

Document Management for Schools and School Districts



How to Create Order

Reduce record storage costs,
protect student confidentiality
and improve service quality

Learn More Inside

- ▶ Enforce Consistent Records Policies
- ▶ Simplify Regulatory Compliance
- ▶ Find Information Faster
- ▶ Simplify Records Transfer
- ▶ Streamline Deployment and Integration

As student populations grow, so do records. But with increasing demands for instant information and the storage and retrieval burden of complying with regulations such as NCLB, FERPA and HIPAA, administrators are striving to do more with less.

Laserfiche digital document management solutions help you improve efficiency, productivity and service quality to departments, students and staff—so you support student and staff achievement at every level of your organization.

A Solution to Manage Information Enterprise-Wide

Physical document storage consumes valuable office and classroom space, and recreating lost and misfiled documents costs time—and money.

Laserfiche gives you the tools you need to combat the inefficiency and expense of paper storage. The Laserfiche product suite includes document imaging and DoD 5015.2-certified records management, both Windows® and Web-based interfaces, a customizable Web publishing portal, integrated workflow management and high-volume document capture and processing tools.

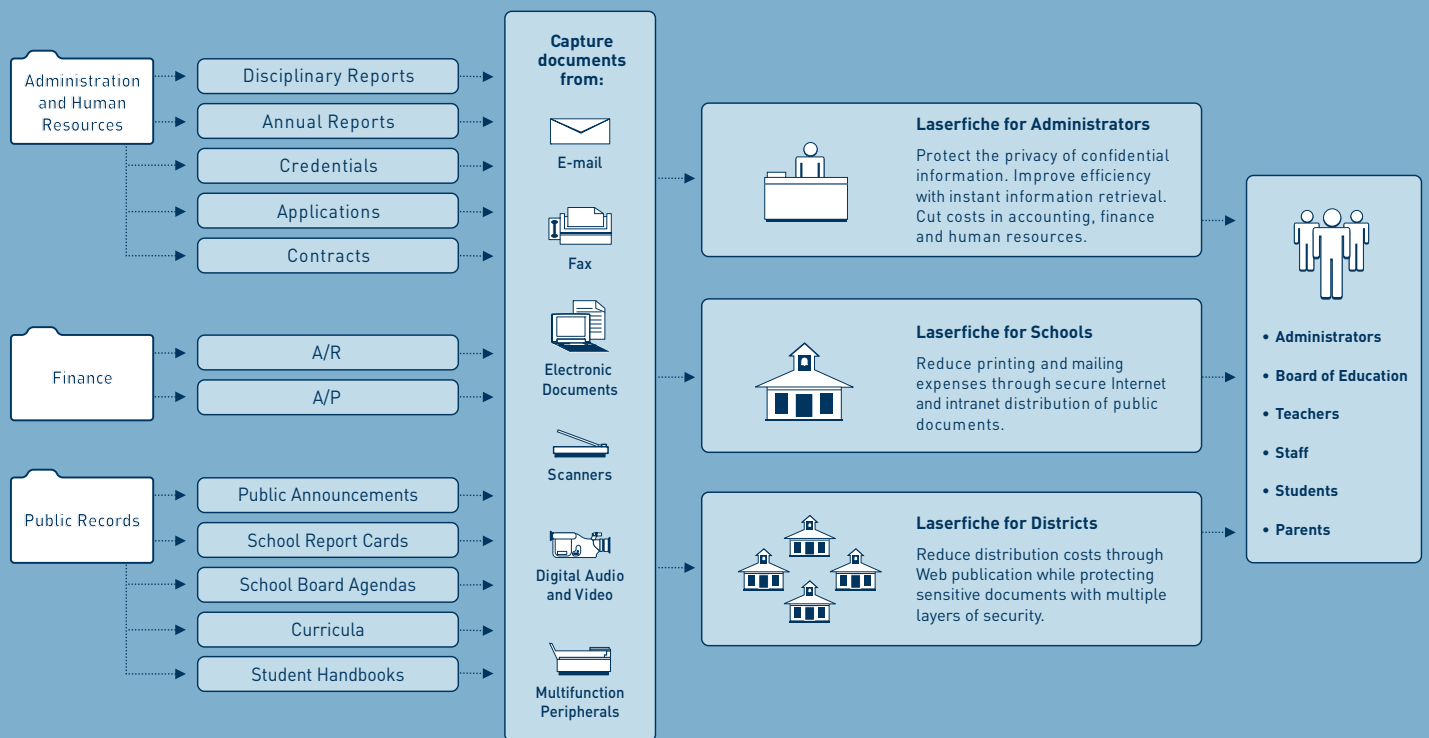
And Laserfiche scales to meet the needs of schools and districts of all sizes, from a single school to a school district with multiple locations.

The Laserfiche Advantage Summary

- ▶ Eliminate the need to copy, transport and store paper documents.
- ▶ Answer information inquiries faster with direct access to transcripts, disciplinary actions and reports.
- ▶ Safeguard confidential information with comprehensive security features.
- ▶ Reduce manual data entry errors by automatically extracting data from student information systems (SIS), state databases or other district-wide applications.

Reconcile Administrative Demands and Budgetary Challenges

Manage documents more effectively, regardless of format, and instantly get information to the people who need it.



“Public education today is burdened with more paperwork than ever before. Laserfiche helped our staff minimize paper-shuffling and searching for documents while keeping us in compliance with local, state and federal requirements.”

Frank Auderer,
Superintendent
St. Bernard Parish K-12 School District

Laserfiche at Work in Schools and Districts

Laserfiche helps you automate and streamline work processes wherever possible.

With Laserfiche, administrative assistants scan records—from attendance documents, report cards and transcripts to personnel records, performance reviews and school board meeting minutes—into single or multiple Laserfiche repositories. Electronic documents, including Microsoft Word® documents and Excel® spreadsheets, Adobe® PDF documents and digital photos, audio or video files, can be imported and stored in their native file formats. And best of all, by eliminating the time spent searching for information, misfiled documents and copies required for academic and disciplinary meetings, you protect your bottom line, without reducing service to students and parents.

The benefits are clear:

- ▶ Eliminate the costs of pulling and transporting records from off-site storage.
- ▶ Instantly fulfill records requests, without having to copy and collate large numbers of documents.
- ▶ View, print and e-mail documents right from your desktop computer.
- ▶ Archive documents to DVD or CD-ROM, or publish them to the Web.

With Laserfiche, you reclaim time, resources and labor costs by eliminating paper-based processes, while also increasing document security, improving information accessibility and automating business processes.



“We save money and time with Laserfiche, but most importantly, we can better serve students and their families. The name of the game is making sure our students get the best educational opportunities, no matter where they are. With Laserfiche, regardless of which facility a student is assigned to, their records are always available.”

Robert Sciortino,
Program Administrator
Los Angeles County Office of Education
Alternative Education Division

Consider the costs of maintaining student folders:

- ▶ Copy or print student documents and add them to files.
- ▶ Maintain separate file cabinets to secure confidential files.
- ▶ Copy and transport student files to share with administrators.
- ▶ Pull, copy and refile student documents when parents request them.
- ▶ Manually search through files to locate student suspensions, progress reports and other information.

Now consider managing student folders with Laserfiche:

- ▶ Scan attendance documents, notes from home, and report cards directly into student files.
- ▶ Protect private information with comprehensive security functionality including audit trail monitoring.
- ▶ Provide authorized administrators with secure Web access to student files.
- ▶ Instantly print copies of student files for parents.
- ▶ Easily search by keyword or template field to locate disciplinary or academic information in student files.

Real-World Benefits from the Records Room to the District Office

Cost-Effectively Deploy Enterprise-Wide

Laserfiche solutions deploy in days, not months, so you achieve a rapid return on your document management investment. The Laserfiche product suite's modular design gives you the flexibility to choose just the options you need, enabling you to design the ideal document management solution for your needs.

School districts with multiple locations and a large number of users will appreciate the flexibility of Laserfiche Rio, a turnkey solution for enterprise document management requirements.

Rio includes:

- ▶ Document imaging and DoD 5015.2-certified records management functionality.
- ▶ Windows and Web-based interfaces.
- ▶ A customizable public Web portal.
- ▶ Integrated workflow management.
- ▶ High-volume document capture and processing.

Named-user licensing simplifies purchasing—just count the number of users you'll need. Rio also provides the flexibility of unlimited retrieval licensing for public users, simplifying access for social workers, school board members or state agency staff.

Maximize the Value of Existing Technology Investments

Whether it's a student information system, state database or other application, you have existing technology that your document management solution must integrate with. Laserfiche's open architecture makes it simple to image-enable your existing applications to expedite document search and retrieval. And with the Quick Fields Real-Time Lookup data capture module, you minimize manual data entry by retrieving data from a state database or other third-party application. Quick Fields enables you to improve the integrity of your information by matching it against outside data, ensuring that student information numbers are entered correctly.

Enforce Consistent Records Policies

The Laserfiche product suite offers integrated, transparent records management functionality. Laserfiche Records Management Edition provides a structured, record series-based repository that is invisible to the user accessing the document management system, so records management doesn't interfere with your existing work processes.

- ▶ Guarantee the integrity of records—whether scanned paper, electronic or physical—throughout their life cycle.
- ▶ Run reports detailing where records are in their life cycle and which records are eligible for transfer, accession or destruction.
- ▶ Log system activity to demonstrate compliance with regulations.

Guarantee the Reliability and Integrity of Student Files

Administering records access under FERPA consumes staff time, as does protecting the privacy of medical records according to HIPAA rules. Laserfiche's granular security system helps you design and implement a security policy that works within your existing environment so you balance document security and accessibility. Laserfiche's powerful security functionality also provides something file folders can't: the confidence that, no matter what, your records are safe from tampering, destruction or loss.

- ▶ Control confidential records, and prevent them from showing up in a repository search.
- ▶ Dynamically apply document-level security, maintaining different levels of security for each type of document within a case file.
- ▶ Guarantee security all the way down to individual words with blackout and whiteout redactions.
- ▶ Eliminate misplaced files, files lost in transit from off-site records storage facilities and inappropriately accessed files.

Automate Work Processes

Laserfiche helps you automate and streamline work processes wherever possible, from bringing information into the system to speeding labor-intensive, paper-based processes. Laserfiche Workflow provides a scalable, customizable workflow solution, while Quick Fields' batch processing capabilities dramatically reduce the time you spend digitizing and indexing paper files.

- ▶ Automate filing to free up staff time.
- ▶ Trigger workflow activities from third-party applications, such as your SIS.
- ▶ Identify productivity gains or bottlenecks with real-time reporting.
- ▶ Maintain the integrity of confidential student information by automatically routing it to a secure folder.
- ▶ Use information extracted from documents, reports and outside data sources to automate indexing and processing.
- ▶ Scan case files with bar-coded header sheets or minimize data entry by pulling information from a state database or SIS.

Simplify Administration

Laserfiche has always built its products using Microsoft® technologies, to help Microsoft-driven organizations run more effectively. Laserfiche systems use Microsoft-standard administration tools almost exclusively, including MMC snap-ins, WMI compatibility and Windows-integrated error logging and tracing. We ensure that our software complies with standards that make it widely interoperable, extensible and easy to administer.

Administrators can manage all the components of a Laserfiche repository—fields, templates, users, groups and volumes, among others—through a simple graphical interface. Customization is simple, and doesn't require outside consulting or onsite programming. And minimal bandwidth requirements limit the load on existing servers, networks and applications, while support for industry-standard Microsoft and Oracle® database platforms maximizes the value of current IT investments.



“I was getting so many records that I could have filled the Astrodome. We get requests from places like other school districts and Social Security offices, and we can find them right away with Laserfiche.”

Barbara Smith,
Director of Special Education,
Vidor Independent School District, Texas

About Laserfiche

Laserfiche Product Suite

Laserfiche Enterprise Content Management

Implement a scalable and flexible ECM solution.

- ▶ Laserfiche Rio™

Laserfiche Document Management

Organize, protect and retrieve information.

- ▶ Laserfiche Avante™
- ▶ Laserfiche Team™
- ▶ Laserfiche United™

Laserfiche Records Management

Guarantee document integrity with DoD 5015.2-certified transparent records management.

- ▶ Laserfiche Records Management Edition™

Document and Information Capture

Bring paper and electronic documents into Laserfiche.

- ▶ Laserfiche Quick Fields™
- ▶ Laserfiche Import Agent™
- ▶ Laserfiche Snapshot™

Business Process Management

Streamline document-centered processes and track activity for regulatory compliance.

- ▶ Laserfiche Workflow Suite™
- ▶ Laserfiche Agenda Manager™
- ▶ Laserfiche Agenda Processor™
- ▶ Laserfiche Audit Trail™

Document Access and Distribution

Provide secure, efficient document access to users.

- ▶ Laserfiche Web Access™
- ▶ Laserfiche WebLink™
- ▶ Laserfiche Plus™
- ▶ Laserfiche E-mail Plug-in™

Integration and Customization

Integrate Laserfiche with third-party applications and customize system functionality.

- ▶ Laserfiche Toolkit™
- ▶ Laserfiche Marketplace™
- ▶ Laserfiche Code Library™

Support

Manage change and protect your investment.

- ▶ Laserfiche Software Assurance Plans (LSAP™)

About Laserfiche Solutions

Laserfiche® creates simple and elegant document and content management solutions that help organizations run smarter. Since 1987, more than 25,000 organizations worldwide have used Laserfiche software to streamline processes for managing documents, records and workflow. By digitizing paper archives, Laserfiche enables users to instantly pinpoint the information they need, collaborate more effectively and complete daily tasks more efficiently. Secure Web access allows organizations to share information with remote offices, business partners and customers, while user- and role-based security options ensure compliance with government- and industry-mandated standards, including Department of Defense (DoD) standard 5015.2.

Laserfiche has a strong presence in the financial services and healthcare industries, and is the acknowledged leader in the municipal government market. Federal clients include all branches of the United States military, the Secret Service and the State Department.

Your Next Step

Call (800) 985-8533 to arrange a demonstration. Also e-mail info@laserfiche.com or visit www.laserfiche.com/k12 for more product details.

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