

Chetek-Weyerhaeuser Area School District

Chetek, WI

Chetek-Weyerhaeuser Area School District (CWASD) represents students from Chetek and Weyerhaeuser, WI and surrounding areas. The combined district has 1,100 students and two facilities—a high school/middle school (Chetek-Weyerhaeuser High School/Middle School) and one elementary school (Roselawn Elementary).



“Having all our student records in an electronic format is a huge benefit to us. We can fulfill records requests so easily now. And having EO Johnson do the back file scanning of our old records is the reason the job got done, and done accurately.”

— Lisa Ippolite
High School/Middle School
Guidance Secretary, CWASD



the challenge

To say that CWASD’s student records were a challenge for staff to work with would be an understatement. The District merged in 2010, and the combined Guidance office inherited student records that were stored in many different formats (binders and boxes, organized in alpha order or by year). All records were stored in a locked area, so fulfilling a records request started by physically leaving a desk, walking to the locked records area, pulling out keys, and unlocking the room. Then the real hunt began—where was the actual paper file stored? The process was labor-intensive and tiring and fell on the shoulders of three people who also had many other work responsibilities.

Backup of records was also an important issue. Outdated formats (microfiche and disks) had been used as back up for Chetek records. From the merger forward, school records were electronically stored on the CWASD’s system, so it was the back file scanning of old records that was a concern.

the solution


The District wanted all student records electronically stored in a consistent format and have those records properly backed up. Since scanning old records was a labor intensive process and CWASD didn't have extra employees, they needed a third party to do it. The District was already an EO Johnson customer and felt comfortable going into this project with them.

"The project EO Johnson stepped into was quite a challenge," said Lisa Ippolite, CWASD High School/Middle School Guidance Secretary. "The records were a variety of formats—one-sided, two-sided, small index cards, larger cards, and paper. EO Johnson worked with us to identify the best way for us to search the records and created a customized system based on our needs."


EO Johnson securely moved the files to their facility for the scanning process. If the District needed a file that EO Johnson had, they contacted the Scanning office, they retrieved the file and emailed a copy to the District. "Actually, they did this faster than it would have taken me here on-site," Ippolite said.


When the scanning was completed and the system ready to use, EO Johnson went to the District and trained users at the point of it going live. "The timing of the training was perfect," Ippolite said. "There is a lot in the system, but if I have questions, I simply call EO Johnson and it's answered quickly. Their service is excellent."

the results

 **Time:** "I have gained a lot of time in my day now that I don't have to leave my desk to retrieve old paper files," Ippolite said. "All I do is click my mouse on my computer, and I easily get the record I need."

 **Paperless:** Going forward, Ippolite doesn't see the need to print paper files.

 **Security:** All files are secure and backed-up at two redundant locations.

 **Efficiency:** The District provides student records for their students, and having them electronically accessible makes this service easy to deliver.