Case Study:

Lynbrook High School Goes Digital to Maintain IEPs with Ease

As a Silicon Valley landmark, Lynbrook High School is a leader in STEM education with a unique focus on technology. That's why digitizing paper-based student resource forms to simplify access and streamline processes was an easy choice—and a smart move.

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BUSINESS NEEDS

Lynbrook High School in San Jose serves around 1800 students, with 160 staff. Founded before Silicon Valley became the global innovation hub it is today,the school is known for both its commitment and contributions to technology. According to the U.S. News & World Report's 2020 Best High Schools, it ranks #10 in STEM High Schools, #11 in California High Schools, and #98 in National Rankings.[1]

Lynbrook creates Individualized Education Plans (IEPs) for students with a wide range of educational needs. Each student's unique needs must be verified by a multidisciplinary team, and managing the programs requires meeting regularly with all parties. In addition to students, parents, and school administrators, this can include teachers, psychologists, social workers, home-school tutors, and case managers. Contracts and permission forms must be signed by everyone involved, and each time an amendment is made, that has to be signed, too.

Keeping IEPs up to date while adhering to strict guidelines involves managing a mountain of paperwork. Even before the district moved to distance learning, the school's resource teacher, Thomas Greaves, was looking for a better way to communicate changes to parents, teachers, and administrators, without sending a 30-page contract through the mail every time a plan was updated. It was time to go digital.

SOLUTION

While teaching remotely, Mr. Greaves implemented a Fujistu ScanSnap iX1500 scanner to make IEP management more efficient. The ScanSnap's easy setup enabled him to start using it within minutes, and take his 25-student caseload digital. Now instead of holding an in-person meeting or having to mail out a lengthy contract anytime a change is made to the student's goals, progress, accommodations, or weekly support needs, he simply scans it and emails it to everyone who needs to sign off. And when the paperwork is signed and ready for the SIRAS Special Education Management System that maintains IEP documentation at the district level, uploading it is quick and easy.

Scanning documents to email rather than making multiple copies to send by mail has drastically reduced the amount of time, and paper, involved in managing the school's resources. Mr. Greaves has also started using the ScanSnap to scan and upload educational materials to Schoology, an online learning management system (LMS) used to track assignments, grades, and more. This makes it easy to distribute materials to students online, adding even more value. He even uses the scanner to submit his timecards quickly and accurately.

Digitization helps schools reduce the need for paper documents. Save time, streamline processes, and make documents instantly available for teachers, administrators, students, and parents on secure district-wide portals.

LYNBROOK HIGH SCHOOL

HIGH SCHOOL FACTS

Students	Staff:	Grades::
1800	160	9-12

"I was amazed by how easy it was to use. Setup took minutes, and the speed I can scan documents at now has been a real game-changer. I will definitely be using this for more content in the future."

–Thomas Greaves
Resource Teacher,
Lynbrook High School

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ScanSnap iX1500

Black iX1500

White iX1500

Product Features:

- Get started instantly with Fast Setup mode—just lift the lid and start scanning

- Big, smart touch screen with shortcut buttons for faster scanning and easy organizing

- Wi-Fi convenience—use with any device, or scan directly to popular cloud services

- Scan receipts and business cards with removable Receipt Guide

- Feed thicker items like envelopes with one-touch Manual Feed engagement

- ScanSnap Cloud determines document type and destination automatically

- Change settings anytime or use Auto Scan mode to let ScanSnap do the work

- Integrate your favorite features with ScanSnap Home software

With Fujitsu scanning technology, schools can provide the following benefits for their teachers, staff, and students:

- A simplified way to manage and organize documents
- Software license for multiple users to share a single unit
- Single and double-sided documents scanned at a speedy 30 sheets per minute
- Versatile paper handling with professional-grade feeding technology
- Up to 50 sheets scanned in one batch, including different types of documents

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