



“The cost of managing documents: More than 90% of communications with students and parents is through documents. Documents account for up to 40% of labor costs and 15% of funding.”

— Gartner Group, 2000



## Why is DocuClass a good fit for K-12 Education?

### IMPROVES ORGANIZATIONAL EFFICIENCY

Traditionally, school districts have document-centric and paper-heavy processes. DocuClass streamlines operations, making information available district-wide, saving money and improving overall efficiency:

- Controls and shares information among departments, students and parents (such as student transcripts and evaluations)
- Aids in complying with Federal/State regulations such as FERPA, ESEA's "No Child Left Behind," HIPPA, etc. by safeguarding confidential student information.
- Provides instant document access for authorized users
- Consolidates different sources of data
- Provides real-time updates between many different sources

### IMPROVES DOCUMENT CONTROL AND SECURITY

- Meets document retention requirements
- Eliminates the loss of

- documents
- Manages user access to information

### REDUCES COSTS

- Minimizes time spent filing, refiling, accessing documents, and entering data
- Reduces storage space and cost – converting it into much-needed functional space
- Reduces time and costs associated with important administrative functions

### Applying DocuClass in the K-12 Education Environment

#### STUDENT INFORMATION

- Locates student records instantly
- Links all paper-based documents, such as IEP, Special Education, excuses, and immunization records seamlessly to all of the district's electronic files
- Provides timely and accurate information to students
- Protects critical documents such as transcripts and grade reports

DocuClass enables administrators, counselors and

teachers to instantly access student transcripts, test scores, emergency medical forms, field trip permission slips and other student-related documents

DocuClass interfaces with school district's line-of-business systems providing instant access to student records without leaving student information systems. For example, a school counselor can click on a student's name in their student information system and retrieve all relevant records stored in DocuClass that are associated with that student, such as grade reports and emergency medical forms.

DocuClass can create electronic forms, automatically populating them with data from one or multiple databases. DocuClass can then route them to different departments and, as new data is entered, update the corresponding databases in real-time (via database synchronizations, SQL queries, OLE interfaces or API integration)

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"We have been working with DocuClass just over a year. During this time we have greatly improved two internal processes and are looking forward to significant improvements in other business applications. DocuClass is intuitive, user-friendly, and offers a single solution for our diverse needs – from student records management to enhancing business processes"

— Debbie Stella, Assistant Director of Finance, Allegheny Intermediate Unit, PA



DocuClass' robust architecture provides the granular level of security needed to control student records access. DocuClass' security can be applied at the user level, ensuring that only those with appropriate permissions can view documents, processes are followed exactly as they are designed, and records are managed in compliance with HIPAA and FERPA regulations.

#### **SPECIAL EDUCATION**

- Immediate, easy access and storage of special education student records
- Repurpose storage space for more productive tasks
- Comply with retention requirements by automatically purging expired documents

DocuClass enables special education departments to electronically index and store student records [Individual Education Plans (IEP), psychological and IQ tests, baseline assessments, standardized test scores and other assessments] for easy access and retrieval. Additionally, DocuClass can

automatically purge documents from the system in compliance with retention requirements.

#### **GRANTS**

- Locates applications in a more organized fashion
- Improves efficiency using online delivery for approval
- Automates timeline tracking and provides instant access to application status
- Keeps initiators, supervisors, and grant coordinators informed with built-in notifications
- Automates timeline tracking for application approvals
- Provides instant access to status of applications

#### **FINANCIAL AID**

- Manages all the paperwork submitted with each application throughout the approval process

#### **BUSINESS OFFICE**

- Enables Accounts Payable to capture, access and manage all purchase-related documents electronically – matching invoices with POs

and routing PO requests and vendor invoices through the approval process

- Reduces invoice processing time and minimizes processing costs
- Makes invoices and supporting documentation available immediately, reducing search time
- Stores the volumes of paper documents submitted with bids in an easy to search, retrieve, and manage format
- Improves exception handling by alleviating bottlenecks and routing invoices through the proper pre-defined processes
- Improves credit ratings and lowers overall cost of credit
- Tracks payables and speeds up payments to vendors
- Streamlines purchase requisition submission

#### **HUMAN RESOURCES**

- Streamlines hiring process by automatically capturing and routing applicant information (i.e. resumes, references, etc.) through the review process
- Consolidates all employee information and paperwork (scanned documents, transcripts, MS Office files, virtual certificates, medical records, PDF Files, etc.)
- Streamlines the teacher evaluation process by providing instant access to certifications, position changes, and past evaluations
- Provides fast, accurate multi-user search and retrieval

