



KONICA MINOLTA

RETHINK RECORDS MANAGEMENT

FOR K-12 SCHOOL DISTRICTS

Quickly transform your staff and student records into digital files, and securely manage them in an easy-to-use system that boosts district wide efficiency.

We take an integrated approach to K-12 school district records management to ensure you can manage all of the documents received that reside outside of your Student Information System. By transforming paper-records into digital records, you can

- **Protect sensitive student information like parental correspondence and health screening in accordance with FERPA and HIPAA**
- **Maintain thousands of student forms, applications and other PDF and paper-based records over their mandated retention schedules**
- **Share records with team members and parents, even while working in remote learning environments**

Each student in your district creates a large amount of paperwork

- **Student records**
- **Applications**
- **Immunization records**
- **Financial aid files**

Then, faculty and staff add to it. School districts of all sizes are inundated with paper and digital documents that need to be stored securely and only accessed by authorized personnel. Trying to manage documents digitally without a proper document management system, however, can present security and compliance risks. Our Education Essentials package was designed to address the specific issues you face in your education environment- both in the school and at the district level.

CHALLENGES

STUDENT RECORDS

Capturing, organizing, and storing student and staff records and information that arrive in multiple formats: PDF, paper, email

Regulating access to sensitive student information while ensuring access to those who need it

Ensuring compliance on student and health records with Federal standards like FERPA and HIPAA

Maintaining documented special education procedures for due process challenges

Creating and maintaining records for all incidents and routing to all applicable parties for follow-up action

BACK-OFFICE INFORMATION

Tracking required teaching CEUs and certifications

Automating teacher and staff hiring and onboarding as well as routing of applications and forms

Processing of the constant influx of invoices and purchase orders that are time-consuming to enter manually and can be hard to locate when needed

Keeping maintenance requests organized and timely

Managing state-mandated document retention periods

SOLUTIONS

Eliminates paper-based filing and provides district-wide access, search, and retrieval of student records

Allows for redaction of sensitive student or staff information when printed, viewed, or shared

Archives and maintains FERPA and HIPAA compliance for student and health records

Creates IEP approval routing and conditional based notifications

Enables touchless, online processes to expedite, standardize and track student registration

Creates comprehensive student portfolios through scanned or imported projects

Transforms paper-driven processes such as staff applications and onboarding records into easily managed web forms

Tracks and manages teacher CEUs in one place

Digitizes and routes invoices, generates purchase orders, shares data with existing accounting applications, and instantly performs a three-way match

Manages and stores board meeting minutes

Stores maintenance requests and provides the ability to route needs and responses from all schools in the district

Integrates records management with PowerSchool (R), eSchoolPlus, and other student information systems

WHERE DOES IT ALL BEGIN?

Your priority is to digitize your backfiles so that you will be able to better access and manage your records with simple searches.

- A backfile scanning project ensures that you can protect your archives and preserve media that may be facing its end-of-life.

Then, your Education Essentials solution enables you to access these documents. Another critical step is to develop your Day-Forward strategy. You don't want to recreate a paper-heavy environment as you take in new information each day – so you need to plan on what to do with your documents on a day-to-day basis.

- Your day-forward strategy is critical to maintain your digital school environment. Without it, your back office paperwork will soon be overrun with paper exhausting your staff's time and energy.

At Konica Minolta, our Business Process Outsourcing (BPO) scanning team in our Intelligent Information Management practice works with you to get your digitization done. Then, we ensure the Education Essentials solution is ready to be implemented for your document management.

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Thanks to Square 9's solutions, the majority of the school's documents have been digitized and shredded. Having easy and immediate access to important information across departments is helping the high school operate much more efficiency...

GlobalSearch is also great for its seamless integration with PowerSchool. We use PowerSchool daily so now if we are looking at a record in PowerSchool we can easily pull up matching records in GlobalSearch. I would definitely recommend Square9 and their products.

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— David Morales, Director of Technology
St. John Paul the Great Catholic High School

CASE STUDY

ST. JOHN PAUL THE GREAT CATHOLIC HIGH SCHOOL

St. John Paul has an innovative approach to the way they manage records and information. They store every piece of paperwork a student must provide to attend including applications, medical records, birth certificates, transcripts, and more. With so many current students, and new applications arriving daily, St. John Paul decided to transform paper documents into digital data with document management software. With an elementary school in their district already using GlobalSearch, they knew it would be a great fit for them.

They started by scanning 100,000 archived documents from the first seven years of operation into the document management system. The documents were automatically indexed using Square9's GlobalCapture document capture solution. Between filing, storing, and accessing documents alone, the staff has saved over 200 hours across departments and has increased productivity by at least 10%. Through the integration with PowerSchool, if a staff member is working with a record in one system, they can easily pull up all matching student records in GlobalSearch.

By removing paper, St. John Paul the Great saved hundreds of hours across multiple departments.

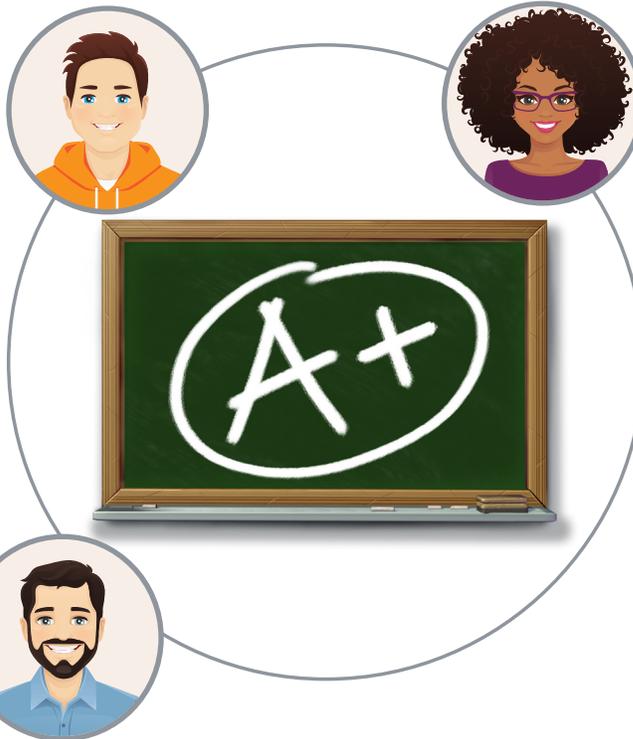
Advantages K-12 school districts experience after implementing document management

- Increased staff efficiency
- Protection of confidential information
- Secured share of student records
- Reduced operational costs
- Compliance with federal guidelines

Allow your district to take advantage of a cloud-based solution to provide easy access and storage of digital records to ensure the proper management of archives for compliance requirements – what was a time-consuming, manual process – becomes an easy task for your entire district.

STUDENTS

- PPT/IEP/504 Plan Records
- Health & Vaccination Records
- Applications
- Student Portfolios



ADMINISTRATORS

- Human Resource Files
- Residency Documents
- Building/Maintenance Records
- Board Member Minutes
- Administration Records
- Payroll Records
- Invoices

TEACHERS

- Field Trip Approvals
- Attendance Sheets
- Incident Reports
- CEU Tracking
- Staff Records

**Contact us to learn more:
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