



10 Portable Forms™
Solutions for Schools

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“Portable Forms™ is Great for Schools”

Now that hundreds of teachers, administrators, school board members and school technology coordinators have used Portable Forms, one thing is apparent: it's an affordable product that helps schools run more efficiently, teach more effectively, increase productivity and save money. Here are just a few examples of how schools can use Portable Forms:

1. Maintenance Reporting

School administrators complain that they spend a lot of time documenting maintenance problems they've come across. The typical reporting procedure involves recording the problem on a paper form, putting it into the janitor's mailbox and waiting (and waiting and waiting). Administrators find that in addition to delays in remedying the problems, some are never resolved because there's no easy way to follow up with the custodial staff.

Using Portable Forms, administrators can collect, deliver and manage maintenance information on handheld computers. They can electronically deliver the work requirements to their custodial staff, while creating a database to assure repairs are completed in a timely fashion.

2. Related Services Billing

Every day in the average district, dozens of students receive specialized services ranging from occupational therapy, physical therapy, speech, special education, assistive therapy, counseling and others. Maintaining accurate and timely records of these services is a nightmare, with paperwork often weeks and even months behind. This delay directly impacts on the school district's finances, because Medicaid and other government programs reimburse many of these services.

Portable Forms is an affordable, reliable solution to this cumbersome paperwork chore. Related service attendance information can be entered into a handheld computer at the time of delivery. The information can then be delivered directly into the district's billing system. Portable Forms significantly streamlines the services reporting system. As an added bonus, schools get easier and quicker access to student data for IEP's, evaluations and teacher interaction.

3. Classroom Library Visits

In lower grades, it is quite common for librarians to come to classrooms with carts of “just-right” books. The idea is to motivate students to make smart decisions about appropriate books at their level. The problem is that since these books are away from the library and its information management system, students cannot check the books out immediately. What a paradox: Excite students about reading a particular book, then tell them that they can't take the book out until the next time their class comes to the library.

Portable Forms, particularly if outfitted on PDA's with bar code scanners, would solve this problem. Students choose the books that they want to read

and they can “check it out” directly from the classroom. Once back in the library, this information is transferred into Library Data Management Systems.

4. Fire Extinguisher Inspections (And all kinds of other inspections, too)
Schools are often very large and complex facilities. Operating a school facility is information intensive, much of which is appropriate for mobile computerization. Inspections, inventories, asset tracking, maintenance logs and many other functions can be quickly and easily computerized with Portable Forms equipped handheld computers. This data can be then immediately available for use in other data systems including spreadsheets, databases, accounting systems and others.

An example of a very successful project involves monthly inspections of over 400 fire extinguishers in a large school building. A Portable Form was created to collect location, extinguisher number, inspector, condition, charge, date and time. The collected information was then delivered to Filemaker for record keeping.

5. Hazardous Material and Chemical Tracking in Chemistry Classrooms
Chem. classrooms are potentially very dangerous places. For example, a recent state investigation in Iowa turned up more than 1,500 containers of dangerous chemicals in storage closets and science labs at 66 schools. Some of the chemicals could have exploded if they were exposed to heat or water. Some were toxic or radioactive. Others had been stored for decades in corroded and rusted containers.

Portable Forms can help schools better manage classroom chemicals. Forms can be created to inventory and catalog chemicals on hand. Additional inspections and on going audit forms can ensure compliance with rules and procedures.

6. Environmental Science Research Projects
Real world learning. Project based studies. Schools are now providing opportunities for students to learn in the context of real problems with meaningful complexity, particularly within their local community. Many of these applied research projects involve a data collection component; count this, observe that, measure these. Portable Forms provides a quick, easy and inexpensive solution for data collection systems on handheld computer platform such as Palm Pilots and others. These systems can then deliver this collected information in a variety of formats for use in analysis, review and reporting.

Using Portable Forms, students can quickly and easily create data collection forms that can be converted to handheld applications. At one school, fifth and sixth grade students conducted field research projects in conjunction with a local environmental group. They collected hundreds of samples and measurements over a month long period. This information was then compiled into reports and electronically delivered to state and federal agencies.

7. Principal Walk Throughs

Studies show that effective principals are often the ones who spend time in the classroom. It lets them know what is going on and gives teachers the opportunity to receive help with their instructional efforts. For busy school administrators, this is an enormous task—they cannot be in every classroom all the time. Many successful principals use a strategy called a "Walk-Through", "Focus Walk" or "Learning Walk-Through."

Portable Forms can increase the efficiency and effectiveness of these principal observations. Forms specific to the planned Walk-Through can be created quickly then loaded onto handheld computers. In the classroom, principals can spend more time observing and less time keeping notes. The data collected can be communicated quickly and easily to all stakeholders.

8. Discipline and Incidence Reporting

Compiling reliable statistics related to school incidents is useful in many ways. Collecting data can alert school administrators to potentially dangerous trends and to particular students who are at risk. Statistical information can also provide schools with the necessary evidence to support a claim for antiviolence programs and additional resource allocations.

Standardizing incident data collection using Portable Forms offers tremendous benefits. Studies have shown that uniform reporting forms lead to more accurate reporting, which makes it easier to analyze and compare data with comparative schools. With Portable Forms, the information can be computerized at the place where the most accurate information can be collected—at the scene of the incident. Portable Forms' powerful data distribution capabilities also offer tremendous opportunities for collating and delivering findings to appropriate jurisdictions and administrators.

9. Class Attendance Recordkeeping

Keeping accurate class attendance records is an arduous task. Few school administrative functions can match attendance for its sheer volume, miscellaneous detail and the potential for incomplete information and mistakes.

Portable Forms is a great way to build attendance management systems quickly and easily. Forms for each class can be created in minutes either by teachers or administrative staff. Running these forms on handheld computers is done quickly and easily in a very non-obtrusive environment. Data collected can then be delivered immediately to a variety of reporting systems.

10. Students Building Their Own Forms and Assessments

Want to see your students get excited learning about technology? Give them tools for creating their own computer applications. Whether it's genetic

surveys in high school bio classes or first graders recording lost teeth, teachers are embracing Portable Forms in the classroom.

Why is Portable Forms such a great way to extend the use of handheld computers in class? Because it provides so many capabilities in a single product. Its patent pending "Document Driven Programming" technology lets anyone that can type in a word processor and use a browser to quickly and easily create robust data applications IN MINUTES. These systems then provide documents, databases and Internet delivery of collected information automatically. No programming required.

And don't forget these other great uses of Portable Forms

- Collecting demographic data about school population
- Teaching "pre-programming" for technology students
- Creating, conducting, and analyzing surveys
- Developing Field trip forms
- Maintaining records of professional development
- Collecting and tabulating Phys Ed Scoring
- Evaluating student teacher performance
- Recording and studying lab reports
- Maintaining and distributing student progress reports
- Tracking NCA Intervention
- Maintaining medical records of athletes
- Preparing Home bound forms
- Recording and maintaining student grades

Got a great idea about a use for Portable Forms? We want to hear about it. Send your Great Idea to ideas@portableforms.com . If we publish it, you'll win a six-month license to Portable Forms.

For More Information or To Order Portable Forms check out the Portable Forms Website at www.portableforms.com or contact the Rovenet Sales Department at 631-287-3270 or sales@rovenet.com