Chalk Schools

Workflow Automation for Schools and Districts

Spend less time on paperwork and more time on peoplework.

Chalk Schools is on a mission to improve district performance through operational excellence. Our platform enables school and district staff -- including business and finance, human resources, IT and student service professionals -- to easily manage routine forms and workflows entirely online, and thus spend less time managing paper-based forms, tracking down incomplete information, correcting inaccurate data or seeking signatures manually.

As a result, complex processes that used to take weeks now take a matter of days to complete. With Chalk Schools, school and district administrators are able to spend less time on paperwork and more time on what matters most...improving school performance and student outcomes.

Using Chalk Schools, thousands of schools and districts around the country have been able to:

- **Improve Customer Service -** taking paper-based processes digital enables school staff to provide more timely and secure service to all your constituents, including students, families, teachers and colleagues.

- **Boost Productivity -** automating business processes helps school and district administrators collaborate more effectively across departments and school sites, access information more quickly, collect information in a more timely manner and make decisions faster.

- **Increase Efficiency -** moving forms and workflows online with Chalk Schools helps schools and districts cut costs associated with paper-based forms and mailings, and helps increase staff productivity by helping them get work done faster.
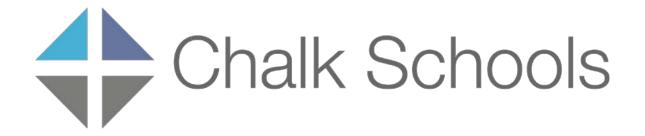
HOW DOES CHALK WORK?

Capture Electronic Forms and E-Signatures - Capture data directly online and replace paper forms

- Convert paper forms into electronic replicas, with original structure intact
- Distribute documents safely and securely to staff, students, parents and new hires
- Monitor form completion and send reminders on due dates to recipients and approvers
- Track custom fields within forms for more granular insight and data
- Validate and organize content collected in forms and route them through automated workflows in Chalk Schools

Manage Workflows and E-Signatures - Streamline processes and complete tasks quicker through automated workflow

- Create, manage, and modify workflow routing rules to get the right information to the right people at the right time
- Track progress and status of forms to determine completion rates and send reminders to groups
- Search for documents and create filtered reports to easily access data
- Archive data for easy retrieval and compliance with data storage and retention policies

FREQUENTLY ASKED QUESTIONS

GENERAL INFORMATION

How many schools and districts currently use Chalk Schools?

Thousands of schools representing millions of parents around the country are using Chalk Schools to automate forms and processes across a variety of departments, including business and finance, human resources, IT and student services. Customers near Mt. Diablo USD include Antioch USD, Pittsburgh USD, Pleasanton USD, Oakland USD, Fremont Union High School District, and more.

How does Chalk Schools compare to other solutions on the market?

Chalk Schools offers greater flexibility to be used across departments, and allows districts to automate existing forms and processes. As a hosted solution, it requires no technical investment or resources on the part of the district. Chalk Schools is the only workflow automation tool that's exclusively focused on K-12 institutions.

What types of processes does Chalk Schools support?

Chalk Schools offers a flexible solution that enables school districts to bring any form-based process online, including:

Business, Finance & Operations
- Travel Request
- Travel and Expense Reimbursements
- Budget Transfer Requests
- Field Trip Requests
- Purchasing Cards

IT & Student Services
- Permission Slips
- Technology/Media/Facilities Requests
- Transfer Request
- Program Enrollment and Registration
- Homeschool Request

Human Resources
- Personnel Requisition
- New Hire Onboarding
- Performance Evaluations
- Leave Requests

PRIVACY & SECURITY

Is the electronic signature used on the Chalk Schools form filler a legal signature?

Yes. The U.S. Federal ESIGN Act, enacted June 30, 2000, defines an electronic signatures as "electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." Electronic signatures are legally binding in the U.S. and in many other countries. Our e-signature requires a two-step confirmation process and we further store the exact time, location, and IP address of the completed signature.

Are you FERPA/HIPAA compliant?

Yes. We understand that schools handle sensitive staff and student information on a regular basis. We have designed our system in accordance with FERPA/HIPAA guidelines and have taken significant measures to protect and secure our users' data.

How do you ensure the privacy and security of data?

We never share or disclose any information publicly and all data are encrypted before being stored in our database. Data are transferred securely to and from our servers via industry-standard SSL encryption. Each message sent through our system is further protected with a personalized token that ensures each recipient is only able to view his or her specific document. The cloud application platform and data center operations we use have been accredited under: ISO 27001, SOC 1 and SOC 2/SSAE 16/ISAE 3402, PCI Level 1, FISMA Moderate, Sarbanes-Oxley (SOX)

What happens with the District data on Chalk Schools?

The District controls all account information, documents, and data submitted through the Chalk Schools system. Chalk Schools will not rent or sell District information into third parties outside of Chalk Schools. If the District chooses to cancel the Chalk Schools subscription, all forms and data will be accessible to the District for download and removal from the Chalk Schools platform.