

Checklist: Grade Your Current Records Management

Struggling with record handling? Use this checklist to grade your school's strengths and weaknesses when it comes to managing student records, personnel files and other important school information. Learn why more schools are switching to electronic records management.



Pass Fail

Does your current approach to records handling...

<input type="checkbox"/>	<input type="checkbox"/>	Avoid IT Costs
<input type="checkbox"/>	<input type="checkbox"/>	Give you access to student records and other information in an instant
<input type="checkbox"/>	<input type="checkbox"/>	Enable fast access to records from anywhere at any time on virtually any device
<input type="checkbox"/>	<input type="checkbox"/>	Make use of eForms and eSignatures to further streamline record handling
<input type="checkbox"/>	<input type="checkbox"/>	Allow you to share records quickly and securely
<input type="checkbox"/>	<input type="checkbox"/>	Connect buildings and campuses into a single information management network
<input type="checkbox"/>	<input type="checkbox"/>	Protect records at all times with strong security settings and audit trails
<input type="checkbox"/>	<input type="checkbox"/>	Save time and money on document retrieval and processing
<input type="checkbox"/>	<input type="checkbox"/>	Help you comply with the Family Education Rights and Privacy Act (FERPA)
<input type="checkbox"/>	<input type="checkbox"/>	Enable you to handle information intelligently
<input type="checkbox"/>	<input type="checkbox"/>	Help the environment by reducing paper and CO ² emissions
<input type="checkbox"/>	<input type="checkbox"/>	Enable distance/hybrid learning with anytime shared access to documents
<input type="checkbox"/>	<input type="checkbox"/>	Offer affordable per-user tiered-services pricing
<input type="checkbox"/>	<input type="checkbox"/>	Add/remove users and features as needed
<input type="checkbox"/>	<input type="checkbox"/>	Automate record retention and destruction
<input type="checkbox"/>	<input type="checkbox"/>	Store both paper and electronic records for every department
Total: <input type="checkbox"/> / 16		How did you score?

Learn why more schools are moving to PaperVision®.com cloud-based document management to gain fast, secure, anytime access to student records and other important information.

866.374.3569 | www.papervision.com/student-records-management