

## DocuWare for K-12 Education



## Efficient automated processes support an engaged learning community

With DocuWare's leading document management and workflow automation solution, school systems are tightening security, freeing up staff time and improving data collection. The solution's digital platform effortlessly manages transcripts, health records, Individual Education Programs (IEPs) and other sensitive information. And by automating tedious administrative activities, DocuWare provides faster and more accurate service to students, parents and district leadership.

DocuWare addresses security concerns about student data privacy and cyberattacks. In addition, your district can ensure regulatory compliance with automated retention schedules.

With solutions for facilities management, accounts payable and human resources, DocuWare is a comprehensive answer to reducing costs in budget-constrained districts.

### With DocuWare, you can:

- Keep documents and information centralized and secure while streamlining administration and improving collaboration
- Integrate documents with your student information system and business software to increase the value of your current technology
- Implement a solution that flexes with evolving technology needs without adding work for the IT team
- Protect against cybersecurity threats and natural disasters with a fail-safe disaster recovery plan

## Achieve administrative excellence with budget-friendly digitization

**Document management and workflow automation** let you digitize paperwork and securely save it in an organized repository for quick retrieval when needed. Easily capture, store, manage, process, share and track documents. Controlled access, task lists and email notifications enable staff to handle daily responsibilities more efficiently and decision-makers to approve, reject or request more information along checkpoints in all your processes.

### DocuWare for K-12 school systems delivers key features:

- Store student records in a secure, searchable digital archive to protect student privacy and comply with the Family Educational Rights and Privacy Act (FERPA) and state and local regulations for accessibility and records retention
- Use public-facing eforms that parents can complete online to collect registration information, health data and permission for participation in extracurricular activities
- Exchange information easily between staff, for example, a teacher, psychologist and guidance counselor developing an IEP
- Enable private schools to track admissions and financial aid through shared access to files and speed up processing with retrieval and routing tools
- Create automated workflows, escalation and exception rules so all administrative processes run smoothly and quickly
- Allow permission-based access to HR records such as job applications, teacher evaluations and benefits enrollment documentation
- Adapt to the need for remote hiring, onboarding and maintaining faculty credentialing records

### Deployment options

DocuWare offers cloud, on-premises or a hybrid deployment to meet the needs of your budget and IT team. DocuWare has feature and design parity between cloud and on-premises deployments.

- ▶ **DocuWare Cloud:** reduced upfront IT costs, financial flexibility, future-proof, secure technology
- ▶ **On-premises:** easy to use, highly customizable, secure solution in your own IT ecosystem



"Some people think office automation is only for big companies, but it has tremendous benefits for school systems. DocuWare is used by seven departments and its usage continues to expand!"

Jessica Roark

DISTRICT SOFTWARE SPECIALIST, DAVIESS COUNTY PUBLIC SCHOOLS



LARRY EMERSON, Director of Sales, NJ  
 lemerson@kdi-inc.com  
 1120 Route 73 | Suite 402  
 Mt. Laurel, NJ 08054  
 www.kdi-inc.com

toll free 800.537.4613 ext 110  
 fax 610.604.0304