Laserfiche®
For Schools & Districts

Drive District-Wide Efficiency

As student populations grow, so do the number of records school districts must manage. With overflowing file cabinets, a growing demand for instant information access and strict regulations such as FERPA, HIPAA and ESSA, school districts must take control of their information.

That's why schools and school districts are driving districtwide efficiency by leveraging solutions that help them expedite work processes, simplify regulatory compliance and access records on demand.

Laserfiche enterprise content management (ECM) is scalable document management and records management software that automates paper-heavy processes across multiple departments. Using Laserfiche, schools can run administrative and student-facing services smoothly, quickly and cost-effectively—minimizing the overhead costs of paper, storage space and additional staffing resources.

Laserfiche ECM is essential technology that eases the burden of managing paperwork so that school districts can focus on the goal that matters most: **powering student success.**
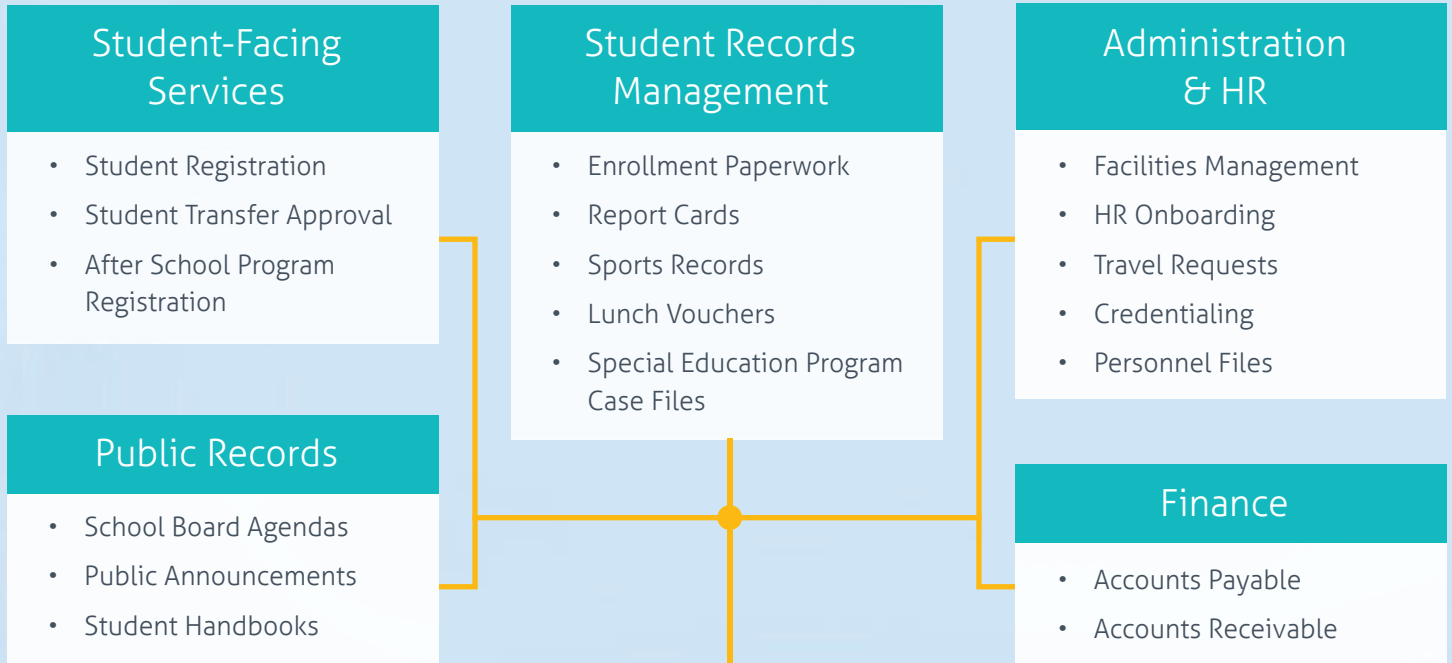
> " The possibilities are endless. Applied wisely, the Laserfiche platform can do everything from serve teachers to improve student performance. "

Robert Allen
Director of Business Applications and Processes
Frisco Independent School District

Optimize Operational Efficiencies District-Wide

Student-Facing Services

- Student Registration
- Student Transfer Approval
- After School Program Registration

Student Records Management

- Enrollment Paperwork
- Report Cards
- Sports Records
- Lunch Vouchers
- Special Education Program Case Files

Administration & HR

- Facilities Management
- HR Onboarding
- Travel Requests
- Credentialing
- Personnel Files

Public Records

- School Board Agendas
- Public Announcements
- Student Handbooks

Finance

- Accounts Payable
- Accounts Receivable

Use Laserfiche to Capture Documents From

- Email
- Fax
- Electronic Documents
- Scanners
- Digital Audio & Video
- Multifunction Peripherals
- Electronic Forms

Speed Approval and Review

Laserfiche accelerates staff approvals by routing documents to the right people at the right time. At any point during the review process, it's easy to see who is responsible for the next action and send automatic email reminders to keep the process moving.

Laserfiche For Administrators

Protect the privacy of confidential information, and 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

Reduce distribution costs through web publication while protecting sensitive documents with multiple layers of security.

Key Components of Laserfiche

With easy-to-use solutions such as electronic forms, workflow automation, one-click integration tools and records management, Laserfiche is an intuitive software suite that simplifies information management across the organization.

BUSINESS PROCESS MANAGEMENT

Automate document naming, filing and routing as well as email notifications to save time and money

MULTI-CHANNEL CAPTURE

Capture information from paper documents, electronic forms, emails, faxes and third-party databases

ELECTRONIC FORMS

Replace paper forms with easy-to-design e-Forms

LASERFICHE ECM

GOVERNANCE, RISK & COMPLIANCE

Protect and preserve information with DoD 5015.2 and VERS-certified records management, digital signatures and role based authorization

DOCUMENT DISTRIBUTION

Expedite student and faculty services using on-demand, read-only documents stored online

DOCUMENT MANAGEMENT

Search and retrieve documents to locate information with preconfigured, full text and advanced searches

Benefits of Laserfiche ECM

Laserfiche empowers school districts to support the success of staff and students alike. Whether you are an administrator, records manager or IT professional, Laserfiche offers easy-to-use tools designed to simplify your job.

Transform Manual Work Processes

Laserfiche helps school districts do more with less by improving staff collaboration and routing information across the district for review and approval.

- **Business Process Templates:** Meet your district's operational needs with easily configurable, templated solutions for student registration, student records management, accounts payable and more.

- **Electronic Forms:** Replace paper forms with easy-to-design electronic forms—no programming required.

- **Workflow Automation:** Simplify the review and approval of action items, such as application processing, employee expense reports and more.

" Before Laserfiche, people did things because that's how they did things 10 years ago. Once we started building out processes in Laserfiche, everyone knew why they were doing things—and they realized the cost savings, too. "

Adam Galvan, Jr.
Executive Director of Technology
Lockhart Independent School District

Integrate Applications with Ease

Laserfiche seamlessly integrates with the applications schools districts use every day—including student information systems (SIS), enterprise resource planning (ERP) systems, human resources software and more. This allows you to easily create intuitive, cost-effective solutions using existing technology investments.

- Integrate with line-of-business applications in minutes using **Laserfiche Connector**—an easy-to-use, wizard-driven tool that does not require custom programming.

- Create custom applications and integrations with the **Laserfiche Software Developer's Kit (SDK)**, a highly flexible and open programming interface.

- Browse hundreds of **ready-to-use integrations** that help you easily connect Laserfiche with core business applications, including Microsoft Office programs, multifunction devices such as Ricoh and Samsung, and popular cloud-based services including Microsoft OneDrive® and Google Drive™.
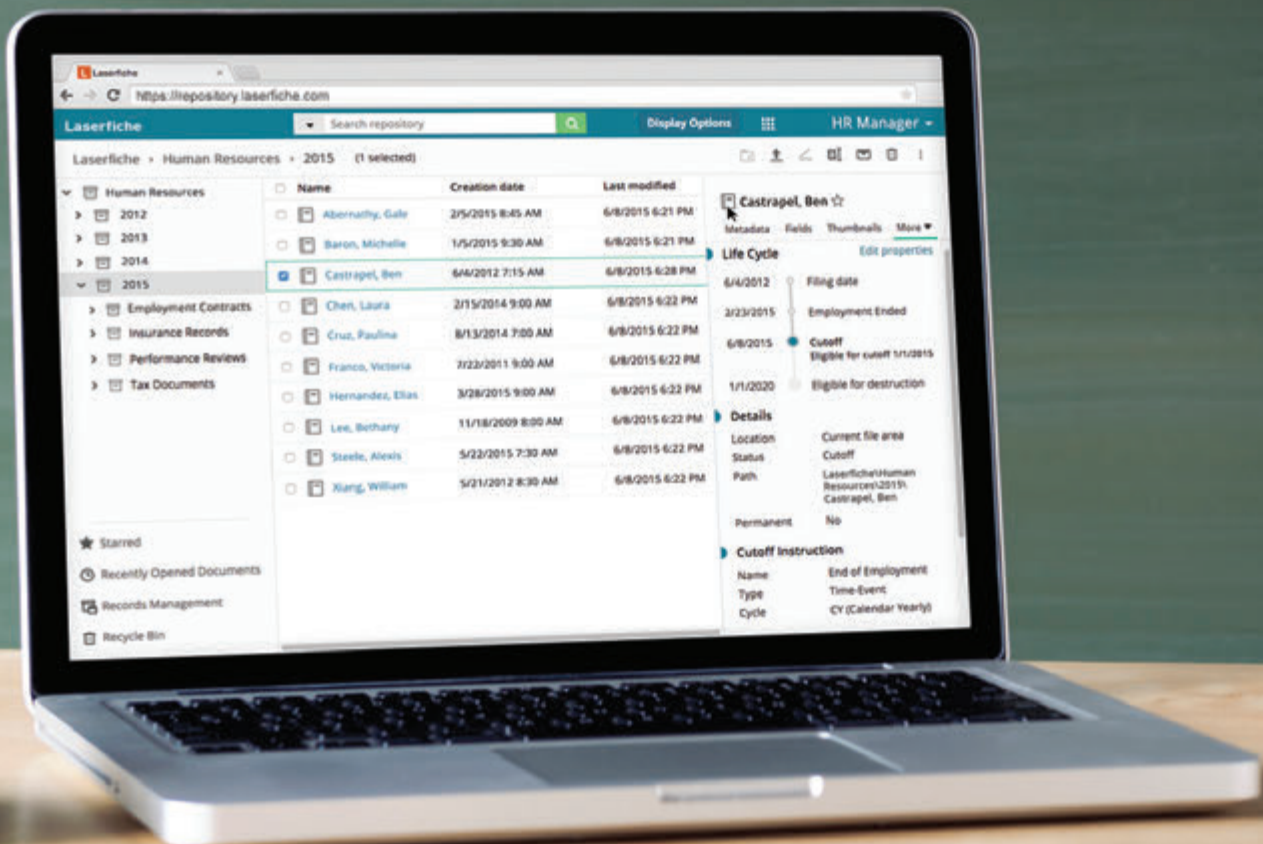
Protect the Security and Integrity of Student Records

Laserfiche simplifies compliance by easily storing records in accordance with regulatory rules, such as FERPA, HIPAA and ESSA.

- Laserfiche's government-certified security features help safeguard sensitive documents across the district—including controlling who sees what information based on a person's job role, department or other security authorization.

- With powerful auditing capabilities, Laserfiche tracks every user interaction with a document—helping you prepare for audits in minutes.

- Laserfiche Records Management—a DoD 5015.2-certified solution—can help you maintain secure, accurate and readily accessible records across the district.

Laserfiche®

For Schools & Districts

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About Laserfiche

Laserfiche Enterprise Content Management transforms how organizations manage information, automate document-driven business processes and make timely, informed decisions. Using Laserfiche, organizations can innovate how documents and unstructured information are processed and analyzed to achieve business results. Laserfiche provides intuitive solutions for capture, electronic forms, workflow, case management, cloud, mobile and government-certified records management. Since 1987, Laserfiche has been the trusted choice of more than 36,000 organizations worldwide.

Your Next Step

Read White Papers and Case Studies
laserfiche.com/education

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