K-12 Student Records Management

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Business Information Solutions

Are you confident that teachers, parents and administrators can quickly, easily and securely access student records?

Are you seeking new ways to trim the costs—and reduce the risks—associated with paper-based records?

How are you addressing compliance with FERPA, NCLB and state-level regulations?

Across the country, K-12 districts are challenged to meet ever-higher demands with often diminishing resources. In the face of state and federal regulations—from FERPA to the No Child Left Behind Act—student records management is no exception.

Some districts have implemented a Student Information System but still see opportunities for improvement. Others are still relying solely on paper or a combination of paper and electronic files.

Working with Ricoh, you can take a more strategic and effective approach. Our capabilities include:

- **Distributed Scanning and Capture.** Leveraging any existing investments in a Student Information System (SIS), Multifunction Printers (MFPs) or other technology, Ricoh MFPs can help you design and implement a solution for capturing student information. Our approach empowers individual schools—even individual teachers—to quickly scan student documents and automatically route them to the appropriate records.

- **Enterprise Content Management (ECM) Solutions.** Ricoh also provides ECM solutions for districts seeking to maximize the value and efficiency of information management. Our team works with you to develop and execute a strategy for optimizing data capture and management throughout the enterprise.

- **Back File Conversion.** If you need to digitize existing records, Ricoh can deliver back file conversion services—at our site or yours. Ricoh digitizes every record in every box, providing a chain of custody and creating an electronic repository with a searchable index.

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Enable higher quality:

Each student brings a distinct set of strengths and weaknesses, challenges and opportunities. The ability to capture and share in-depth information on students is crucial to meeting students' holistic needs throughout their public education. A robust approach to records management helps ensure that the right people have access to the right information at the right time.

Enhance cost control

Paper-based records are cumbersome to manage—driving up costs for physical storage and creating inefficiency in the sharing and distribution of files. By capturing records electronically and integrating them with a Student Information System, schools can reduce or eliminate expensive and inefficient storage and courier services. This approach can also reduce the labor burden—enabling school personnel to focus their time and attention on higher-value activities.
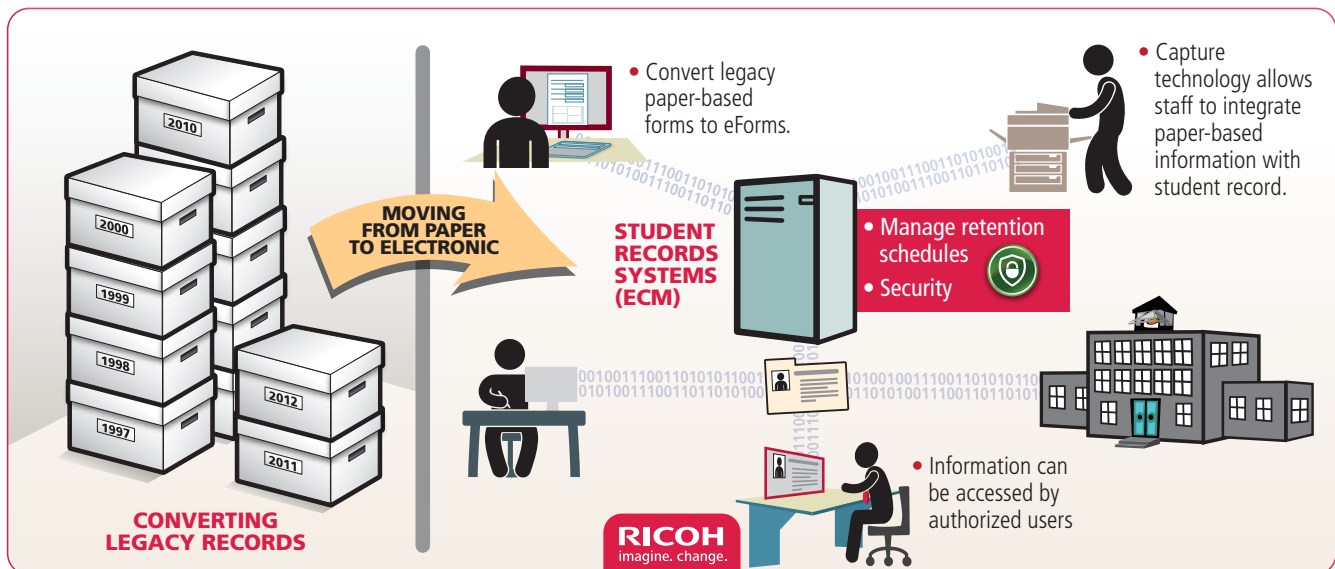
Mitigate risk

Traditional paper-based records compound the challenges of addressing compliance with state and federal regulations. An electronic system automates many critical processes—making it much easier to control access to data and to create an audit trail for each record.

Student Records Management Rubric

When it comes to student records management, how does your current approach measure up to industry standards?

Novice	Proficient	Distinguished
• Maintains paper-based student records • Lacks a system for backing up and restoring records in the event of a disaster • Pays for physical storage of records • Must courier records when needed	• Maintains a combination of paper-based and electronic records • Backs up electronic records and has a solution for restoring them in the event of a disaster • Still faces challenges in ensuring that information can be quickly, easily and securely shared by all stakeholders	• Maintains a workflow for quickly and easily capturing documents and information • Integrates files into a Student Information System • Backs up student records and maintains a plan for disaster recovery • Can produce reports about how, when and where student records have been accessed

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