



**Location:** Jurupa Valley, California



**Enrollment:** 18,000



Modernizing forms across the district

## Jurupa Unified School District Modernizes Forms Management with Q Forms

With over 25 schools and more than 18,000 students, Jurupa Unified School District's mission to empower students is at the forefront of its daily operations. An integral part of this mission is having comprehensive technology solutions to help streamline operations and save valuable time. One of the

latest additions to JUSD's technology suite is Q Forms, an integrated add-on to Q SIS that modernizes forms management by making it easier to create, distribute, collect, and store custom forms.

We spoke with Pamela Whitman, Database Analyst, about the district's use of Q Forms. The tool has become essential for the district, simplifying form creation and collection, improving data accuracy, and providing features like digital signatures, form storage, and robust reporting capabilities.

### Challenges with Other Form Solutions

Before implementing Q Forms, JUSD encountered administrative challenges in district forms. One major issue was the need for a standardized solution and integration with their Student Information System, Q. The district used various forms products, such as Microsoft Forms, Google Forms, and paper forms. This lack of uniformity led to inefficiencies, making managing form distribution and collection difficult.

Without SIS integration, the district had to rely on manual data entry (for example, creating lists of form recipients), leading to inaccurate form distribution lists and incomplete or inconsistent form returns. This process also frustrated parents, who were required to repeatedly enter known information such as

their address, increasing the risk of errors. It created additional work for administrative staff, who had to spend time chasing incomplete forms and correcting and reconciling data discrepancies.

## Time Savings and Clean Data

Because Q Forms is seamlessly integrated with the Q SIS, it simplifies how JUSD manages forms. District staff can set up student forms pre-populated with SIS data, reducing the need for staff or parents to re-enter information and minimizing redundancy and data entry errors on district forms.

"By going to Q Forms, we can eliminate the need for parents to enter the information that we already have in Q because we can pre-populate it," Whitman said. "They can just get right to the questions we really need answers to."



"It's saved our staff a lot of time having the data correct right from the beginning. They don't have to spend time digging through the information to determine who the student is. They now have confidence the data is correct from the moment it's submitted." - **Pamela Whitman, JUSD**

## Easy Reports

Another significant benefit for Jurupa is the ability to quickly generate reports on the data collected through Q Forms. With all form data centralized in Q, administrators can efficiently run and analyze reports, streamlining the information analysis process. This capability enhances decision-making and enables the district to track and evaluate various programs and initiatives more effectively.

"The data we collect in Q Forms lives in our database, making it much more actionable," Whitman said. "It saves all the time transferring data from our previous form solution into Q, ensuring it's correct, and then running a report on it."

## Future Plans with Q Forms

JUSD plans to expand Q Forms across additional departments, including the Multi-Lingual Education Department, which currently relies on mailed forms. By transitioning to digital forms, they aim to enhance communication efficiency and increase the number of forms completed. The language translation features in Q Forms will also ensure that all users can easily access and complete the forms.

The district also hopes that offering accessible digital forms through their ParentConnection platform will boost parental engagement and increase form completion rates. By integrating Q Forms into this existing platform, JUSD aims to provide parents with a more convenient and user-friendly way to interact with the school district.



"We're excited about all that we've created and streamlined with Q Forms so far. For other districts considering Q Forms, I'd tell them to do it." - **Pamela Whitman, JUSD**

