

DocRecord™ streamlines student record keeping at El Monte Union High School District.



Organization Information

El Monte Union High School District is a large Southern California school district located near Los Angeles. The school district serves a population area of over 200,000 residents and is responsible for the education of nearly 11,000 high school students. El Monte operates six individual high schools and two nationally recognized adult education centers.

The El Monte Board of Trustees is dedicated to an on-going commitment to provide excellent service to its students and community. Part of that commitment means keeping accurate records for their students. Service to their students doesn't end when they graduate. It means that records need to be readily available and accurate when former students apply for jobs or college. El Monte also needed to ensure that personal information is secure and private, and won't be released without permission.

Prior Business Situation & Problem

The El Monte Union School District had been using a service bureau to archive student records onto a film-based system. The company that performed this service went out of business so the school district needed to find a better way to maintain student records. The school district's manual system could not adequately secure private documents in a way that would put them in compliance with current regulations.

Solution

The El Monte Union High School District student record and archival system needed to be economical, flexible, and scalable. After looking at several competitive systems they chose DocRecord from Prism Software.

The DocRecord application implemented at the school district consisted of a number of key elements. First, it was very important that DocRecord could absorb a high volume of scanning so the school could meet their back-file conversion objectives; the first phase of which meant scanning records going back to 1995. DocRecord's advanced Automation Server allowed El Monte to input a high volume of scanned documents and on-the-fly create key index information from student ID and document type via zonal OCR (optical character recognition).

For their security requirements El Monte takes advantage of DocRecord's ability to set automated retention schedules for different types of student documents. DocRecord's auditing capability gives El Monte's administrative personnel the tools they need to track individual documents and who and when these documents are viewed or checked out.

Another other key component to the El Monte solution utilizes DocRecord's advanced administrative function. DocRecord updates and replaces student class records generated from the school system's host application and discards the previous version. Automating this process through DocRecord ensures student records are up-to-date and accurate.

Benefits

With DocRecord the El Monte Union High School District has been able to create a new level of security, access, and accuracy to their student record system. The ability to secure student records brought the school district into compliance with privacy regulations. At the same time student records could be quickly accessed through DocRecord's advanced search and retrieval functions when needed. They eliminated the problem of lost documents or trying to track down out-of-file documents. With DocRecord's Automation server El Monte could scan and automatically file into the correct electronic file cabinet in one simple operation, thereby eliminating the need the labor intensive task of manually filing or filming documents.

Case Study Highlights

- Provided a complete and flexible solution for student record keeping
- Allowed El Monte to comply with regulated record retention policies
- Allowed El Monte to quickly and easily respond to student requests for transcripts etc.
- Created a secure environment for student records

Key Words

DocRecord, education, student records, batch scanning, automatic record fulfillment, record retention

