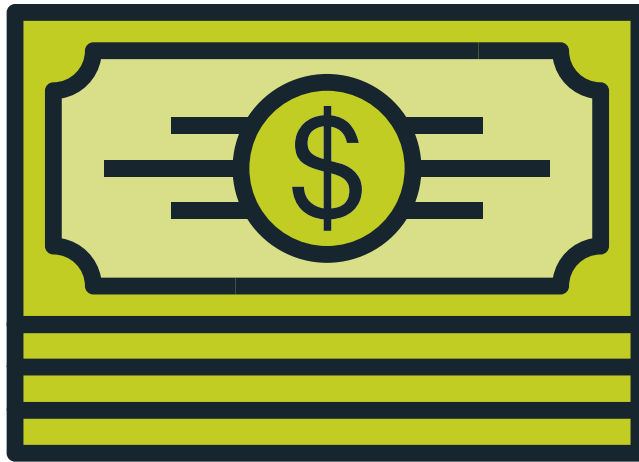# Ways You Can Use frevvo in Your School *Today*

frevvo

TABLE OF CONTENTS

frevvo in K-12

School districts everywhere are drowning in paper and continue to face tremendous pressure to cut expenses. The need to spend every dollar wisely has resulted in an increased focus on efficiency.

Finding ways to reduce bureaucracy and unnecessary paperwork can help districts reduce unproductive spending and reinvest those funds in what's important – students!

frevvo provides Cloud-based e-forms and workflow automation software that institutions can use to automate routine tasks, collect signatures and approvals electronically, reduce errors, enable mobile access, and reduce reliance on paperwork.

PAPER COSTS REAL MONEY

School systems spend a lot of money on paper, often unnecessarily.

Consider this: Just one New York City school discarded 28 lbs. of paper – that's about 2,800 sheets – for each student, teacher, and support staff employee.

Extrapolating, a school system with 10,000 students, teachers, and staff would discard 28,000,000 sheets of paper per year – a more than $200,000 expense that doesn't even include the cost of printers or ink.

Digitizing everyday forms and approvals with frevvo Live Forms saves paper, reduces these unproductive expenditures, and helps the environment. Let's look at some ways schools are using frevvo today.

01 STUDENT FORMS
COMPLETE & SIGN ELECTRONICALLY

Students routinely fill out forms for everything from enrollment, admissions, emergency contacts, and so on. School districts literally have hundreds of such forms.

With frevvo, you can digitize them using our easy-to-use Form Designer. Simply drag & drop controls onto the form using your existing web browser to create your form. frevvo will automatically validate entries (e.g. ensure that email addresses and phone numbers are valid) and guarantee that all required data is filled in.

Need signatures? It's easy with frevvo. Students can simply sign the form electronically using the touchscreen on their mobile device or the mouse on their laptop.

When the form is completed, a PDF is generated automatically and it can be emailed to the appropriate people, saved to an ECM system, or uploaded to Google Drive or box.com.
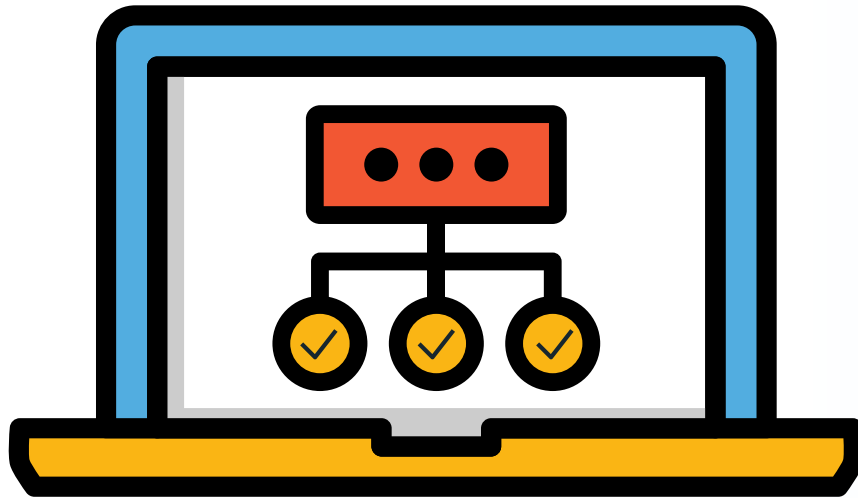
02 **ELECTRONIC PERMISSION FORMS**

Media consent, field trip permissions, sports risk, health consent, and hundreds of other forms require students to get approvals and signatures from their parents.

Usually, this means printing out the form, sending it home, getting a parent to sign, and returning it to the teacher.

Busy parents forget and teachers waste time chasing signatures or risk students having to miss out.

With frevvo, that's a thing of the past. It's easy to design forms and send them electronically to parents for signature. They simply click a button on any device (e.g. a smartphone from anywhere in the world), review the information, and sign electronically.

No need for delays or for students and teachers to waste time chasing down signatures. **Try some example forms** to learn more.

03 AUTHORIZATIONS FOR COMPLEX ROUTING

Faculty and staff must also routinely fill in forms and workflows like travel authorizations, leave approval, cheque requests, and so on that require approval from various people.

The routing can often be complex. For example, an authorization to spend more than a certain cash value may require an extra step of approval. A travel request may require pre-approval based on estimated expenses. Then the workflow waits until the trip is completed before the actual reimbursement request is filed.

If a supervisor does not take action in a timely manner, frevvo can send reminders or even escalate the task to a different person.

With frevvo, it's easy! Conditional routing, save/load, escalations, rejections (sending requests back for corrections), role-based routing – it's all built-in. **Try these workflow** templates to learn more.

04 **PRE-FILL INFORMATION AUTOMATICALLY**

Employees must also routinely fill in personal information in an Employee Information section – Name, Department, Title, Employee ID, etc. It's common in a variety of forms like beneficiary designation, absence requests, mileage reimbursement, etc.

With frevvo, there's no need for employees to enter this routine information manually. Integration with Active Directory or other LDAP systems, Single Sign On, SQL databases, and other backend systems ensures that employee data can be automatically populated into your forms and workflows.

Not only does this eliminate tedious data entry, it also ensures that errors are minimized, required information is not omitted, and workflows get completed in a timely manner. You can find more details in this article.
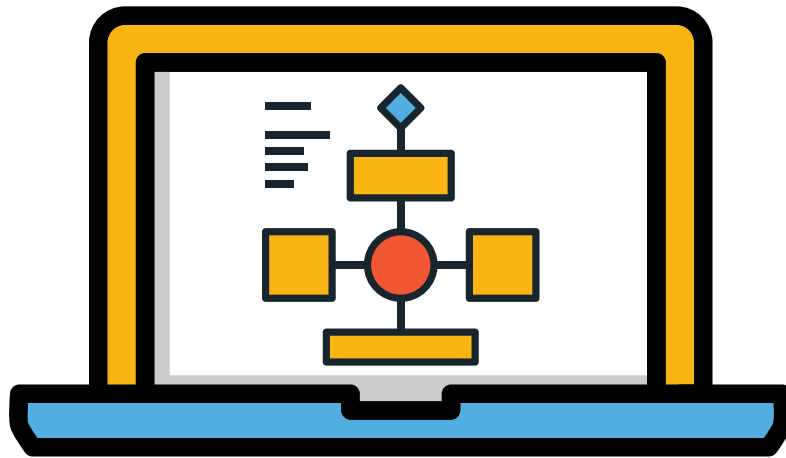
05 **GENERATE GOVERNMENT PDFS ELECTRONICALLY**

Another common requirement at school districts. When a new employee is on-boarded, they have to fill out a series of internal as well as government forms (e.g. a Federal W-4, Federal I-9, State W-4, etc.).

With frevvo, the forms are filled out electronically. Users need to enter information just once rather than re-entering it on multiple forms. They can even sign electronically just once. Automatic validation ensures that errors and omissions are eliminated.

When the forms are completed and approved, frevvo can generate the required PDFs and fill in all the information from the e-form including the signature. Users can preview the generated PDFs to ensure accuracy before submitting. You can find more details in **this article**.

06 **USE I.T. RESOURCES WISELY**

Like many other organizations, I.T. resources at school districts are limited and expensive. Deploying these resources in areas where they can have the most impact is key to reducing cost and improving productivity.

With frevvo, school districts are deploying self-managed e-forms for routine activities across the institution. Business users are creating their own e-forms for things like surveys or event registrations, deploying them online and downloading the submissions to an Excel spreadsheet.

I.T. can focus on higher-value things like workflow routing and connecting e-forms and workflows to SQL databases and other systems.

POWERFUL YET EASY-TO-USE

frevvo is incredibly easy-to-use yet provides **powerful built-in capabilities suitable for real business solutions**. From browser-based drag & drop to e-signatures to attachments to calculations and skip logic, you can design any form and automate any workflow.

MULTIPLE LANGUAGES
One in five K-12 households speak a language other than English in their homes creating a huge communications gap between schools and families. **Multi-language forms** combat language barriers, address demographic shifts, and partner more effectively with non-English speaking parents.

INTEGRATION
frevvo works with your **existing systems and databases**, authenticates using your existing infrastructure (e.g. Active Directory), and also integrates with 3rd party software like **Google Apps for Education**.

HOW DO I GET STARTED?

Click the links below!

CASE STUDY
ESCONDIDO UNION SCHOOL DISTRICT

Website & Examples

Blog Articles

Contact

info@frevvo.com
203.208.3117