



1205 7TH ST. PO BOX 147,
MILFORD, IA 51351
WWW.OKOBOJI.K12.IA.US
OKOBOJI ES: 712.338.2458
OKOBOJI MS: 712.332.5641
OKOBOJI HS: 712.338.2446

To Whom it May Concern;

I am the high school principal for the Okoboji School District in northwest Iowa. We have a current enrollment of over 900 students district wide. Every student that graduates from our high school leaves behind a permanent transcript file that must be stored forever. We often get calls on reference checks for jobs, housing, social services, and more. We need to be able to find, retrieve, and share transcript information dating as far back as the 1920's. This has been a task that has taken a lot of time and effort for our staff. Many of our files were on paper and others were on microfilm which took additional time to manually scan in order to find and print the necessary file.

In early 2014 we began to seek a better solution. We contacted The Office Advantage in Mitchell, SD. The folks at The Office Advantage were extremely helpful in sizing up our situation and discussing options, prices, timetables, etc. The solution they helped us find was to digitize all of our records. In the spring we boxed up all of our paper files and rolls of microfilm and sent them in for processing.

Within a reasonable timetable, and for a reasonable price, the team at The Office Advantage converted both our paper and microfilm documents into digital copies. These copies are organized by folder and are completely searchable by year and name. A quick computer search of a last name quickly brings our secretary right to the transcript file she needs. She can then retrieve the necessary information and print, or email a copy of a transcript in seconds. This has completely changed this task for our staff and has already saved countless hours of time and money that were once spent finding and retrieving transcript information. We also now have several secure backups of our valuable information in case of disaster.

Converting our transcript files to digital format with The Office Advantage has been one of the best decisions we have made. We have been very pleased with the entire process and the continued service after the sale. I would give The Office Advantage my highest recommendation for any needs related to digitizing files and documents.

Brian Downing, Okoboji High School Principal

our mission:

*we WILL prepare each student with the knowledge and skills necessary for a
productive life in a changing world.*