



# Records Management for Transfer Students

## Made Simple



**Presenter:**  
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[www.ScribSoft.com](http://www.ScribSoft.com)

We believe that *equitable access* to government is a right and not a privilege. Therefore, our mission is to *engage the community* by providing *equitable, open access* to school district resources and programs throughout the student lifecycle - beginning with enrollment and continuing post graduation.

- Hosted, SaaS Applications designed exclusively for K-12 School Districts
- 19 of the Top 30 School Districts in the US (14 in Virginia)
- Serving >10,000 Schools and Districts (over 11 Millions Students)
- Managing over 26 Million Records
- Over 6,500 Colleges and Universities in our e-Transcript Network
- SOC 2 Type II Certified and FERPA Compliant

**Supporting Virginia:**

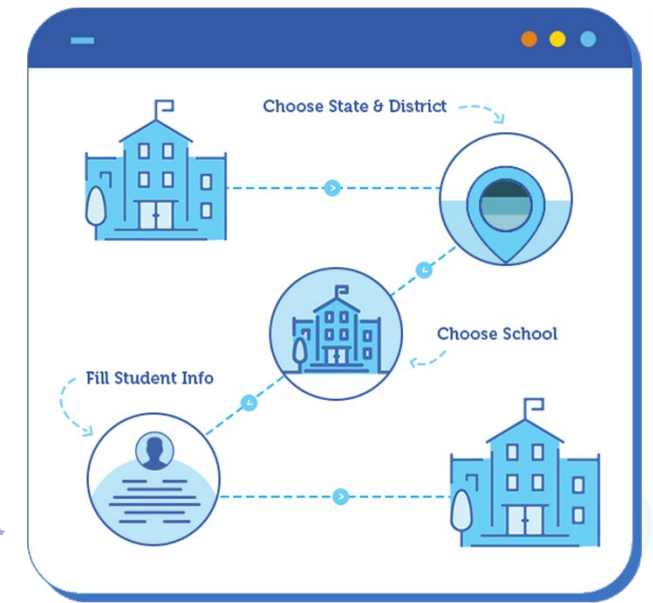


**PSRC ...  
Public Schools  
Records  
Consortium**



## Application Features

- School to School Records Request and Fulfilment
- Self-Services Application for Schools Requesting Records
- User-Friendly Application for School District Employees to Process Requests
- Comprehensive Reporting
- Provides an Audit Trail of all Records Transmittals
- e-Document Delivery Saves time and Money
- Enhanced Security over Manual Process



## Districts Benefits

- Unifies and Optimized the Records Transmittal Process across the Entire District
- Automates the Request and Transmittal of Records for the Inter-District and Out of Districts Transfers
- Manages “Whereabouts Unknowns” impacting Graduation Rates
- Handles Priority requests from Alternative Schools
- Manages Special Education Requests (Large Files)
- Insures FERPA Compliance
- Assists with Student Retention and Recruitment
- Provides Critical Data for School Choice

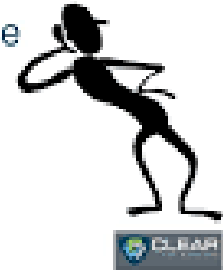


## Compliance Benefits

- Identity Protection
- Aging Report
- Release of Directory Information
- Student Consent, force an upload of signed release
- The Four Tests
  - What is discussed
  - Where the discussion takes place
  - Who is listening
  - Why the discussion took place

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- What is discussed
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- Who is listening
- Why the discussion took place



# Scenarios

Your school or district office gets an urgent call from a school outside of your state. A family has arrived at their school to enroll their child and they are asking for records to be emailed or faxed to them immediately. What do you do?

- A. Security risk
- B. Liability
- C. FERPA Violation
- D. None of the above



# Scenarios

Your school or district office gets an urgent call from a VERIFIED requester outside of your state. A family has arrived at their school to enroll their child and they are asking for records to be faxed to them immediately. They are so lucky! You actually have a free moment to run this information to the fax machine. While you are waiting for the information to go through, you get called away. When you return it has all gone through and it waiting for you on the machine.

Any Issues?

- A. Security risk
- B. Liability
- C. FERPA Violation
- D. None of the above





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Any Issues?

- A. Security risk
- B. Liability
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- D. None of the above





# Scenarios

What happens to those records once they are sent through the fax machine?



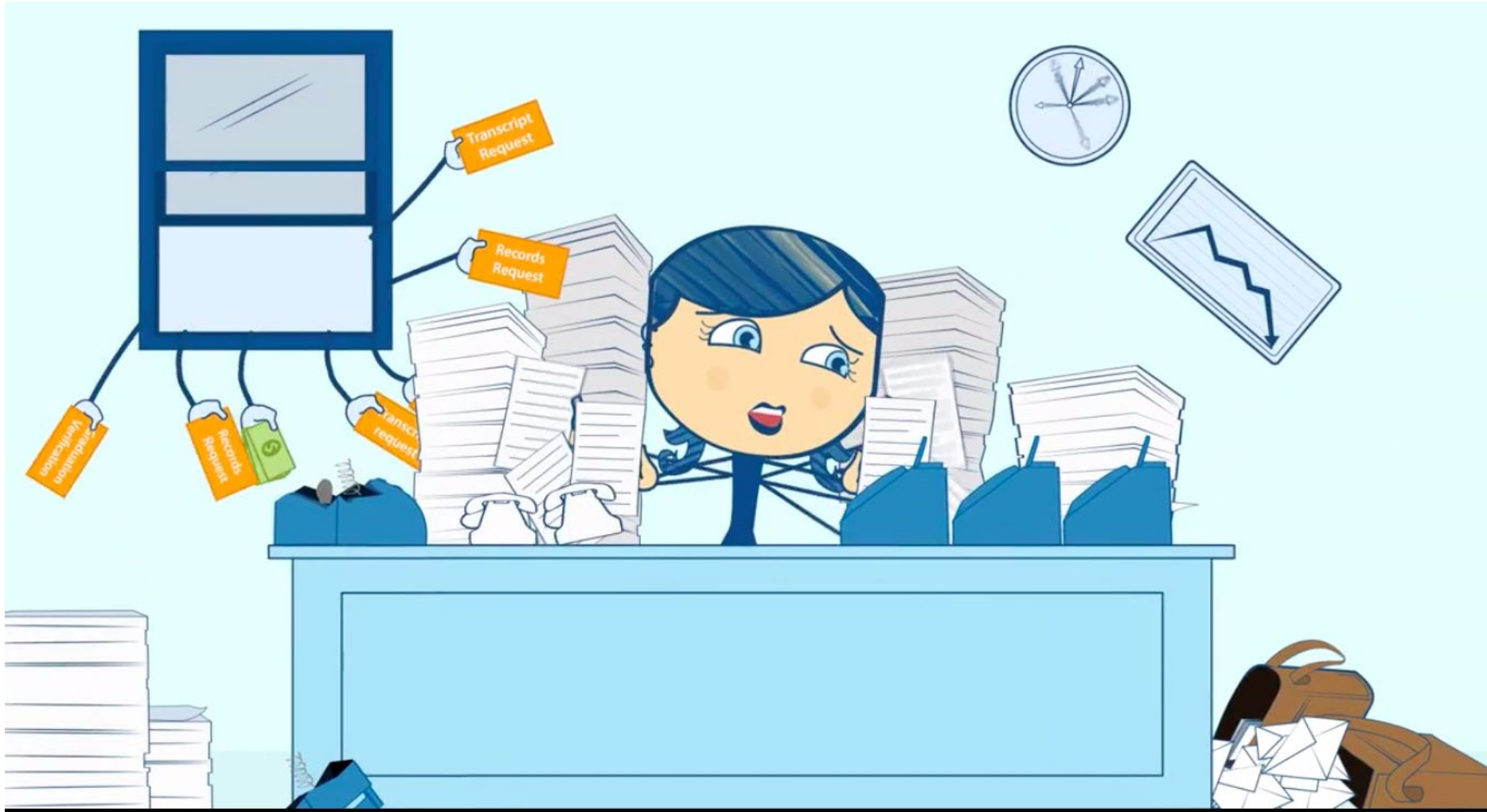
# Scenerios

- A. Your school or district office gets an urgent call from a VERIFIED requester outside of your state. A family has arrived at their school to enroll their child and they are asking for records to be emailed to them immediately. You send them.

Any Issues?

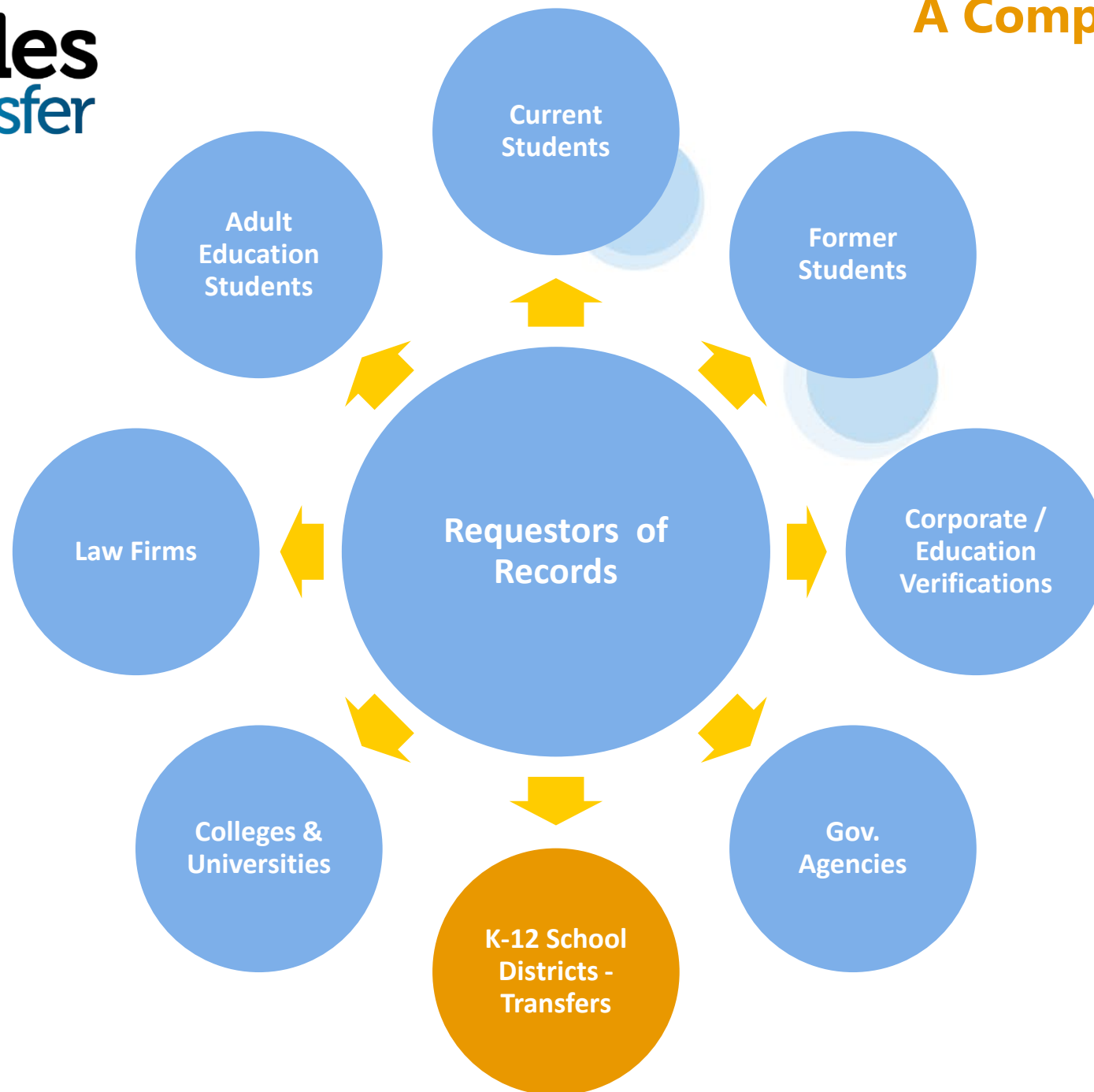
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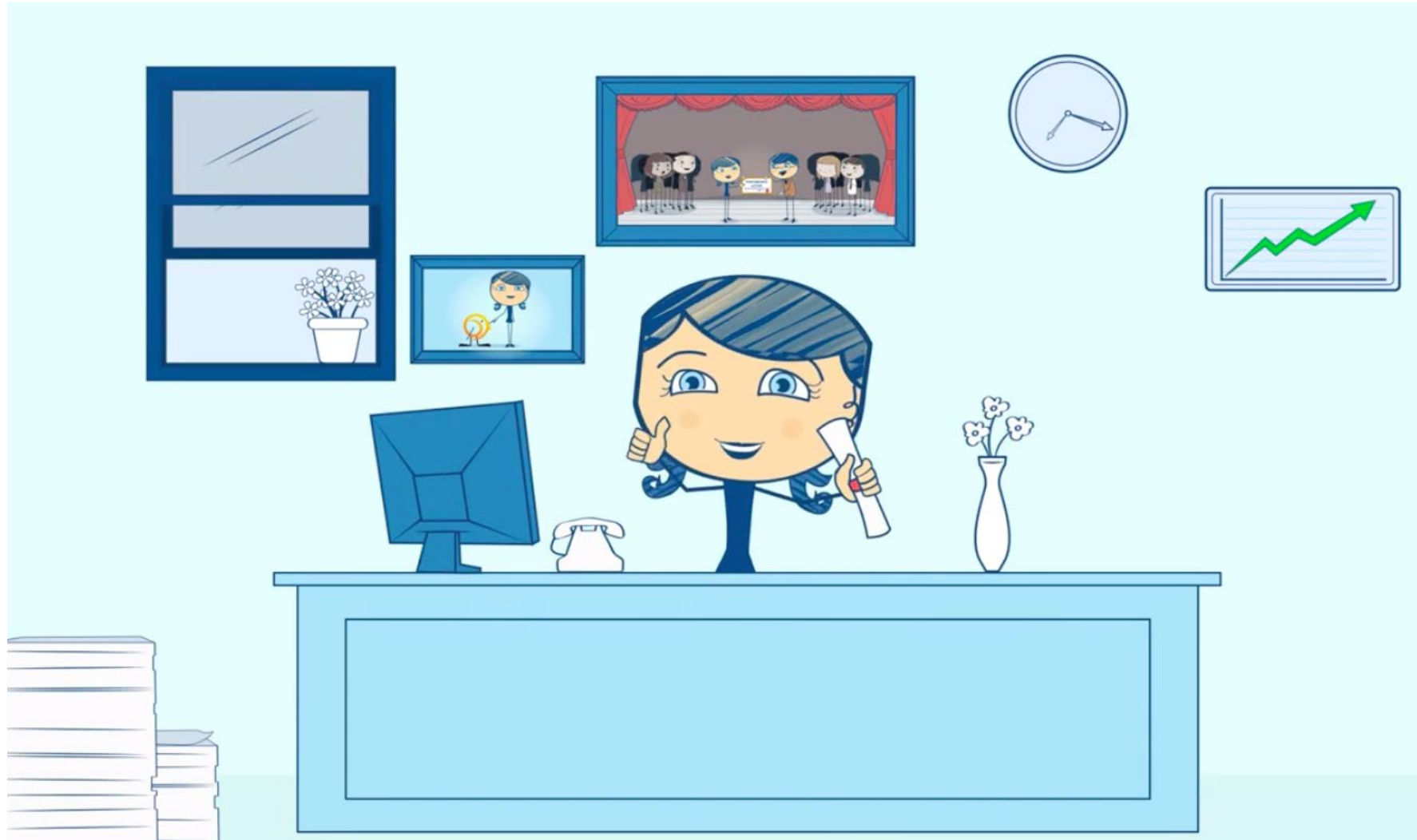


**Lots of paper, phones calls, snail mail, faxes...**  
**Focused on manual processes...**









**Automated, happy and focused on student success...**



Thank  
You!!!!



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