How to Create Order

Support student and staff achievement by reducing records costs, protecting confidentiality and improving quality of service

Consider your growing student population. Limited classroom space. Overflowing records rooms. Increasing demands for instant information. The records storage and retrieval burden of complying with regulations such as NCLB, FERPA and HIPAA.

As your district administration faces these issues, what is the impact of paper- and microforms-based records management on efficiency, productivity and quality of service to departments, students and staff?

Learn More Inside

▸ **Enforce Consistent Records Policies**

▸ **Ease the Burden of Compliance**

▸ **Find Information Faster**

▸ **Simplify Records Transfer**

▸ **Improve Service with Web Tools**

▸ **Streamline Deployment and Integration**

Run Smarter℠

Laserfiche®

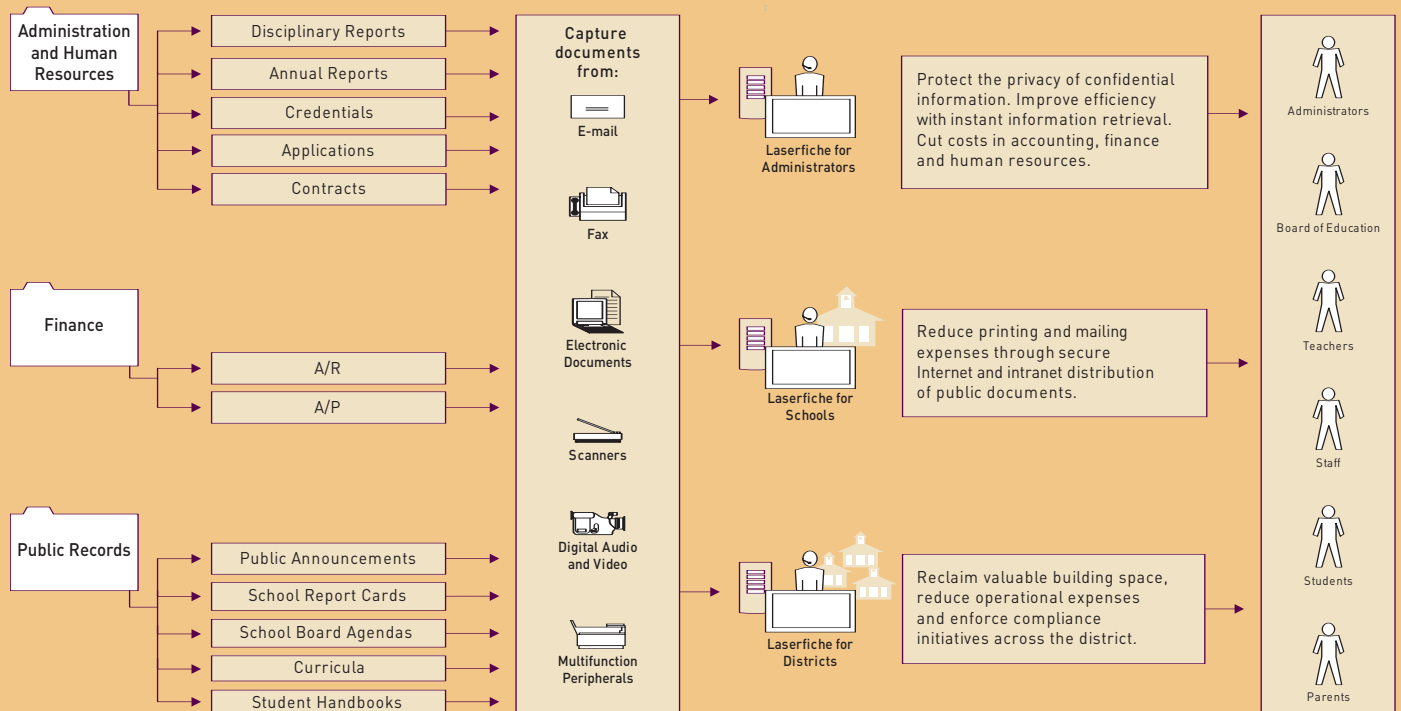# Reconciling Administrative Demands and Budgetary Challenges

The Business Cost of Paper

▸ Physical document storage consumes valuable office and classroom space.

▸ Recreating lost and misfiled documents costs time and money.

▸ Manual searches for transcripts, school board meeting minutes and other administrative records absorb staff time.

▸ Access to sensitive student and personnel documents is difficult to control.

▸ Incompatible records systems complicate information storage and retrieval.

▸ The cumulative impact of paper reduces the quality of service to students and parents.

The Laserfiche® Potential

▸ Reclaim office space and eliminate file cabinets with digital document storage.

▸ Easily locate documents through keyword searches of complete document contents.

▸ Disciplinary actions and other documents, stored in individual digital folders, are quickly accessible through intelligent search.

▸ Protect records from unauthorized use with comprehensive security.

▸ Simplify integration with student information systems and other applications in districtwide use.

▸ The cumulative benefits include saved time, reduced costs, enhanced security and more efficient service.

Secure, Universal Records Access

Administration and Human Resources
- Disciplinary Reports
- Annual Reports
- Credentials
- Applications
- Contracts

Finance
- A/R
- A/P

Public Records
- Public Announcements
- School Report Cards
- School Board Agendas
- Curricula
- Student Handbooks

Capture documents from:
- E-mail
- Fax
- Electronic Documents
- Scanners
- Digital Audio and Video
- Multifunction Peripherals

Laserfiche for Administrators

Protect the privacy of confidential information. Improve efficiency with instant information retrieval. Cut costs in accounting, finance and human resources.

Laserfiche for Schools

Reduce printing and mailing expenses through secure Internet and intranet distribution of public documents.

Laserfiche for Districts

Reclaim valuable building space, reduce operational expenses and enforce compliance initiatives across the district.

- Administrators
- Board of Education
- Teachers
- Staff
- Students
- Parents

"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

Administrative assistants scan records—attendance documents, report cards, notes from home, disciplinary referrals—into single or multiple Laserfiche databases. Staff can also import word processing, spreadsheet and other electronic documents to be stored in native file formats. Paper files can then be destroyed or transferred to a cost-effective remote storage facility.

Authorized personnel search and retrieve documents instantly with Laserfiche's Intelligent Search. Users view, print and e-mail documents from their desktops. Documents may also be archived to CD-ROM or dynamically posted to your intranet or the Internet without HTML coding.

Comprehensive, enterprise-class security protects your digital records archive with individualized security measures for multiple departmental databases. CD-based backups can be stored safely off-site. Audit trails monitor access to confidential records such as teachers' credential files and student immunization records. Your electronic and scanned paper documents are secure, yet accessible to authorized users.

## Consider the costs of maintaining disciplinary folders:

‣ How much time does the administrative secretary spend manually updating attendance documents and disciplinary referrals?

‣ How many hard copies are required for academic and disciplinary hearings?

‣ How many notes from home or academic progress reports are misfiled?

‣ What are the physical storage expenses for the entire school district?

‣ What are the cumulative costs in terms of budget, productivity and service?

Now consider managing disciplinary folders with Laserfiche:

‣ Scan attendance documents, notes from home, report cards and disciplinary referrals directly into student files.

‣ Protect the privacy of student files with comprehensive security and audit trail monitoring.

‣ Provide secure, online access to student files for authorized administrators.

‣ Instantly print copies of student files for parents.

‣ Easily perform keyword searches of the database to locate student suspensions and other disciplinary or academic information.

"There is a very small learning curve. We could teach people who aren't that familiar with computers to use Laserfiche very easily. That was a real plus."

Rene Gonzalez, Director of Psychological Services,
Los Angeles Unified School District
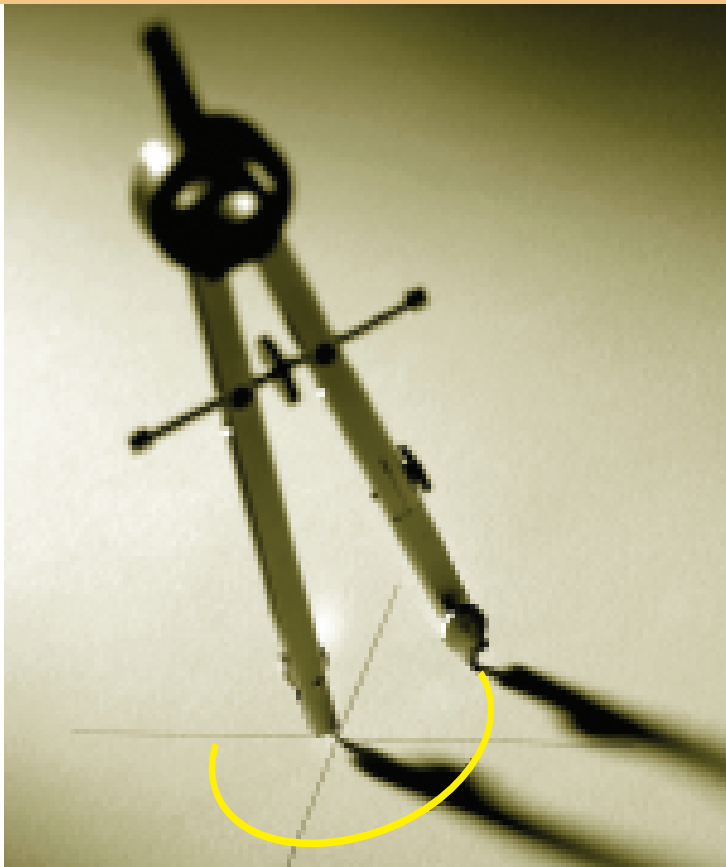
Real-World Benefits from the Records Room to the District Office

Enforce Consistent Records Policies

Laserfiche delivers high-volume document archival, retrieval and distribution across your building's network and throughout the district. Laserfiche reduces or eliminates misfiling, time spent searching for documents, and costly paper reproduction and distribution methods that impede information access. The DoD-5015.2-certified Records Management Edition enables consistent application of records retention procedures.

- Reduce clerical mistakes with automated indexing.

- Manage entire document repositories from workstations.

- Easily add electronic annotations.

- Build secure digital archives of unalterable documents.

- Emulate paper filing systems with customizable folder structures.

- Index electronic and image-only documents with customizable template fields.

- Assure proper filing with mandatory metadata acquisition and automated extraction of e-mail metadata.

- Streamline retention and disposition configuration.

Ease the Burden of Regulatory Compliance

Administering records access under the Family Educational Rights and Privacy Act (FERPA) consumes staff time, as does protecting the privacy of medical records according to Health Insurance Portability and Accountability Act (HIPAA) rules. Working with finite resources, how do you provide timely records access while maintaining rigorous levels of security?

Configurable security helps strike the precise balance between accessibility and protection that best serves each department. Redactions, or blacked-out text, protect information on the level of individual words. Audit trails provide constant vigilance over user activity and produce complete, easy-to-use reports.

- Reduce the cost of compliance.

- Ensure districtwide, password-protected records access.

- Flexible security can be controlled centrally or delegated to department heads.

Be More Productive with Faster Information Retrieval

The Laserfiche Intelligent Search retrieves documents instantly, allowing you to find and distribute documents with the speed required to keep pace with today's information demands. With the flexibility of full-text and customizable index field searches, Laserfiche keeps documents accessible on demand to district decision makers.

- Intelligent Search provides instant search and retrieval of records such as school board policies and past meeting agendas.

- An intuitive search interface encourages staff acceptance.

- Unlock the contents of paper records with full-text searches.

Simplify Records Transfer with Digital Archiving

Maintaining, moving and protecting paper and microform records for students and personnel are expensive tasks. Disaster and theft threaten archival integrity. Photocopying for off-site storage takes time and money.

Digital archiving with Laserfiche addresses these concerns while also assuring future accessibility through non-proprietary file storage formats.

‣ Store entire document repositories on durable, royalty-free CDs and DVDs.

‣ Built-in viewers maintain accessibility, even if your network is down.

‣ Streamline the records transfer process: records are conveniently transferred on CDs.

‣ Easily back up school archives for disaster recovery.

‣ Non-proprietary file storage formats maintain future accessibility.

Improve Service with Web Tools

Laserfiche Web Access and WebLink deliver instant document access via standard Web browsers. Web Access provides rich document management functionality in a rapidly deployable thin client. WebLink is a secure publishing gateway between your digital archives and your intranet or the Internet.

These tools allow efficient access while administrators retain complete control over which documents are accessible. Comprehensive security measures guarantee records integrity while making designated documents accessible to authorized staff and remote district offices.

‣ Provide districtwide, browser-based document access.

‣ Enable secure distribution without photocopying expense.

‣ Easily share community-appropriate information without knowledge of HTML coding.

‣ Ensure rapid implementation—no client installation.

‣ WebLink provides seamless integration with your existing Web site.

Streamline Deployment and Systems Integration

True scalability minimizes implementation risks, allowing districts to budget for departmental installation and expand districtwide as need dictates. Laserfiche's n-tier architecture supports multiple servers and databases, allowing administrators to configure separate databases for individual departments while maintaining a controlled information repository. Databases can reside in separate physical locations and can be protected with individualized security measures.

‣ Configure access and feature rights by users and groups.

‣ Support for industry-standard Microsoft® SQL and Oracle® database platforms simplifies integration and delivers maximum scalability.

‣ Open architecture promotes integration with standard student information databases such as Chancery SMS®.

‣ A national solution provider network delivers local implementation, customization, training and support services.
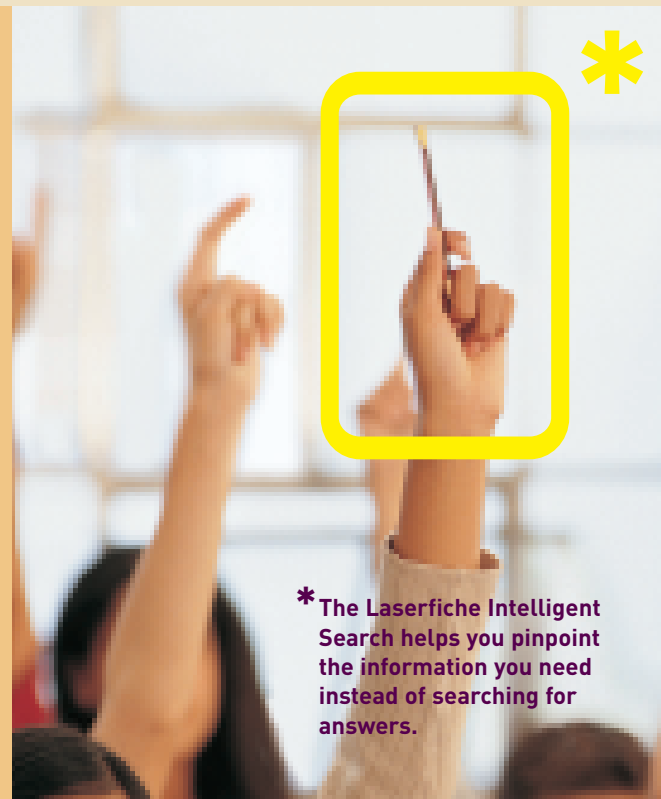
*The Laserfiche Intelligent Search helps you pinpoint the information you need instead of searching for answers.

"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 Document Management Platform

These core products help you organize, protect and retrieve information.

Laserfiche United™ and Laserfiche Team™
Laserfiche Records Management Edition™
Laserfiche Web Access™

Document and Information Capture

These tools bring paper and electronic documents into your digital system.

Laserfiche Quick Fields™
Laserfiche Import Agent™
Laserfiche Snapshot™

Document Distribution

Provide secure, efficient document access to users across the office and around the world.

Laserfiche WebLink™
Laserfiche Plus™
Laserfiche E-mail Plug-in™
Laserfiche COLD™

Business Process Management

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

Laserfiche Workflow Suite™
Laserfiche Agenda Manager™
Laserfiche Audit Trail™

Integration and Customization

Tools and packaged solutions facilitate image enabling and back-end integrations.

Laserfiche Integrator's Toolkit™
Integration Express™
Integration Express-GIS™

Software Assurance

Manage change and protect your investment.

Laserfiche Software Assurance Plans (LSAP™)

About Laserfiche Solutions

A resource for over 21,000 organizations since 1987, Laserfiche creates elegant document management solutions that help organizations run smarter. Dedication to customer-driven innovation has built a suite of products and services that address organization-wide business problems from executive, records management, information technology and end-user perspectives. Laserfiche manages mission-critical information in local, state and federal agencies; financial services firms; healthcare organizations; educational institutions; and other public- and private-sector organizations around the world.

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 or to request your free Laserfiche demo CD.

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