



# Records Management Failing Your School?

**Move to the head of the class with secure digital records and automation.**

Three in four schools are still heavily reliant on paper.<sup>1</sup> While earning an A for their efforts, the smarter way to go is an information management system that provides fast, secure, anytime access to electronic and digitized paper records and integrates easily with Student Information Systems and other school management software. Digitizing your paper records frees up time and money so you can focus more on education, less on paperwork.



## **How does the PaperVision® product suite help educators better manage student records and other information?**

- Speed access to important information by digitizing paper student files, school board minutes, HR records and more.
- Streamline administrative processes with automated workflows.
- Comply with Family Educational Rights and Privacy (FERPA) regulations with advanced data security and fast access to records.

## **Improve student services and lower costs.**

Waiting days for records is no longer acceptable to students and parents. Paper documents also waste time and money. Using an information management system brings a 30% increase in productivity<sup>2</sup>.

## **Enable effective remote learning and work.**

Information management systems support distance learning and remote work by giving students, faculty and staff a way to easily and securely access the information they need using virtually any device (including smartphones!)

1: <https://info.aiim.org/three-reasons-higher-education-pros-are-recruiting-ecm>

2: <https://info.aiim.org/the-business-case-for-saas-secure-content-distribution-in-higher-education>

3: <https://www.digitechsystems.com/nucleus-research-ecm-returns/>

## **A Smart Investment: Gain efficiency and avoid costly data breaches**

A Nucleus Research study found information management systems return \$8.55 per dollar spent by increasing productivity, cutting labor costs and lowering the risk of fines and lawsuits over data security.<sup>3</sup>



# Free Up Resources for Your No.1 Priority: The Classroom

What if you could reduce the amount of time and money your school spends on information management? Use the PaperVision® suite of products to digitize, manage, store, and route student records and business documents. Improve productivity, protect sensitive information and save money within your operating budget.

## Respond to Student and Staff Record Requests in Seconds

Struggling with slow access to student files, faculty records and office data? Speed access by managing information electronically. The PaperVision suite of products lets you securely access and share electronic records and digitized paper files 24 x 7 x 365 from virtually any device.

## Comply with FERPA Data Security Rules

Are your student records protected in compliance with federal privacy laws? Under the Family Education Rights and Privacy Act, schools must securely share and manage student files. With the PaperVision product suite, you can save money by eliminating hardware and IT costs by managing records in the cloud.

## Save Time and Money on Operating Costs

How much is manually managing student records and office documents costing you? Free yourself from disjointed processes. Use PaperVision to ensure certifications, vendor contracts and more are managed automatically, freeing staff for more important tasks.

## Intelligently Manage Information

Are you tired of spending hours searching for and distributing documents and other data? Organize, control and route documents electronically. PaperVision® Enterprise WorkFlow makes it easy. Users are instantly notified of new tasks and assignments, letting them work more quickly.

## Enable Distance/Hybrid Learning and Remote Work

The trend toward distance and hybrid (part-time remote) learning will continue, analysts say. Offer students, faculty and staff a way to easily and securely access the records they need from any device from anywhere. You'll have happier students and staff.

"The PaperVision® Enterprise system has been such a success that our implementation has become a pilot program for other departments in the district that are struggling with the same productivity and storage challenges that we were."

-Eduardo Elizondo, Senior Director of the Federal Programs Department  
San Antonio Independent School District

