

## Are you following FERPA regulations all of the time?

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to preserve the privacy and accuracy of student educational records. The law also protects how information is used and disclosed. Schools need Enterprise Content Management (ECM) solutions to guard against unauthorized access. The PaperVision® suite of ECM products secures records, improves office efficiencies and reduces operational costs.



### Any Document.

- Improve security and speed access by digitizing paper student files and documents.
- Manage student records with a flexible system that works with existing hardware.
- Leverage artificial intelligence (AI) to recognize and sort student records automatically.



### Anywhere.

- Provide secure remote and on-premise access to student data from virtually any device.
- Protect student records at all times with strong security settings and detailed audit trails.
- Keep work moving by routing, managing and reviewing student files online.



### Anytime.®

- Share records securely with students and their families, counselors and other schools.
- Improve student services with fast 24x7x365 responses to information requests.
- Save staff time and document storage costs by using searchable digital records.



"The term 'education records' is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution."

- U.S. Department of Education

Need help assessing your records management? Contact us: [www.papervision.com](http://www.papervision.com)

## Secure confidential student records and save money with ECM

What if you could reduce the amount of time and money you spend to securely store, share and manage student records? Using an ECM system makes complying with the Family Educational Rights and Privacy Act (FERPA) a breeze. Also, Enterprise Content Management tools such as the PaperVision® suite of products simplify records management and improve the productivity of your office.



### Respond to record requests quickly

Are you tired of spending hours responding to student record requests? FERPA mandates that all requests be fulfilled within 45 days. PaperVision.com has powerful search functions that let you locate and send information electronically in seconds. Improve the speed of information requests and ensure you stay in compliance.



### Securely manage student files

Are your files protected in accordance with federal regulations? Under FERPA, schools must securely store and manage student records. With PaperVision.com, you can reduce operational expenses by eliminating hardware and IT costs by managing records in the cloud.



### Save money

Looking to be a good steward of student and government funding while improving productivity? The money-saving benefits of cloud-based PaperVision.com include a low cost of ownership. In addition to gaining ironclad security, save on staff time, printing and postage, file storage and regulatory penalties.



### Integrate seamlessly

Do you work with multiple business software systems? Make complying with FERPA simple by combining multiple systems. PaperVision.com comes with easy point-and-click setups that make it quick to integrate student record information with other line-of-business applications.



### Protect records from disaster

Are your students records safe if disaster strikes? Protect files from loss, theft, cyber criminals and natural disasters. With PaperVision.com, you know your files are protected safely 24x7x365, allowing you to recover from any disaster quickly.



### Easily maintain audit trails

Can you account for who has accessed or viewed every student record on file? Under FERPA, schools must account for each record that is released, shared and requested. With PaperVision.com, automatic document tracking makes the auditing of records and files a breeze.

"PaperVision® delivers "ironclad document security and compliance." - Keypoint Intelligence



For a complete product listing and technical information, please visit:

[www.papervision.com](http://www.papervision.com) or call toll free 866.374.3569

Need help assessing your records management? Contact us: [www.papervision.com](http://www.papervision.com)