



DAIDA PARTNERSHIP STREAMLINES SCHOOL'S STUDENT RECORD SYSTEM

SUMMARY

The school needed to streamline daily operations and create a more organized workspace, allowing educators to focus more on students and less on paperwork. Daida supported these objectives by providing secure scanning and shredding services, converting paper files into searchable digital formats, and creating organized Excel spreadsheets to make locating documents simple and efficient.

CLIENT BACKGROUND

A public high school serving students in grades 9 through 12. It operates as the only high school in its district and enrolls students from several neighboring communities. The school offers a balance of strong academics and engaging extracurricular activities and serves as the heart of the community—ensuring every student feels supported, valued, and ready to take their next step.

THE CHALLENGE



The high school's paper-based filing system made it difficult and time-consuming to find student files when needed.



Staff had to manually search through file cabinets whenever a student, parent, or administrator requested information, slowing down day-to-day operations and adding unnecessary stress.



On top of that, their storage spaces were becoming overcrowded with years of accumulated records, leaving little room for growth or reorganization.



They needed a faster, more efficient way to access information, and to free up space in the process.

THE SOLUTION

To help the school get organized and save time, Daida provided a full-service scanning and shredding solution. The physical student files were securely digitized, then organized into easy-to-navigate formats with the help of searchable text files and Excel spreadsheets. This made it simple for staff to locate the documents they needed quickly—and without digging through piles of paper. By digitizing and safely disposing of old records, Daida helped the school reclaim valuable storage space and simplify their daily operations.



IMPLEMENTATION

Daida began the project by providing the client with a detailed questionnaire designed to clarify and outline exactly what was needed from the digitization project. Meetings with staff helped define goals clearly and ensure everyone was aligned from the start. To provide confidence before moving forward, a sample box of digitized files was prepared for review, allowing the school to see the results firsthand.

Today, approximately 16,900 images of the school's student files are scanned each year, keeping records organized, easy to find, and secure.

From the beginning, the process has been a true partnership built on trust and clear communication.



RESULTS

Digitizing school records has transformed the way staff access student information. Documents that once required time-consuming searches through file cabinets can now be found in seconds using searchable digital files.

The reduction of paper records has also freed up valuable storage space—about 5 boxes worth each year—creating a more organized and functional work environment. These improvements allow staff to spend less time managing files and more time focusing on supporting students and the school community.

By eliminating the need to dig through paper files, the school can now focus more on its students and less on tracking down records. The school continues to choose Daida because the solutions not only improve efficiency, they give educators the time and tools to focus on what matters most.

CONTACT US:

Ready to transform your document management process with Daida's document digitization services? Contact us today to discuss your project and learn more about how we can help.