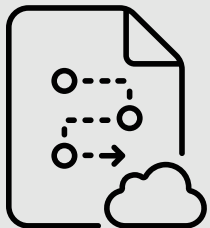


# Student records department minimizes paper and streamlines processes



## HP Intelligent Workflows



A K-12 school serves 14,000+ students on 24 campuses. The district is a technology leader in the state, and its IT department continuously seeks to leverage the latest technology to find cost-effective ways to improve staff productivity while benefiting students and their families.

“The district was drowning in paper. It took staff forever to manually correlate, store, and retrieve student records. Digitizing documents has helped us conquer the chaos of paper documentation and modernize our services.”

- District Business Analyst

# Success story | Student records

## The challenge

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- The school district was challenged with maintaining records and documents that followed each student from K-12
- Storing and archiving mountains of records in its 1,800-square-foot storage facility was expensive
- Lack of a disaster recovery plan was putting sensitive student information at risk
- Many inefficient, form-driven central office processes were taking away precious time from the district's top priority: students

## Business outcome

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- More efficient workflow with automated, electronic forms
- Support for hybrid workforce with student records easier to locate and retrieve from any location
- Freed up precious real estate by digitizing all current student records and all former student records dating back to 1910
- Invoice processing now completed in less than two hours (it used to take three AP staff members a week or more)
- Improved student service with all associated documentation now tied to the district's student management system
- Cost savings of thousands of dollars by printing, maintaining, transporting, and storing fewer paper files
- Trustworthy disaster recovery plan and improved compliance by moving to paperless records—enabling the district to work more quickly and securely

## The solution

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- Seamlessly integrated the HP Intelligent Workflows solution with the district's Student Information System and Enterprise Resource Planning software
- Created electronic forms with automated workflow
- Digitized current student records and made it easy to locate and retrieve the records from any location
- Automated manual and repetitive processes for invoice processing, contract management, and automation of travel requests and approval

## What's next

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Staff continue to find ways for HP Intelligent Workflows to help them boost productivity. Some existing processes that they identified to automate:

- **EMPLOYEE AND CONTRACT MANAGEMENT:**  
Streamline records containing 30-40 standard documents
- **HUMAN RESOURCES:**  
Create process for annual contracts where remote staff can simply log in and quickly complete all paperwork
- **PURCHASING AND CENTRAL RECEIVING:**  
Automatically link all the applicable documents and information

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