



# Bellevue, Washington Schools Switch to FinalForms to Improve Safety, Increase Compliance, and Protect Student Privacy

## INTRODUCTION TO BELLEVUE

Located 10 miles outside of Seattle, the Bellevue School District is a high-performance district in a high-rent area. The district serves 20,000 students who speak more than 90 languages and are spread out across 18 elementary schools, two middle schools, and four high schools. Bellevue also employs 1,600 staff members, has 210 sports, 450 activities and clubs, and 300 groups.

Recently, the district moved from FamilyID to FinalForms to create a uniform online system that would enable increased safety and compliance for the district's middle school and high school students.

## CHALLENGE: LACKING A UNIFIED SYSTEM

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When it came to collecting and managing forms for field trips, each of Bellevue's schools was doing things a little bit differently. Without a unified system in place, there was no way to figure out whether teachers and coaches were taking appropriate information along with them when they left school property (e.g., emergency contact information and appropriate medical records). There was also no way to confirm that the kids going off campus were actually eligible to do so.

"We were sending our employees out all over the place without the right information," explains Jeff Lowell, the district's athletic and activities director.

On top of that, the teachers that brought along the right information generally had to carry big binders when they were walking off-site, which was inconvenient.





Bellevue—which had been using FamilyID for online registration—sought a better way forward. It wanted a digital system that not only facilitated online registration but would also enable the district to ensure that every school was retaining the same records and using the same forms. The right system would also let Bellevue staff access information in real time so that administrators and clerical staff wouldn't have to call teachers and coaches to find information but could instead pull records as needed.

Additionally, the right solution would be able to integrate with Bellevue's student information system (SIS), making the transition as seamless as possible. Because parents in the district are incredibly sensitive about privacy concerns, the solution would also need to protect sensitive student data. Beyond that, the system would need to be capable of updating in real time, while keeping track of who modified what documents and when.

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## SOLUTION: BELLEVUE FINDS FINALFORMS

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In April 2017, Lowell met Clay Burnett, CEO and founder of [FinalForms](#), at the National Athletic Directors Conference. There, Lowell got a sense of the FinalForms online registration and form management platform and liked what he saw.

“I saw Clay’s presentation and said, ‘If I was a coach again, I would need this,’” Lowell says.

Because school districts can’t migrate to a new system overnight, the athletic director continued his research by studying other solutions, like rSCHOOL.

“None of them did what Clay and his group have put together [in FinalForms],” Lowell says.





To illustrate his point, Lowell relayed an anecdote: A few years back, one of the district's coaches took the team off-site for a competition. He was feeling sick and rode the bus with the team to the facility. As they walked toward the building, the coach felt nauseous and fainted. The team panicked and the assistant coach panicked, too.

"The coach didn't have his cell phone with him and didn't know his wife's phone number off the top of his head," Lowell explains. "We had to put him in an ambulance without any medical info. Luckily, the assistant coach knew enough to call me, and I got in touch with his family."

With FinalForms, such a scenario would largely have been avoided.

"The ability to communicate clear information to a medical professional is very important," Lowell says. "In education, the vast majority of focus is on the kids, but adults are important, too."

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## FINALFORMS: A UNIFORM, REAL-TIME SYSTEM THAT'S FLEXIBLE AND EASY TO USE

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After studying internal workflows and doing his due diligence, Lowell and his team rolled out FinalForms for the 2019–2020 school year—and they're thrilled with their decision.

Some of the benefits Bellevue particularly enjoys about FinalForms include:

- **Uniform system:** FinalForms solved Bellevue's main problem by delivering a uniform system that ensures all schools in the district have the same approach to online registration and form collection and distribution. This enables Bellevue to increase compliance while protecting student data. "Twenty minutes of work up front saves three years of talking to lawyers," Lowell says.
- **Flexibility:** When you want to add forms to other systems, you often need to upload documents. With FinalForms, you can create forms within the system—a much more efficient approach. Thanks to the flexibility of FinalForms, Bellevue is able to customize the system to its own processes and needs—not the other way around.

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- **Increased enrollment:** Thanks to FinalForms, Bellevue has experienced increased enrollment in clubs, athletics, and groups at both the high school and middle school levels.
- **Great support:** In the rare instances that Bellevue isn't sure of the optimal software configuration, FinalForms is always standing by. "Clay and Macklin and their team were very, very helpful on the technical side," Lowell says. "When necessary, I send something to support and they figure it out without fail."
- **Real-time information:** Lowell enjoys the real-time nature of FinalForms. "When new kids come into the district, they're loaded into FinalForms based on what's in our SIS," Lowell says. That's instead of the old way of doing things, where a student-athlete might go into the athletic office to update a form and then have to bring a piece of paper to a coach later that day to relay the same information.

Bottom line? With FinalForms, Bellevue is able to create a stronger and safer educational experience, while delivering more value to taxpayers.

"I need to think about liability and risk all the time," Lowell concludes. "FinalForms helps our district reduce our exposure to each."

[Schedule a demo](#) today to learn more about how your district can increase efficiency, security, and compliance with online forms.