

# Student Records with DocuShare®

Automated student records processing streamlines workflows, reduces costs and increases security.



## THE NEED FOR AUTOMATED STUDENT RECORDS.

Student records are at the heart of many processes in K-12 schools and in higher education. A school must maintain a complete, cumulative record of student personal data, transcripts, grades and courses from the time of enrollment through graduation. The student file must be accessible, yet secure—for example, allowing a registrar access to the record to answer student or parent questions, while protecting highly confidential information such as student grades, individualized education program (IEP) requirements, and health data. Organizations must also prepare for frequent audits by state auditors. Finally, student records must legally be kept for years and available for inquiries.

Though schools widely use student information systems (SIS) and other enterprise applications, many core processes such as registration are still paper-based. When schools rely on paper records, they face cumbersome administrative processes, high storage costs and inefficiency.

## CHALLENGES FOR EDUCATIONAL INSTITUTIONS INCLUDE:

- The growth of paper files each year, requiring file cabinets and more room to store files either onsite or in offsite warehouses.
- The time it takes to search through file cabinets or boxes. This also affects preparing for audits because fees may result if the information is not produced within a required timeframe.
- The length of time it takes for parents to visit each different school in person when enrolling several children. Registration is also time-consuming for administrators.
- Heightened risk of lost information or exposure of sensitive data with paper files.
- The need for cost-efficient solutions due to dramatic cost-cutting in public education. A school's livelihood often depends on "doing more with less."

## CONTENT MANAGEMENT IS THE SOLUTION.

For Student Records, Xerox® DocuShare® Content Management Platform provides schools and other educational institutions with the capture, document management, workflow and archive tools to create a secure, central digital repository of student records. The solution protects confidential information by strictly limiting access to only those who should see the records. At the same time, it enables search and retrieval of student files in seconds. For compliance, schools can opt to add lifecycle management, providing retention schedules and automated archiving to meet legal guidelines.

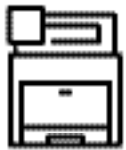
## SCHOOLS REAP THE BENEFITS.

With a content management solution, schools can:

- Digitize student files as they accumulate through intuitive scanning that captures key data for filing.
- Provide a central, searchable repository of student information.
- Enable capture of legacy files for quick access to historical data.
- Reduce the need for physical storage space for paper files and the storage costs associated with it.
- Dramatically cut time to prepare for audits.
- Protect confidential data to comply with mandates like HIPAA, FERPA and CIPA.
- Manage the full lifecycle of records, including automated archiving after a student leaves.
- Support green initiatives by reducing paper use and printing.



## DOCUSHARE HELPS STREAMLINE STUDENT RECORD REVIEW, MANAGEMENT AND ARCHIVING.



### Step 1

Administrator or non-technical employee scans information to add to student file at MFP.

### Step 2

Scanned document automatically routed into student folder based on ID entered at MDF.

### Step 3

File linked to student record in Student Information System SIS for rapid information retrieval.

### Step 4

Document-level access controls ensure effective, auditable management and access.

Learn more at [xerox.com/ecm](https://www.xerox.com/ecm)