Buyer's Guide

K12 Districtwide Record Management Platform

parchment

Let the search begin

A student record management platform should save you time, address your most pressing needs and ultimately increase learner satisfaction. This guide highlights the key steps you should take when searching for the one that's best suited to the schools in your district.

Contents:

In pursuit of a K-12 districtwide record management platform.

In pursuit of a K-12 districtwide record management platform

Imagine a world without your fax machine and demands about transcript whereabouts. Your student records are all electronic, which means you no longer have to worry about the risk of losing paper documents if storms barrel through.

What kind of features should a student record management platform have to facilitate such a dream? Which vendor is a worthy addition to your network? How can you evaluate the options to find the winning one?

The right vendor understands that credentials are the currency in meaningful exchanges, with high school transcripts serving as the first of those important records. With top-notch student record management, you can hand your students the keys to unlock priceless educational and professional opportunities.

As you go through these steps, you'll get that much closer to finding the one. Are you with us?

Let's get started.

1. Determine your current status

Take a hard look at your current processes for managing student records.
That goes for internal operations and vendor contributions.

Do you store all student records in a central location?

Can you fulfill requests for multiple record types?

Are current student transcripts managed at the high school
and alumni transcripts managed at the district office?

Can you send both paper and digital copies of student credentials?

Are students, parents or third parties often confused about where to place an order?

Are your legacy alumni records trapped in paper formats?

Does working with multiple vendors slow you down when you need support?

Are your student records protected from storms, disasters and other risks?

2. Find out which record types are supported

Look for a record management platform that allows you to fulfill all the types of student record requests you receive. We're talking transcripts, diplomas, certificates, verifications, immunization forms, letters of recommendation and any other record your heart desires.
The flexibility to send these records in print and digital formats is also a must-have.

CERTIFICATE

IMMUNIZATION

LETTER OF RECOMMENDATION

SCHOOL PROFILE

TRANSCRIPT

Rather than focusing on only district alumni records processing or current students advancing to higher education, a better solution enables you to process all requests for all record types and all students. No limitations to slow you - or your students - down.

parchment

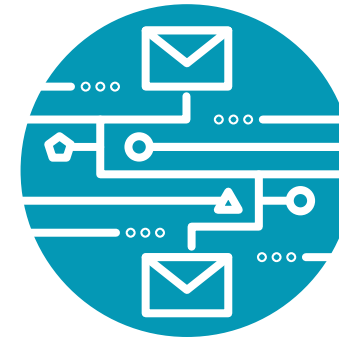# 3. Identify who can order - and how

No matter who submits the request, your platform should be able to fulfill the order. Current students, alumni, administrators, parents and other third parties are welcome.

Once requesters arrive, they should have an easy as 1-2-3 experience. Designed to do just that, smart order routing offers a consistent process for all who place record requests. It works like this:

Order:
Requesters should be able to go to the district and high school websites to submit their orders. (Desktop and mobile approved!)

Process:
The system should be smart enough to route the request over to the correct location for processing and approval. Once approved, the credentials need to be packaged into the format needed for delivery.

Deliver:
The records head to the selected destination via print mail, email, PDF, EDI, XML and other formats.

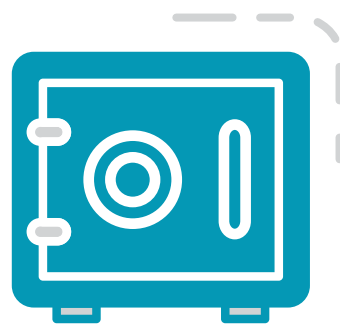**Flexible?** Check. **Secure?** Identity verification required. **Storable?** Lifelong.

4. Dive into the delivery process

Look for a student record management platform that offers fast, secure and trackable delivery to any destination worldwide.
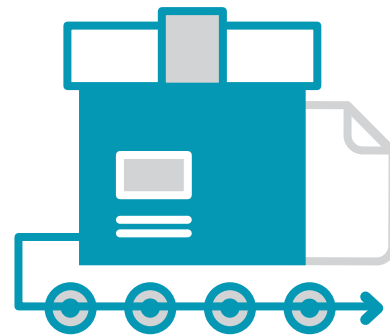
Fast:

Instant gratification rules the day especially for students eager for quick admission decisions.

Secure:

Recipients want tamper-proof verified, records only.

Trackable:

When the platform sends requesters delivery updates, you're less likely to get phone calls from concerned students.

Next up, consider the provider's receiver network.

The more comprehensive it is, the better the odds that requests end up at the right destination in a timely manner.

Humble-brag moment: Parchment's comprehensive network includes over 84% of all admissions offices.

A winning platform paints a complete picture:

✓ Easy ordering   ✓ Smart processing   ✓ Secure delivery

5. Take note of the features

Look for a student record management platform that offers fast, secure and trackable delivery to any destination worldwide.

Features

Customer support: The ideal vendor can provide 360 degree support for both admins and students.	✓
Ongoing training: Your staff will benefit from training sessions and materials the vendor can provide to keep everyone up to date on the platform.	✓
Digitization: The ability to take your legacy records online is a priceless service.	✓
Flexible licensing: Options are your friends! Look for a vendor that offers flexible payment models.	✓
Revenue opportunity: Consider whether the platform allows you to apply record-request surcharges for transcript, verifications, alumni orders or all of the above.	✓

6. Verify the mission

Finding the right vendor means choosing more than a student record management service. It's about selecting a partner who's as invested in your students as you are.

The mission matters because you can achieve more with a dedicated partner. Your student record management service is an extension of your commitment to your learners. Take care to choose a partner who can empower you and your learners to open promising doors.

Let the search come to close.

Not to toot our own horn, but Parchment does offer districtwide record management for K-12 schools and districts. The comprehensive platform includes smart order routing, automatic records transfer and Scan & Index to digitize legacy records. It's secure, modern, ideal for your budget and ready to turn your students' credentials into long-lasting opportunities.

parchment®

Request a demo today to see how Parchment can be your winning platform.

Follow us for the latest info or visit
us at www.parchment.com